

# Keramos

## NATIONAL PROFESSIONAL CERAMIC ENGINEERING FRATERNITY BY-LAWS

### ARTICLE I

#### Title and Purpose

- Section 1 - The name of this non-profit corporation shall be Keramos.
- Section 2 - The purposes for which this corporation is organized are:
- (a) To provide a professional fraternity open to students internationally in the schools, departments, divisions, or options in Ceramic Science or Engineering at universities and colleges.
  - (b) To promote and emphasize scholarship and character in the thoughts of students, to stimulate mental development, and to promote interest in the professional aspects of ceramic engineering, technology, and science.
  - (c) To bind alumni more closely to their Alma Mater and to the alumni of other universities and colleges having schools, departments, divisions, or options in Ceramic Science or Engineering and to furnish an additional tie of college friendship.

ARTICLE II  
Definitions

Section 1 - As used in these By-laws the terms below are defined as follows:

- (a) Ceramics – Ceramics shall mean educational programs leading to a baccalaureate degree in Ceramic Engineering or a designated Ceramic option in a baccalaureate degree in Materials Science and Engineering.
- (b) Student – A student or graduate student registered in a university, college, department, or division of Ceramics or allied discipline with a focus program in Ceramics.
- (c) Teaching staff – Any person on the teaching staff of a university, college, department, or division of Ceramics holding the rank of instructor or above.
- (d) Alumni – Graduates who were formerly students, as defined above, but who are no longer connected with the institutions from which they graduated.

ARTICLE III  
Constituent Organizations

Section 1 - This Fraternity shall consist of constituent organizations designated as Chapters and named for the institution in which they are located.

- (a) Institutions with ABET, Inc. accredited baccalaureate Ceramic Engineering programs or accredited Ceramic options in Materials Science and Engineering programs will qualify for Chapters upon application to the Board of Directors.
- (b) Institutions which offer an ABET, Inc. accredited Materials Science and Engineering program may petition the Board of Directors to charter a Chapter. The petition will consist of written material which clearly indicates that the Materials Science and Engineering program has substantial content relating to ceramic materials, that the faculty of the department is substantially involved in research on ceramic materials, and that graduates of the program are active in engineering, manufacturing, research, or development of ceramic materials. Any student of the department who, as determined by the Chapter, has actively demonstrated interest in Ceramic Science and Engineering and compatibility with the purpose and goals of this Fraternity would then be eligible for membership if all requirements for membership stated in these by-laws and the requirements of the Chapter are met.
- (c) A Chapter shall consist of at least five active members.
- (d) Chapter members will be students, teaching staff, alumni, or honorary, as defined in Article IV.

ARTICLE IV  
Membership at Large

- Section 1 - The membership of this Fraternity shall consist of the members of its Chapters.
- Section 2 - The classes of membership shall be as follows:
- (a) Resident students
  - (b) Resident teaching staff
  - (c) Alumni
  - (d) Honorary
- Section 3 - Classes of membership are defined as follows:
- (a) Resident student – A student enrolled at the same institution at which a Chapter is established.
  - (b) Resident teaching staff – Teaching staff at an institution where a Chapter is established.
  - (c) Alumni – As defined in Article II, Section 1 (d).
  - (d) Honorary – A membership conferred on those persons whom the Fraternity wishes to recognize for their attainments in the field of Ceramics. Faculty members within the department hosting the Chapter are not eligible for honorary member status at their own institution. Members already initiated into Keramos under one of the other classes of membership are not eligible to become honorary members.
- Section 4 - The presentation of official lists of members to the General Secretary by the secretaries of the Chapters, by April 15 of each year, shall establish the membership of this Fraternity as of that date.
- Section 5 - The names, addresses, and records of members newly elected and initiated into the Chapters hereof shall be forwarded, within seven days of the initiation of such members, to the General Secretary by the secretaries of the Chapters.

