

BYLAWS OF THE Greater Missouri Section of The American Ceramic Society (ACerS)

ARTICLE I - NAME AND LOCATIONS

Section 1: Name

The name of the Section shall be the Greater Missouri Section of The American Ceramic Society (ACerS), hereinafter referred to as the "Section."

Section 2: Location

The Headquarters of the Section shall be in or near the city of Rolla, Missouri. The Section encompasses the state of Missouri and areas within the surrounding states that are not affiliated with another section of ACerS.

ARTICLE II – GUIDING PRINCIPLES

Section 1: Vision, Mission, and Core Values

A: Purpose

To promote the common interests of Section members in the arts and sciences connected with ceramics and glass science and engineering and operate for nonprofit educational, scientific, and civic purposes.

B: Mission

To advance the study, understanding, and use of ceramics, glasses, and other related materials, for the benefit of section members and society by means of meetings for presentation and discussion of professional papers, by educational opportunities, and by such other activities as are authorized by the Society.

C: Core Values

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.

Section 2: Actions and Activities

All actions and activities of the Section are intended for technical, professional, and social purposes and have 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, 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 or Officer. The Section, however, shall be authorized and empowered to pay reasonable compensation for services rendered, e.g., speaker's fees.

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

Section will adhere to high professional standards and behavior in observance of accepted standards of conduct and ethics.

ARTICLE III - MEMBERSHIP

Section 1: General

Membership in the Section shall include all ACerS members and Corporate Partners residing, attending school, or working in the defined area of the Section. Associate membership in the Section is open to anyone interested in ceramic, glass and related materials and the purpose/mission of Section.

Section 2: Classes of Membership

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

- a. Distinguished Life Members
- b. Members
- c. Emeritus Members
- d. Senior Members
- e. Corporate Partners
- f. GGRN Members
- g. Student Members

Upon request, non-ACerS individuals can become Associate Members of the Section. Associate Members may participate in all Section activities but are not allowed to vote or hold a Section office.

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 or garnered from residual income related to meetings, symposia, fundraisers, etc. Associate members pay no annual dues but may be asked to pay an additional fee at some Section events.

ARTICLE IV - SECTION OFFICERS

Section 1: Section Officers are Chair, Vice-Chair, Secretary, Treasurer, and Counselor

Officers shall be elected for terms by a majority vote of the Section membership. No member may hold two offices simultaneously. Officers may be appointed to fill unexpired terms by the Section Chair or in the situation where the position involved is the Chair, by vote of the membership. No officer may hold the same office for more than one consecutive full term but may finish an appointment to an unexpired term and then be voted into a full term of the same office.

Section 2: Responsibilities of the Chair

The Section Chair shall have general supervision of the affairs of the Section and shall perform duties usual to the office. The Chair shall preside at the meetings of the Section and shall be an ex-officio member of all Section committees.

At the Annual Meeting and at such other times, the Chair shall communicate to the members such matters and make such suggestions that will promote the welfare and increase the usefulness of the Section. The Chair shall perform such other duties as may be prescribed by the Section's Executive Committee.

Section 3: Responsibilities of Vice-Chair

The role of the Vice Chair is to support the Section Chair and serve as the Chair of the Nominating Committee.

Section 4: Responsibilities of the Secretary

The Secretary shall prepare and maintain minutes of Section meetings and collect the minutes of committee meetings. The Secretary shall maintain a roster of Section membership to include the contact information and status of each member and maintain all official records. The Secretary shall provide notice of any special meetings at the direction of the Chair and will maintain all Section files for historical purposes. The Secretary shall distribute minutes to the Executive Committee and provide a copy to the ACerS Outreach Manager or to interested Section members, as requested.

Section 5: Responsibilities of the Treasurer

The Treasurer shall maintain all Section financial records and shall prepare an annual statement of accounts and such special reports as may be called for by the Executive Committee. The Treasurer will supply an annual budget report to the Executive Committee to be presented at the annual meeting, file mandatory annual financial report to ACerS, and communicate with ACerS staff regarding the management of the Section's funding when requested.

Section 6: Responsibility of the Counselor

The Counselor shall provide historical context related to the Section activities and provide advice as requested by other members of the Executive Committee. The Section Counselor will also serve on the Theodore J. Planje, St. Louis Refractories Award Committee.

