



BYLAWS OF THE MARYLAND/WASHINGTON DC/NORTHERN VIRGINIA SECTION

The American Ceramic Society (ACerS)

ARTICLE I - NAMES AND LOCATIONS

Section 1: Name

The name of the Section shall be the **MARYLAND/WASHINGTON DC/NORTHERN VIRGINIA (MD/DC/NOVA)** Section of The American Ceramic Society, hereinafter referred to as the "Section."

Section 2: Location

The Headquarters of the Section shall be ~~in or near th~~within 100 milese of city of Washington, DC.

ARTICLE II – GUIDING PRINCIPLES

Section 1: Vision, Mission and Core Values

A: Purpose

The purpose for which this Section is formed is to promote the arts and sciences connected with ceramics and glass science and engineering by means of meetings for the reading and discussion of professional papers, to facilitate educational opportunities, and by such other activities as are authorized by the Society.

B: Mission

As with ACerS, our mission is to advance the study, understanding, and use of ceramics, glasses and related materials, for the benefit of our members and society.

C: Core Values

The American Ceramic Society values and seeks diverse and inclusive participation within the field of ceramic science and engineering. Therefore, this Section strives to promote involvement and access to leadership opportunity regardless of race, ethnicity, gender, religion, age, sexual orientation, nationality, disability, appearance, career path, or academic level.

- **Ethics:** Insist on the highest ethics in everything we do.
- **Visionary Leadership:** Apply visionary leadership in our community and encourage it from our members at every level.
- **Commitment:** Consistently demonstrate commitment to continuous improvement of the Society and to the improvement of service to our members.
- **Quality:** Provide the highest quality in everything we do.
- **Education:** Commit to do everything possible to further the education of our members and the communities we serve.
- **Diversity:** Encourage, embrace, and continually enlist the support and inclusion of all members of our diverse international community.



Section 2: Actions and Activities

This Section is organized to promote the common interests of its members and operate for nonprofit, educational, scientific, and civic purposes. It has no political interests or alliances.

Section 3: Certain Activities Prohibited

No part of the net earnings of the Section shall inure to the benefit of, or be distributed to, its members, Directors, Officers, or other private individuals. The Section shall neither lend any of its assets, nor guarantee to any person the payment of a loan, to or on behalf of any member, Director, or Officer. The Section, however, shall be authorized and empowered to pay reasonable compensation for services rendered, e.g., speaker's fee.

The Section will not conduct lobbying activities. The Section will not participate or intervene in any political campaign on behalf of any candidate for public office. The Section will not conduct any activities not permitted by an organization exempt from income tax under the tax laws of the states in which the Section operates.

Section 4: Ethics and Standards of Conduct Policy

The continued success of ACerS depends on the maintenance of high professional standards and behavior and observance of accepted standards of conduct and ethics. The manner in which individual and corporate members participate in the professional dialogue among government, industry and academia reflects the ethical reputation of ACerS.

ARTICLE III - MEMBERSHIP

Section 1: General

Membership in the Section shall be open to all academic, governmental and industrial organizations that are interested in furthering the objectives of ACerS and the Section as set forth in the ACerS Articles of Incorporation and Bylaws and the provisions of the Section Bylaws.

Section 2: Classes of Membership

The membership of the Section shall consist of the following grades:

- a) Distinguished Life Members
- b) Fellows
- c) Section Members (lives the Sections geographic zone)
- d) Active Members
- e) Emeritus Fellows and Members
- f) Senior Fellows and Members
- g) Corporate Members
- h) GGRN Members
- i) Student Members

An active member is defined as a member of ACerS who has requested to the Executive Committee to be placed on the active member list or has attended at least one Section meeting in the past 24 months.

Section 3: Membership Dues



Membership and the payment of dues to ACerS constitutes membership in the Section. No additional dues are to be collected for membership in the Section. Funds for Section activities will be provided by ACerS based on the number of Active Members of the Section.

ARTICLE IV - ORGANIZATION AND STRUCTURE

The Section shall consist of members as described in Article III and be governed by Section Officers and an Executive Committee.