ARTICLE V  
Finance

- Section 1 - The fiscal year of this Fraternity shall begin on March 15 and end on March 14 of each calendar year.
- Section 2 - The Treasurer of this Fraternity shall be bonded in an amount sufficient to cover all monies handled. The cost of said bond shall be borne by this Fraternity and paid out of its treasury.
- Section 3 - A bank shall be selected by each succeeding Treasurer of this Fraternity and designated as the depository of this corporation.
- Section 4 - Within seven days after the initiation of a new member into a Chapter hereof, the Secretary of that Chapter shall transmit ten dollars (\$10.00) of the initiation fee collected from the new member to the General Secretary with a record of the name of the member for whom such payment is made and other information as specified in the current Procedures Manual.
- Each Resident Student, Teaching Staff, and Alumni Member shall transmit an annual dues payment of ten dollars (\$10.00) to the General Secretary each year in order to remain an active Member of this Fraternity.
- The General Secretary shall deposit received funds in a Fraternity business account and report funds received to the Treasurer. The General Secretary is authorized to use such funds for the conduct of Fraternity business such as (but not limited to) printing and postage.
- Section 5 - In case of a financial emergency to be determined by the Board of Directors hereof, the Board of Directors may assess a tax to be levied on each member of this Fraternity, provided that such a tax shall not exceed the sum of ten dollars (\$10.00) per member in any one fiscal year.
- Section 6 - In the event that this Fraternity should cease to exist on a national level, all monies in the treasury shall be distributed equally among all currently active Chapters. Should there be no active Chapters at such time, all monies shall be distributed to the materials science programs of the universities having the last ten active Chapters of this organization. This stipulation is in keeping with this organization being a non-profit organization.
- Section 7 - Other matters pertaining to finance are set forth herein-below in Article VII, Section 4, under duties of the Treasurer.

ARTICLE VI  
Officers, General Secretary, and Herald of the Fraternity

- Section 1 - The elected officers of this Fraternity shall be a President, Vice President, Treasurer, and Recording Secretary.
- Section 2 - Officers shall hold office for two years or until their successors are duly elected and installed. Individuals will normally progress through the offices of the Fraternity in the following order: Recording Secretary, Treasurer, Vice President, President. They will serve on the Board of Directors for an additional two-year period as Past President.
- Section 3 - The terms of office of all officers elected at the annual convocation and business meeting on odd numbered years shall commence at the adjournment of such meeting.
- Section 4 - Only resident teaching staff, alumni, and honorary members of this Fraternity, as defined in Article IV Section 3, are eligible to be elected officers.
- Section 5 - The Board of Directors shall establish the offices of General Secretary and Herald, and appoint members to fill these offices who shall serve without term limits at the discretion of the Board of Directors.
- Section 6 - The officers, General Secretary, and Herald of this Fraternity shall perform the duties usually performed by such officers, together with such duties as shall be prescribed by the By-laws of this Fraternity, as set forth herein-below in Article VII, or by the Board of Directors.
- Section 7 - Any vacancy in any office because of death, resignation, removal, or any other cause shall be filled for the unexpired term by a majority vote of the Board of Directors upon recommendation of the President; the officer so selected shall hold office until a successor is chosen.

## ARTICLE VII

### Duties of Officers, General Secretary, and Herald

#### Section 1 -

President – The President shall be chairperson of the Board of Directors and an ex officio member of all committees except the committee on nominations. The President shall be the principal executive officer of this Fraternity and, subject to the control of the Board of Directors, shall supervise the activities of this Fraternity in accordance with these By-laws and shall take all necessary steps to ensure its wellbeing. This may include the removal from office of any officer who is derelict in the performance of the duties of that office as defined by the By-Laws. The President shall, when present, preside at all meetings of the Board of Directors, the Fraternity membership, and at the annual convocation and business meeting. The President shall sign, with any other officer, other instruments which may be lawfully executed on behalf of this corporation except where the signing and execution thereof shall be designated by the Board of Directors to some other officer or agent. The President shall cause all meetings of this Fraternity to be called in accordance with the provisions of the By-laws. Immediately upon assuming office the President shall appoint the standing committees set forth herein-below in Article X, the members of which shall serve until the conclusion of the following annual convocation, or until their respective successors are appointed. The President shall appoint chairpersons of special activities designated by the Board of Directors and make all other necessary appointments. The President shall make all necessary arrangements for the annual convocation and business meeting. The President shall prepare the official program agenda for the annual convocation and business meeting, as well as any other meetings as appropriate. The President shall make an annual report to the Fraternity members for their acceptance and approval. This report shall be made at the annual convocation and business meeting during the tenure of office. The President shall file all reports with the General Secretary. The President, within thirty days after the Treasurer of this Fraternity has assumed office, shall ascertain whether or not the Treasurer is bonded and take any action necessary to secure the bonding of the Treasurer in accordance with these By-laws. The President shall notify the Chapter President of the action of the Board of Directors relative to that Chapter's recommendation of an individual for honorary membership.