Section 6: Resignations and Removal

An officer may resign at any time by serving written notice to the Chair or Section Executive Committee. Such resignation shall take effect at the time specified therein or, if no time is specified, upon receipt by the Chair and the Section Executive Committee. Any elected officer may be removed, for dereliction of duty, by majority vote of the Executive Committee at a regular, special, or emergency meetings of the Executive Committee.

Section 7: Compensation

Officers do not receive compensation for their services but may be reimbursed for documented and allowable expenses.

ARTICLE V - EXECUTIVE COMMITTEE

Section 1: Authority and Responsibilities.

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

Section 2: Composition

The Executive Committee shall consist of the Section Chair, Vice Chair, Secretary, and Treasurer, the Immediate Past Section Chair and the Section Counselor. The Section 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. Meetings may be held in-person or 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: Standing Committees

Planje - The Theodore J. Planje, St. Louis Refractories Award committee is a standing committee of the Section. The Planje committee has been presenting the award annually since 1971 "for distinguished contribution to the refractories community". The Planje committee is comprised of three previous Planje award recipients, the Refractory Ceramics Division Trustee, and the Section Counselor. The Planje committee is entrusted to invite an eligible person to fill committee vacancies that may arise. The Planje committee will elect a committee chair who will facilitate committee review of all nominations and inform the Section Executive committee so that appropriate announcements can be made, and a plaque can be fabricated for award during the annual refractory meeting.

Program - The Program Committee shall consist of three members, one of whom may be a student, GGRN, or associate member. The duty of the committee is to coordinate all technical and general programs of the Section.

Social - The Social Committee shall consist of the Section Secretary as Chair, together with at least two other members, one of whom may be a student, GGRN, or associate member. The duty of the committee is to propose, coordinate and supervise all social and recreational functions of the Section as may be approved by the Executive Committee.

Section 5: Procedures

At any meeting of the Executive Committee, no fewer than three members must be present to constitute a quorum for the conduct of business. Should representation fall below a quorum during the conduct of a meeting, no further business shall be transacted.

ARTICLE VI - FINANCE

Section 1: Fiscal Period

The fiscal period of the Section shall be a 12-month period, from January 1 to December 31.

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. All expenditures must be approved by the Executive Committee and be appropriate and allowable as defined by ACerS policies.

ARTICLE VII - SECTION MEETINGS

Section 1: Annual and Special Meetings

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 determined by the Executive Committee. Members shall be notified not less than twenty-one (21) days in advance of the Annual Meeting and not less than ten (10) days in advance of any Regular Meeting or Special Meeting. Emergency meetings of the Executive Board do not require prior notification of the Section Members. Information provided shall include the date, hour of the meeting, and place (if in-person) and in the case of a Special Meeting, the purpose(s) for which it is called.

Meetings may be held in-person or 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 may 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 each year. Such events may be lectures, plant tours, symposia, workshops, educational opportunities, professional events, or social gatherings.

Committees will be selected by the Section Officers to oversee major events. Committees will be constituted as necessary for the event but must at least have a Program Chair and a Financial Manager. These positions are open to all Section members including Section Officers. The Executive Committee must approve the agenda and location of each event prior to booking reservations or providing public announcement. All financial aspects of regular meetings must be approved by the Executive Committee before submitting notification and/or request for funding to ACerS.

Section 3: Quorum for Chapter Meetings

A quorum at any Regular Meeting, Annual Meeting, or Special Meeting where a vote of the membership is required shall consist of 5% of the Section membership. In the absence of a quorum, the meeting will be adjourned and reconvened within thirty days. The new date and time will be communicated to members by the Section Chair.

Meetings may be held by any electronic or telephonic means in which all persons participating are able to communicate directly with each other, or in-person. Such electronic or telephonic participation shall constitute in-person attendance for purposes of establishing a quorum and for voting.

ARTICLE VIII - NOMINATIONS AND ELECTIONS

Section 1: The Nominating Committee

The Nominating Committee shall consist of at least three members of the Section, as appointed by the Section Chair. The Committee will put out a request for nominations two months in advance of the annual meeting. Self-nomination is permitted. The Committee shall present a slate of officer nominees to all Section members at least fifteen (15) days prior to the annual meeting in accordance with policies and procedures adopted by the Executive Committee. The officers shall be elected at an annual meeting of the membership and shall serve a term of up to two years.