ARTICLE V - SECTION OFFICERS (AKA: Executive Committee-, EXCOM)

Section 1: Section Officers shall consist of ~~Co-Chairs (one from Maryland, one from Virginia),~~ Section Chair, Vice-Chair, Secretary and Treasurer Programming Chair, and Secretary
Officers shall be ~~elected-nominated~~ for a two-year terms by a majority vote ~~the membership~~ of the Section membership. No member may hold more than one office during the Section year. ~~An open officer role~~ officers may be filled by the lower chair and then the board shall nominate a person to serve out the remainder of the Secretary term ~~appointed to fill unexpired terms by vote of the membership~~. The board shall be filled from the bottom up, where nominations are submitted for the Secretary position, and that person rotates up through the roles every two years; culminating in the Section Chair. No officer may hold the same office for more than two consecutive years, unless no one has been submitted as a potential candidate for election and the re-appointment is approved by a majority of the membership.

~~Due to the large geographical nature of this Section, two Co-Chairs shall be elected such that they are from two different geographical areas in order to engage the full geography of the Section.~~

Section 2: Responsibilities of the ~~Co-Chairs~~ Chair

The ~~Co-Chairs~~ shall have general supervision of the affairs of the Section and shall perform the duties usual to the office. The Chair shall preside at the meetings of the Section and shall be an ex-officio member of all committees and all sub-committees thereof. The Chair shall be the main point of contact for the section and provide communication amongst EXCOM. The Chair has the option to delegate their authority on an as-needed basis to another EXCOM member.

Section 3: Responsibilities of the Vice-Chair

The Vice-Chair shall be responsible for setting the meeting agenda, supporting the Chair as requested and learning the goals of the section in preparation for their rotation as the Chair. The Vice-Chair is also the DEI officer for the Section, and this responsibility may be delegated to another person at the choosing of the EXCOM. The Vice-Chair shall be comptroller of the finances and accounts of the Section under the direction of the Chair and the Executive Committee and shall prepare an annual budget and render an annual statement of accounts and such special reports as may be called for by the Executive Committee.

Section 4: Responsibilities of the Programming Chair

The Secretary shall provide notice of any special meetings at the direction of the Chair. The programming chair is responsible for organizing webinars, providing social media content to PCSA or ACerS, developing section events and any other activities the EXCOM seeks to host.



Section 5: Responsibilities of the Secretary

The Secretary shall prepare, publish, and maintain minutes of Section meetings and committee meetings prepared and published by those committees, ~~maintain a role of Section membership to include the address and status of each member and maintain official records and solicit an updated list of members from the ACerS staff supporting the section.~~ ~~The Secretary shall provide notice of any special meetings at the direction of the Chair.~~ The Secretary shall distribute minutes to members of the Executive Committee with an information copy to the ACerS Outreach Manager and to interested Section members will post meeting minutes and reports to the My ACerS Community at least once per quarter. ~~The Treasurer shall be comptroller of the finances and accounts of the Section under the direction of the Chair and the Executive Committee, and shall prepare an annual budget and render an annual statement of accounts and such special reports as may be called for by the Executive Committee.~~

Section 6: Ad-hoc leadership and supporting roles

~~The EXCOM may seek to include additional supporting roles to the board for positions including but not limited to: industry liaison, student outreach director, and social media director. The board shall determine if a position is required, and the board shall select a candidate by consensus. The section shall also have a person who represents the needs of Diversity, Equity and Inclusion within the section, and will be recognized as a part of the EXCOM.~~

Section 4: Responsibilities of the Treasurer

~~The Treasurer shall be comptroller of the finances and accounts of the Section under the direction of the Chair and the Executive Committee, and shall prepare an annual budget and render an annual statement of accounts and such special reports as may be called for by the Executive Committee.~~

ARTICLE VI - EXECUTIVE COMMITTEE

Section 1: Authority and Responsibilities

The Executive Committee is empowered to act on behalf of the membership between Officer meetings on all matters except those specifically reserved for the membership by these Bylaws.

Section 2: Composition

The Executive Committee shall consist of the Section Officers, ~~and the immediate preceding Past Section Chair residing in the area.~~ The Section Chair or Vice-Chair shall preside at Executive Committee meetings.

Section 3: Meetings

The Executive Committee shall meet at the call of the Chair and shall have the power to take actions on behalf of the membership as prescribed in these Bylaws. Notification of Executive Committee meetings shall be provided at least four days prior to the meeting. While in-person attendance at meetings is encouraged, meetings may be held by any electronic or telephonic means in which all persons participating are able to communicate directly with each other. Such electronic or telephonic participation shall constitute in-person attendance for purposes of establishing a quorum and for voting.