#### Section 2 -

Vice President – The Vice President, in the absence or disability of the President, shall assume and perform the duties of the President and exercise the powers of that office. In addition, the Vice President shall perform such other duties and have such other powers as the Board of Directors shall prescribe. In the event of a vacancy occurring in the office of President, the Vice President is elected and assumes the duties of the President at the next annual convocation and business meeting. The Vice President shall plan and implement the student contests sponsored by the

Fraternity at the Annual Meeting of the American Ceramic Society. The Vice President shall arrange and conduct a meeting of Chapter Advisors at least twice annually.

Section 3 -

Treasurer – The Treasurer shall be the financial officer of this Fraternity. The Treasurer shall have charge and custody of, and be responsible for, all funds of this Fraternity. The Treasurer shall receive and give receipts for monies due and payable to the Fraternity from any source whatsoever. The Treasurer shall serve as owner of any Keramos electronic funds transfer account (e.g., PayPal<sup>®</sup>) and be responsible for: transferring monies received into the electronic account to the Keramos banking account, maintaining the transaction list and transmitting transaction information to the General Secretary at least twice annually, and assisting the Recording Secretary in maintaining the electronic account links on the Keramos web page. The Treasurer shall render to the President and the Board of Directors an account of all transactions as Treasurer and of the financial condition of this Fraternity whenever the same shall be required. Each year the Treasurer shall submit a like report to the representatives of the membership at the annual convocation and business meeting. The Treasurer shall file all reports with the General Secretary. The Treasurer shall issue invoices to the Chapters one month prior to the annual convocation and business meeting for any initiation fees found to be owed after a review of the Chapter Annual Reports by the General Secretary. The Treasurer shall secure and file with the General Secretary a bond in an amount sufficient to cover all monies likely to be handled during the Treasurer's term of office and sufficient for the restoration to the Fraternity in case of death, resignation, retirement, or removal from office of all monies and other valuable instruments whatsoever in the possession of or under the control of the Treasurer and belonging to the Fraternity. The Treasurer shall file this bond with the General Secretary within thirty days after assumption of duties as Treasurer. The Treasurer shall notify the President of the coverage of the bond and of the filing of it with the General Secretary as soon as the bond is secured. The Treasurer shall pay the premium for such bond from funds in the Fraternity treasury. The Treasurer shall, with the concurrence of the Board of Directors, secure sponsorship for the Keramos Reception to be held in conjunction with the annual convocation and business meeting. The Treasurer shall assist the Vice President in planning and implementing the student contests sponsored by the Fraternity at the Annual Meeting of the American Ceramic Society.

Section 4 -

Recording Secretary – The Recording Secretary shall keep an accurate record of all meetings of the Board of Directors and of the membership. The Recording Secretary shall present to the Board of Directors all applications of groups seeking charters as Chapters of this Fraternity. The Recording Secretary shall give notice of all regular and special meetings