Any person nominated for office must be a member of ACerS and the Section, in good standing. Student or GGRN members can be elected as a section officer but no more than one student or GGRN member can hold a Section Office in any given year. When there is more than one nominee for an office, voting shall be done by electronic submission. Each member in good standing is entitled to cast one vote. A majority of votes cast is necessary for election.

Section 2: Elections

Five percent of total Section members shall constitute a quorum for the election, which shall be valid provided it is affirmatively approved by a majority of those present.

ARTICLE IX - 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 Chair and signed by not less than five (5) percent of Section members.

Section 2: Amendment Approval

These Bylaws may be amended at any membership meeting of the Section by a two-thirds vote of the eligible members casting votes provided a quorum exists and, provided that the amendment has been submitted in writing to ACerS not less than sixty (60) days and to the membership not less than thirty (30) days prior to the meeting at which the amendments will be considered by the membership.

BY-LAWS
ST. LOUIS SECTION

Article I. Name

1. This organization shall be known as the St. Louis Section of The American Ceramic Society.

Article II. Purpose

1. The purpose of this Section shall be the improvement and the dissemination of the knowledge of the ceramic arts and sciences by holding meetings for the reading and discussion of papers.

Article III. Membership

1. Active Members. All members of The American Ceramic Society, within the area of this Section, shall automatically become Active Members upon payment of Section dues.
2. The voting representative of a Corporation Member of The American Ceramic Society, within the area of this Section, shall automatically become an Active Member upon payment of Section dues. Corporations may not hold memberships as such.
3. Associate Members. All other persons, within the area of this Section interested in ceramics may become Associate Members, without the right to hold office, upon approval of the Executive Committee and payment of Section dues.
4. Election of Members. Each application for membership shall be signed by the applicant and endorsed by one Active Member. Approval of the application by the Executive Committee shall elect the applicant to membership.
5. A member may be expelled from the Section for cause by the unanimous vote of the Executive Committee.
6. The dues of this Section shall be set annually in advance of the Annual Meeting by the Executive Committee.

Article IV. Government

1. The Executive Committee shall manage the affairs of the Section: shall pass upon and authorize the annual budget controlling expenditures; shall pass upon the eligibility of applicants for memberships; pass upon the expulsion of members; fill all vacancies; approve all appointments; consider and dispose of all matters referred to it by the Section. Any duties not specifically mentioned which tend to better the welfare of the Section shall automatically devolve upon the Executive Committee for their completion.
2. The fiscal year of this Section shall be from January 1 to December 31.

Article V. Meetings

1. There shall be at least three meetings of the Section held each year. Notice of each meeting shall be sent to the membership at least five days in advance.

2. Additional or special meetings of the Section may be called at any time by the Executive Committee, notice of which shall be sent to each member at least five days in advance.
3. The time of the Annual Meeting election of officers shall be set sixty days in advance and all members in good standing shall be notified of this date at least five days in advance.
4. The Executive Committee shall meet at least three times each year and at least one of these meetings shall be held with an officer of The American Ceramic Society in attendance. Special meetings of the Executive Committee may be called at any time at the direction of the Chairman. Notices of regular and special meetings shall be sent to each committee member in advance of the meeting.
5. Ten or more members, of whom at least five shall be members of The American Ceramic Society, shall constitute a quorum at any regular or special meeting of the section.
6. A majority of the members of the Executive Committee shall constitute a quorum.
7. The order of business at regular meetings of the Section shall be as follows, subject to the expediency as determined by the Chairman:
 - a. Reading of Minutes
 - b. Reports of Committees
 - c. Unfinished Business
 - d. New Business
 - e. Papers, Lectures or Technical Program.
8. Rules contained in Robert's Rules of Order, Revised, shall govern the Section in all cases to which they are applicable when not inconsistent with the by-laws of the Section.

Article VI. Officers

1. The officers of the Section, who must be members of The American Ceramic Society shall include a Chairman, Vice-Chairman, Secretary, Treasurer and a Counselor.
2. The Chairman, Vice-Chairman, Secretary and Treasurer shall be elected at the Annual Meeting to serve during the fiscal year following their election and until their successors are elected and qualified.
3. The Counselor shall be appointed by the Board of Trustees of The American Ceramic Society not later than December thirty-first and the term of office shall start on January first following and shall continue for a period of one year. The Counselor is eligible for reappointment by the Board of Trustees.
4. Executive Committee. The Executive Committee shall consist of the Officers of the Section.
5. The duties of the officers shall be:
 - a) Chairman. The chairman shall be the chief executive officer of the Section. He shall preside at all meetings of the Section and its Executive

either standing or special.