Section 4: Procedures

At any meeting of the Executive Committee, no fewer than four members must be represented to constitute a quorum for the conduct of business. Any business transacted shall be valid provided it is



passed upon by a majority of those represented. Should representation fall below a quorum during the conduct of a meeting, no further business shall be transacted.

ARTICLE VII - FINANCE

Section 1: Fiscal Period

The fiscal period of the Section shall be a 12-month period, from October 1 to September 30.

Section 2: Financial Obligation

No financial obligations shall be incurred on behalf of the Section except by the approval of the Executive Committee or as covered in these Bylaws. Expenditures of less than one hundred dollars (\$100.00) may be authorized by the ~~Co-Chairs~~ Chair to be subsequently approved by the Executive Committee.

Section 3: Annual Budget and Statement of Accounts

The Annual Budget and Statement of Accounts prepared by the ~~Treasurer~~ Vice-Chair will be approved by the Executive Committee. Section members at the first Section meeting of each year will review this budget.

Section 4: Audit

The accounts of the Section shall be audited annually by ~~the Audit Committee consisting of two Section members, who are not current officers, as appointed by the Executive Committee~~ ACerS.

ARTICLE VIII - SECTION MEETINGS

Section 1: Annual/Special Meeting

The Section shall hold an Annual Meeting each year. The purpose of the Annual Meeting shall be the election of Section Officers, the submission of reports by the Officers and such other matters as decided upon by the Executive Committee. Written or printed notification will be provided to all members at least thirty (30) days prior to the Annual/Special Meeting. Information provided shall include the place, date, and hour of the meeting, and in the case of a Special Meeting, the purpose(s) for which it is called.

One third of active members represented shall constitute a quorum for the conduct of business. Any business transacted shall be valid provided it is affirmatively passed upon by a majority of those present. Should representation fall below a quorum during the conduct of the meeting, no further business shall be transacted. While in-person attendance at meetings is encouraged, meetings may be held by any electronic or telephonic means in which all persons participating are able to communicate directly with each other. Such electronic or telephonic participation shall constitute in person attendance for purposes of establishing a quorum and for voting.

Section 2: Regular Meetings

Regular meetings of the Section shall be held throughout the year, the time and place to be designated by the Chair. The Section will hold at least two technical, educational, or professional events a year. Such events may be lectures, plant tours, symposia, workshops, or other educational and professional events. Educational events could include webinars, short courses, or other events.



ARTICLE IX - NOMINATIONS AND ELECTIONS

Section 1: Nominations for the EXCOM

Any Section member may nominate themselves or another member for a role on the EXCOM. Nominations will be sought on an annual basis. The nominees must be present at the Annual Meeting (at least 30 days after nomination closure) to participate in the election, which will be completed by voice vote or electronic means. Nominations may be accepted from the floor during a Section meeting assuming at least two (2) members will support such nomination. Any person nominated must be a member of the Section, in good standing.

Section 2: Elections

~~One third of total~~Five (5) section members, in addition to the EXCOM, ~~Section members~~ shall constitute a quorum for the election, which shall be valid provided it is affirmatively passed upon by a majority of those present. If a quorum is not reached, the EXCOM shall advertise another meeting (reconvention) with at least 30 days' notice. The members present at the reconvention meeting shall constitute a quorum.

ARTICLE X - AMENDMENTS

Section 1: Amendment Proposals

Amendments to these Bylaws may be proposed by a majority vote of the Executive Committee or upon petition addressed to the President and signed by not less than five (5) percent of Section members.

Section 2: Amendment Approval

Proposed amendments shall be submitted to the Section membership at least one month prior to being voted on at a regular Section meeting. If a quorum is not met at the section meeting, an email notification will be sent to members for the vote, no response from members is considered as acceptance to the changes.

Section 3: Amendment Effective Date

Amendments, which have been adopted by a majority of the Section membership voting at a regular ~~Section meeting, Section meeting~~ shall become effective immediately as specified in the amendment. In the case of email notification of changes, members have 14 days to request revisions, or the amendments will be accepted as drafted.

ARTICLE XI - DISSOLUTION

In the event of continuous inactivity for a period of two years or financial mismanagement of the Section, the ACerS Board of Directors will dissolve the Section. Upon dissolution of a Section for whatever reason, all assets of the Section will be turned over to the Society.

APPENDIX