of the Board of Directors, stating the place, day, and hour of the meeting, and, in case of a special meeting, the purpose or purposes for which the meeting is called, such notice to be delivered not less than ten nor more than fifty days before the date of the meeting, personally, by postal mail or by electronic mail to each person entitled to vote at such meeting. The Recording Secretary shall give notice to each Chapter and the Board of Directors stating the dates and place of the annual convocation and business meeting. The Recording Secretary shall distribute copies of the official program agenda for the annual convocation and business meeting to the Chapters prior to, or at the opening of, the meeting, as well as any other meetings as appropriate. The Recording Secretary shall record minutes at each meeting of the Board of Directors and at the annual convocation and business meeting, and shall transmit the minutes to the General Secretary for archival within seven days of said meeting. The Recording Secretary shall assist the General Secretary with preparation and distribution of the Keragram. The Recording Secretary shall work with staff of the American Ceramic Society to maintain the Fraternity website. The Recording Secretary shall ensure that all Fraternity annual reports, Keragrams, and student contest results are maintained on the Fraternity website. The Recording Secretary shall assist the Vice President in planning and implementing the student contests sponsored by the Fraternity at the Annual Meeting of the American Ceramic Society.

Section 5 -

General Secretary – The General Secretary shall act as executive secretary of this Fraternity and shall assume the duties prescribed by the Board of Directors. The General Secretary shall preserve and have the custody of the Articles of Incorporation of this Fraternity and of all other records, papers, letters, transactions, annual reports, and other instruments belonging to this Fraternity. The General Secretary shall keep an interim record of the names and addresses of newly elected and initiated members together with a record of the payment of their national initiation fee. The General Secretary shall receive and report all initiation fees and annual dues to the Treasurer of this Fraternity. As agreed by the Treasurer, a portion of such monies may be retained by the General Secretary in a Fraternity business account for conduct of Fraternity business. The General Secretary shall have custody and charge of all books and literature of this Fraternity and shall distribute the same as requested and receive payment for the same, such monies received to be turned over to the Treasurer of this Fraternity. The General Secretary shall maintain an archive of meeting minutes received from the Recording Secretary. The General Secretary shall answer all inquiries to and concerning this Fraternity within the authorization granted by the Board of Directors. The General Secretary shall have custody of the corporate seal of this Fraternity and shall affix it on all instruments on which it is required. After authorization by the Board of Directors, the General Secretary shall cause a charter to be prepared and shall transmit it to the officers designated to

install a new Chapter. The General Secretary shall issue certificates of membership to all new members through the Chapters. The General Secretary shall assure that the Keramos Trademark will remain registered and current with the United States Patent and Trademark Office. The General Secretary shall, at least twice annually, prepare and distribute to the membership the Keramos newsletter, titled the *Keragram*.

Section 6 -

Herald – The Herald shall act as historian of the Fraternity and keep an up-to-date history of all its activities, and shall give an annual report at each annual convocation and business meeting. The Herald shall keep a master list of the membership of the Chapters and of the Alumni of this Fraternity. The Herald shall annually compile a list of the officers of the Chapters of this Fraternity. The Herald shall receive and compile a list of the names of delegates, alternates, and proxies to the annual convocation and business meeting prior to the event. The Herald shall keep copies of the By-laws of this Fraternity and shall distribute a copy of said By-laws to each Chapter at the time the latter's charter is issued, and to each new national officer following his/her election. Copies of the By-Laws shall also be sent to each active Chapter at the beginning of each school year. The Herald shall assist the General Secretary with the issuance of certificates of membership to all new members through the Chapters. The Herald shall maintain the membership and operation of the Keramos LinkedIn® group.

Section 7 -

All officers shall turn over to their successors all records and property of the Fraternity in their possession promptly at the expiration of their term of office.