- b) Vice-Chairman. The Vice-Chairman shall, in the absence of, or during the incapacity of the Chairman, perform all duties and assume all responsibilities of the Chairman, until the Executive Committee shall revoke such authority.
- c) Secretary. The Secretary shall keep a record of the proceedings of the Section, and of the Executive Committee. He shall notify members of their election, or expulsion, keep a roll of members, issue notices of all meetings of the Section and of the Executive Committee, conduct correspondence, serve as Chairman of the Publicity Committee, have custody of the charter and by-laws and perform such other duties as usually pertain to this office or that may be assigned to him by action of the Executive Committee.
- d) Treasurer. The Treasurer shall collect dues, receive and take charge of all monies and other assets belonging to the Section, disburse the same upon authority of the Executive Committee, sign all checks, and make a full written report of the details of receipts and disbursements at each Executive Committee meeting and at the Annual Meeting of the Section. By action of the Executive Committee, he may be bonded for an amount to be determined at the time of such action and the cost of such bond shall be borne by the Section.
- e) Counselor. The Counselor shall be an Active Member of this Section and shall be appointed by the Board of Trustees of The American Ceramic Society. He shall advise the Section in all matters pertaining to its relations with The American Ceramic Society. He shall each year, prior to March first, make an annual report to the Board of Trustees, through the president of the American Ceramic Society, covering the activities of the Section during the previous year. The report shall include a financial statement for that year, number of meetings held, number of members and associate members enrolled, and such other information as is necessary to portray the work and status of the Section. He shall also forward a copy of his report to the Chairman of the Committee on Sections of The American Ceramic Society.

Article VII. Nominations and Elections

1. The Nominating Committee shall be appointed by the Executive Committee.
2. The Nominating Committee shall propose a slate of candidates, who must be members of The American Ceramic Society, for the offices of Chairman, Vice-Chairman, Secretary, and Treasurer; shall obtain the consent of the nominees to serve if elected, and present the slate of candidates at the Annual Meeting.
3. Additional nominations may be made from the floor at the Annual Meeting, and they shall have the consent of the nominated.
4. Election shall be by the general membership and only members in good standing and present at the Annual Meeting shall be entitled to vote. The candidate receiving the highest number of votes cast for each office shall be declared elected.

5. If any officer or member of the Executive Committee shall resign during the year, or if for any reason any office becomes vacant, the Executive Committee is to fill such vacancy for the balance of the unexpired term.

Article VIII. None

Article IX. None

Article X. Relations With The Society

1. The Section shall not expend funds of The Society or incur indebtedness without the formal approval of the Board of Trustees of The American Ceramic Society.
2. The provisions of the Constitution, By-laws, and Rules of The Society shall govern the procedure of this Section, but no action or obligation of the Section shall be considered an action or obligation of The Society. This by-law shall be imprinted on any publication issued by the Section.

Article XI. None

Article XII. Committees

1. The Standing Committees of this Section shall be as follows: Membership, Program, Publicity, Social or any other committees that may be so designated by action of the Executive Committee. The chairman shall appoint all Standing Committees, and such other committees as may be deemed necessary. All committee members shall be appointed for one year.
2. Membership Committee. The Membership Committee shall consist of at least three members. It shall be the duty of this committee to solicit applications for membership and promulgate Section activities that will help increase membership.
3. Program Committee. The Program Committee shall consist of at least three members. It shall be the duty of this committee to provide all technical and general programs of the Section.
4. Publicity Committee. The Publicity Committee shall consist of the Secretary of the Section as chairman, together with at least three other members. This committee shall be responsible for all Section publicity and public relations work. It shall coordinate its activities with those of other committees, with those of other Sections and with the headquarters office of The American Ceramic Society.
5. Social Committee. The Social Committee shall consist of at least three members. It shall be the duty of this committee to plan and supervise all social and recreational functions of the Section as may be approved by the Executive Committee.

Article XIII. None

Article XIV. None

Article XV. Amendments

1. Amendments which do not conflict with the Constitution and By-laws of The American Ceramic Society may be made to these by-laws at any Annual Meeting or at any special meetings called for the purpose by a majority vote, provided there is a quorum.