ARTICLE VIII  
Board of Directors

- Section 1 - In the intervals between the annual convocation and business meeting all executive power of this Fraternity shall be vested in a Board of Directors who shall conduct the business and affairs of this Fraternity.
- Section 2 - The Board of Directors shall consist of the President, Vice President, Treasurer, Recording Secretary, Herald, Past President, General Secretary, and a student member as an Observer. The President shall serve as the Chairman of the Board of Directors. The number of directors may be decreased to not less than three or increased to any number, from time to time, by amendment of this Section; but no decrease shall have the effect of shortening the term of any incumbent director. Each director shall assume the duties of office and hold it until the election of a successor at the next annual convocation and business meeting on an odd numbered year, with the exception of the General Secretary and the Herald, whose terms shall coincide with the incumbency of that position as determined by the Board of Directors.
- Section 3 - Any vacancy occurring in the Board of Directors may be filled by the affirmative vote of the majority of the remaining directors. Any office to be filled by reason of an increase in the number of directors shall be filled by election at the annual convocation and business meeting or at a special meeting of representatives of the membership called for that purpose.
- Section 4 - Regular meetings of the Board of Directors shall be held immediately preceding the annual convocation and business meeting at the place where such annual meeting shall be held. Meetings of the Board of Directors also shall be held at such times and places as may be deemed necessary by resolution of the Board of Directors.
- Section 5 - Special meetings of the Board of Directors may be called by the President on five (5) days' notice to each director and shall be called by the President in like manner or on like notice upon the request of not less than five (5) Chapters or three (3) members of the Board of Directors. Special meetings shall be held at such time and place as may be specified in the notice thereof, such notice to specify the purpose for which the meeting is called. Notice of any special meeting of the Board of Directors may be waived by the person or persons entitled to such notice, whether before or after the time stated therein, and shall be equivalent to the giving of such notice. Attendance of a director at a special meeting shall constitute a waiver of notice of such special meeting except where a director attends a meeting for the express purpose of objecting to the transaction of any business because such special meeting is not lawfully convened.

- Section 6 - In the intervals between meetings of the Board of Directors the President may refer and submit to the Board of Directors definite questions relating to the affairs of the Fraternity which, in the opinion of the President, require a referendum. This requires a majority vote of the Board of Directors and shall control the action of the Fraternity, its Board of Directors, Chapters, and committees.
- Section 7 - Except as otherwise specified herein, a majority of the number of directors shall constitute a quorum for the transaction of business. The act of the majority of the directors present at a meeting at which a quorum is present shall be the act of the Board of Directors. Directors may not vote by proxy at any time. Directors may vote in absentia when necessary either in writing or by other appropriate means.
- Section 8 - The Board of Directors shall have the power to determine when a financial emergency exists such that it is necessary to authorize the assessment of the tax specified in Article V, Section 5, herein above.
- Section 9 - The Board of Directors shall be the final court of appeals in all questions of interpretation of the Articles of Incorporation and By-laws and in all matters of discipline of members and Chapters which may be referred to it.
- Section 10 - A student member of the Fraternity shall be selected to meet with the Board of Directors as an Observer and resource person, without vote. The period of appointment shall be one year. The individual selected shall be elected by a plurality vote at the student meeting prior to the annual convocation and business meeting.

ARTICLE IX  
Duties of the Board of Directors

Section 1 - The Board of Directors shall:

- (a) Transact the general business of the Fraternity in the interim between annual convocation and business meetings.
- (b) Establish major administrative policies governing the affairs of the Fraternity and devise measures for the Fraternity's growth and development.
- (c) Establish the office of General Secretary and make such office the center of information of the Fraternity, appoint a person to serve as General Secretary, fix compensation, and assign duties.
- (d) Act upon applications for the issuance of a Charter to Chapters, and withdraw a Charter if the membership falls below five members, or for other good cause.
- (e) Fill any vacancies on the Board of Directors.
- (f) Decide upon the exact date and place for holding the annual convocation and business meeting, approve the program thereof, and provide for the payment for a place of meeting, when necessary; and hold meetings of the Board of Directors before each annual convocation and business meeting as herein before provided.
- (g) When meeting in a body, ratify referendum votes of the Board of Directors.
- (h) Approve the nomination of honorary members selected by the Chapters.
- (i) Establish the office of Herald.

ARTICLE X  
Standing Committees

- Section 1 - Standing committees may be composed of any or all classes of members of this Fraternity.
- Section 2 - The following standing committees shall be appointed by the incoming President at or immediately after each annual convocation to serve until the termination of the next annual convocation, or until their respective successors are appointed:
- (a) Committee on Nominations
  - (b) Committee on Greaves-Walker Roll of Honor Nominations
- Section 3 - The Committee on Nominations shall consist of three members of the Fraternity, two of whom are Chapter advisors. The third member will be the current Past President, who will chair the committee. Immediately after each annual convocation, the committee shall request of each Chapter the names of persons qualified to serve and willing to serve if elected as officers of this Fraternity. From these names the Committee on Nominations shall select nominees for the offices of the Fraternity and report such slate when called upon by the President to do so at the annual convocation.
- Section 4 - The Committee on Greaves-Walker Roll of Honor Nominations shall consist of the immediate three Past Presidents of the Fraternity. The nomination shall be submitted to the Board of Directors for approval prior to the annual convocation and business meeting.

ARTICLE XI  
Voting and Elections

- Section 1 - Voting on issues at the annual convocation and business meeting and the election of officers shall be carried out by delegates voting either in person or by an alternate or proxy as hereinafter provided.
- Section 2 - Each Chapter shall be entitled to two delegates to the annual convocation and business meeting. Their mode of election shall be as provided hereinafter under Article XIII. Chapters may elect alternates to act in place of elected delegates if the latter are unable to attend the annual convocation and business meeting. If neither a delegate nor alternate is able to attend the annual convocation and business meeting, the elected delegates may appoint a proxy to act in their stead. Such proxies shall be in writing, approved by the Chapter Advisor, and submitted to the General Secretary prior to the beginning of the annual convocation and business meeting.
- Section 3 - In the election of officers and directors, the Committee on Nominations shall first report its slate of nominees. The presiding officer shall thereafter call for the names of write-in nominees from the floor. Voting shall be by a show of hands unless a request is made for election by secret ballot.
- Section 4 - A majority vote out of the total number of votes cast shall decide a vote on an issue. In an election a plurality vote, that is, election of a nominee by the greatest number of votes out of those cast, shall constitute an election. In the case of a tie between two candidates for election, the choice shall be decided by lot.
- Section 5 - Voting for officers and directors shall be concluded at one session of the annual convocation and business meeting on odd numbered years, as set forth in Article VI.

ARTICLE XII  
Time and Place of Meetings

Section 1 -           The Fraternity shall hold an annual convocation and business meeting each year. This meeting will be at the time and place of the Annual Meeting of the American Ceramic Society, or as determined by the Board of Directors. Any and all business of this Fraternity may be transacted at the annual convocation and business meeting.



ARTICLE XIII  
Chapters

- Section 1 - A Chapter shall be established and composed of the members as set forth in Article III, Section 1 hereinabove.
- Section 2 - Subject to the Articles of Incorporation and the By-laws of this Fraternity, each Chapter shall have full control of its individual affairs and may enact By-laws for its own guidance in all matters not set forth in or not in conflict with the Articles of Incorporation and By-laws of the Fraternity.
- Section 3 - A Chapter shall be named after the institution in which it is established.
- Section 4 - Any petition from a group desiring a charter to establish a Chapter shall be submitted to the Board of Directors by the General Secretary. The General Secretary, as hereinbefore provided, after approval of the Board of Directors, shall transmit a charter to the officers designated to install each newly-formed Chapter. The General Secretary shall also send a copy of the By-laws of this Fraternity to each Chapter.
- Section 5 - After a Chapter has received its charter and a copy of the By-laws of this Fraternity, it shall prepare a Code of By-laws and submit it to the Board of Directors which shall determine whether or not it is sufficient and not in conflict with the Articles of Incorporation and By-laws of this Fraternity, and return the Chapter's Code of By-laws, with any suggestions, promptly.
- Section 6 - The eligibility and admission of classes of members to Chapters shall be as follows:
- (a) Resident undergraduate students – A resident undergraduate student in an institution at which there is a Chapter of this Fraternity must have been registered for at least the last term or semester of the sophomore year. In addition, an undergraduate student must have a scholastic average at the time of election not lower than 2.0 based on the following system of grading: A = 4, B = 3, C = 2, D = 1. Each Chapter has the privilege of increasing this minimum scholastic average requirement.
  - (b) Resident graduate students – A resident graduate student in an institution at which there is a Chapter of this Fraternity shall be eligible for election to membership one semester or two terms after admission to full graduate standing.
  - (c) Resident teaching staff – A member of the teaching staff in an institution at which there is a Chapter of this Fraternity shall be eligible to election as a member of the Chapter.

- (d) Alumni – Any alumni who were formerly student members of this Fraternity or who would have been eligible to be student members of this Fraternity had there been a Chapter of this Fraternity at the institution with which they were affiliated are eligible to be initiated as alumni members of a Chapter. A person seeking affiliation with a Chapter not of his or her original membership will not be reinitiated and will retain his or her original membership number but will be carried on the rolls of the new Chapter of affiliation.
- (e) Honorary members – A Chapter may initiate as honorary members those persons who have made notable contributions to Ceramic Science or Engineering, provided, however, that a Chapter may not initiate more than one honorary member each Fraternity year. Persons who have been previously initiated as members of this Fraternity are not eligible for honorary membership. Faculty members should be initiated as resident teaching staff members as opposed to being considered for honorary membership. The Chapter shall request approval of the Board of Directors of any individual desired to be initiated into honorary membership by the Chapter. After securing this approval, the individual will be notified by the Chapter President and the Chapter may initiate the individual as an honorary member.

Section 7 - Each Chapter shall conduct the initiation of its new members in accordance with the ceremony prescribed in the official Ritual and at a time and place prescribed by the Chapter Officers. An honorary member need not be present for initiation, but shall be sent a copy of the Official Ritual to be read, signed, and returned to the Chapter Secretary for permanent filing.

Section 8 - Upon election and initiation of new members to a Chapter the Secretary of the Chapter shall immediately transmit to the General Secretary, for each new member, a record containing the full name, date of birth, home residence and other pertinent information as specified by the General Secretary, together with \$10.00 of the initiation fee. A certificate of membership and all other insignia of the Fraternity shall be sent to or made available to all new members by the General Secretary. Each year the Secretary of the Chapter shall send an official list of its membership to the General Secretary of this Fraternity (to be included in the Chapter's Annual Report).

Section 9 - Each Chapter shall decide what causes are sufficient to require expulsion of a member.

- Section 10 - Each Chapter shall determine the amount of its dues and initiation fee, \$10.00 of which shall be transmitted to the General Secretary with the initiates' records as herein before provided.
- Section 11 - Chapters of the Fraternity shall hold meetings at least once each month between the months of October and May, inclusive.
- Section 12 - The voting rights of classes of members of a Chapter shall be as follows:
- (a) Each student member shall have one vote.
  - (b) Teaching staff members, alumni and honorary members who are active members of the Chapters shall have one-half vote each.
- Section 13 - The voting procedure of a Chapter shall be as follows:
- (a) The number of persons necessary to constitute a quorum shall be determined by each Chapter, as required by its By-laws. No business shall be transacted without a quorum.
  - (b) A majority shall be sufficient to elect new members and to carry any issue. A majority vote shall be computed by adding the numerical value of whole and half votes, dividing the sum by two, and adding one half to the quotient. In an election, a nominee who receives the highest number when the numerical value of half and whole votes has been totaled, shall be elected. Every voter shall vote by secret ballot one vote or one-half vote, whichever is in accordance with the voter's class of membership.
  - (c) Nominations for officers and delegates or alternates to the annual convocation and business meeting shall be made at one meeting prior to the election thereof.
- Section 14 - Elected officers of each Chapter shall be a President, Vice President, Secretary, Treasurer and Herald. Officers shall be elected not later than April 1 of each year. At the same meeting at which the election of officers is held each Chapter shall elect a member of the teaching staff who is a member of this Fraternity to be its Faculty Advisor. The officers and Faculty Advisor shall constitute the Executive Committee of the Chapter. The Secretary shall transmit the names of the Executive Committee of the Chapter to the General Secretary immediately after each election.
- Section 15 - Each Chapter shall elect two official delegates as its representatives to the annual convocation and business meeting and shall elect an alternate for each delegate to substitute if the delegate is unable to attend the annual convocation and business meeting. Delegates and alternates shall be

elected by April 1 of each year.

Section 16 - An elected delegate may appoint a proxy, as set forth herein above in Article XI, Section 2, if neither the delegate nor the alternate is able to attend the annual convocation and business meeting.

Section 17 - Immediately after the election of delegates and alternates, or appointment of proxies, the Secretary of each Chapter shall send the names of such persons to the General Secretary.

Section 18 - If the membership of any Chapter falls below five members, or if other good reason exists, an officer of the Chapter shall petition the Board of Directors of this Fraternity to dissolve the Chapter.

ARTICLE XIV  
North Carolina Registered Office and Agent

Section 1 -

In order to fulfill the requirements of the law of the State of North Carolina in which this Fraternity is incorporated, it shall be the duty of the Board of Directors to maintain continuously in the State of North Carolina, registered with the Corporation Division in the Office of the Secretary of State of North Carolina, a registered office and a registered agent designated as the person and place on whom and at which all legal notices and process may be served on this corporation. The registered agent and registered office may be a member, either alumni or teaching staff, together with a business address or a corporation domesticated in North Carolina, whether for profit or non-profit. Upon failure to appoint or maintain a registered agent in the State of North Carolina, the Secretary of State of the State of North Carolina shall be an agent of this Fraternity upon whom any such process, notice, or demand may be served.

ARTICLE XV  
Insignia

- Section 1 - The colors of the Fraternity shall be light cobalt blue and gold.
- Section 2 - The badge of the Fraternity shall be in the form of an oblong having four concave sides composed of sections of the circumference of four tangent circles of two different diameters, the larger one having a radius of 16 mm. and the smaller one a radius of 13mm. The length of the oblong from tip to tip shall be 15 mm. and the width from tip to tip shall be 13 mm. Within a plain or jeweled border of uniform width, on a raised panel of black enamel the name “Keramos” shall be placed equidistant between top and bottom. The name shall be in Greek letters, with the first letter in upper case and the balance being in lower case. Above the name shall be placed three stars, the center one being slightly below the other two and below the name two stars and a new moon, the moon being between the stars and slightly above them.
- Section 3 - The ribbons of this Fraternity shall be one of light cobalt blue and one of gold, each five-eighths inch wide.
- Section 4 - The seal of the Fraternity shall be one and five-eighths inches in diameter. Inside the border, at the top shall be the name “Keramos”, the first letter being in upper case and the balance lower case; at the bottom the words “Founded 1902”. In the center shall be a new moon surrounded by five stars or mullets and the words “Seal of the Fraternity.”
- Section 5 - The name, badge, seal, and mark of Keramos shall be used only for official Fraternity purposes. The Board of Directors shall monitor use of the Fraternity mark for misuse. The Board of Directors may demand, by appropriate means, that misuse of the Fraternity mark be ceased. Keramos may take legal action if it deems such action to be necessary and will seek to recoup any statutory and/or equitable remedies available to it for having to bring such suit.

## ARTICLE XVI

### Motto

Section 1 - The motto of the Fraternity shall be: "Through Fire to Perfection." The publicizing of the motto to the general public shall be authorized by the Board of Directors, when in their opinion such serves the interest of the Fraternity. The Chapter officers may, with the approval of the Faculty Advisor, use the motto in material published for distribution on the campus upon which the Chapter is chartered.

ARTICLE XVII  
Amendment

- Section 1 - These By-Laws may be amended at any annual convocation and business meeting by a two-thirds vote of the accredited delegates, present in person or by proxy. All proposed amendments shall be referred to the General Secretary for study and recommendation. The General Secretary shall see that all proposed amendments with recommendation shall be referred to the Board of Directors at least two months prior to the date of the following annual convocation and business meeting. Notice of a proposed amendment to these By-laws which sets forth the proposed amendment shall be shown on the agenda for each annual convocation and business meeting.
- Section 2 - These By-laws may be amended at any annual convocation and business meeting by a unanimous vote without the notice required in Section 1 of this Article.