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**OPERATING MANUAL AND RULES**

**FOR THE**

**GLASS AND OPTICAL MATERIALS DIVISION**

**OF THE**

**AMERICAN CERAMIC SOCIETY**

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## **INTRODUCTION**

This manual is intended to serve as an aid and a guide to the Glass and Optical Materials Division, hereafter referred to as the Division, of the American Ceramic Society, hereafter referred to as the SOCIETY, Chair, officers, and committee chairs and members. It is not a rule book with inflexible directions designed to discourage new ideas in the Division, nor is it intended to remove the responsibility of the Division's officers to do their best to improve the Division and its activities.

The manual consists of five parts: Part I describes the duties and the time table for action of each officer of the executive committee, Part II describes specific responsibilities of each of the Division's committees, Part III is a guide for other activities of the Division, Part IV describes the rules for the management of the trust funds of the Division, and Part V lists the rules of the Division.

It is customary for the out-going Chair of the Division to revise this manual in the year following their term of office. The Division's Chair shall transmit copies of this manual to new officers, and pertinent sections to the new chairs and members of the committees.

## I. DIVISION OFFICERS

The Division's officers are Chair, Chair-Elect, Vice-Chair, Secretary, and Trustee. These officers constitute the Executive Committee of the Division.

The Chair-Elect shall succeed automatically to the position of Chair. Although no further succession of officers is specified in the rules, it is expected that the Vice-Chair will normally succeed to the position of Chair, thus providing necessary continuity in the direction of the Division's affairs. In order that this provision for continuity may be effective, the Chair-Elect and Vice-Chair should maintain close contact with the Chair and monitor activities of the Division's committees.

The Secretary of the Division is elected annually. However, in order to further provide continuity to the government of the Division, it has been customary to re-elect a Secretary to successive terms as long as he/she is willing and able to serve, with a recommended maximum of five years.

The Trustee is the Division's representative on the Board of Trustees of the SOCIETY. The Trustee serves for a term of three years. Terms begin at the Annual Spring Meeting of 1986, 1989, 1992, etc.

All officers should be considered to be ex-officio members of all divisional committees.

The Rules of the SOCIETY prescribe that the officers named above shall constitute the Executive Committee, with a responsibility to carry out functions as set forth in this manual and the SOCIETY'S rules.

The Division's officers, committee chairs and others designated by the Chair constitute an informal committee known as the Advisory Committee for discussion of the Division's activities and for guidance of the Division's officers.

## **A. CHAIR**

### **1. RESPONSIBILITIES OF THE CHAIR:**

- The Chair shall automatically succeed to office at the close of the Annual Spring Meeting after having served a term of one year as Chair-Elect and shall remain in office for one year.
- The Chair shall have general supervision of the affairs of the Division.
- The Chair shall, if present, preside at all business meetings of the Division.
- The Chair shall appoint representatives of the Division to the standing committees of the SOCIETY as provided for by the Constitution and By-Laws of the SOCIETY, to such special committees as may be required by the SOCIETY, and to the committees of the Division as planned for during his/her term as Chair-Elect, or as may be additionally necessary during his/her term of office.
- The Chair shall prepare a report of the activities of the Division during the year, which report shall be presented at the business session of the Division at the Annual Spring Meeting.

### **2. ADDITIONAL RESPONSIBILITIES:**

- The Chair shall, with the advice of the Division Trustee and SOCIETY'S Secretary (Executive Director), determine whether a surcharge shall be added to the Fall Meeting's registration fee in order to add to the Division Operating Fund. No commitment of the fund's monies shall be made without the prior written approval of the Division's Trustee. Furthermore, the Division's Trustee or Chair are the only ones empowered to direct the SOCIETY'S Treasurer to disburse such monies.
- The Chair shall be responsible for the editorial content of any publication of the Division, e.g., Glass Vues, and the Division Newsletter.
- The Chair shall notify the recipient of the George W. Morey Award to be recognized at the Fall Meeting during their term of office, and will monitor the progress of the Award Committee in its selection of the next year's recipient. The Chair will encourage the Morey Award recipient to publish the Award lecture as soon after the Fall Meeting as is practical.

### 3. TIME-TABLE FOR GENERAL DIVISION ACTIVITIES:

#### a. Completion of the Annual Spring Meeting:

- The Chair should confirm to the SOCIETY'S office division's appointments to the SOCIETY'S committees.
- The Chair should insure that the Nominating Committee is arriving at a slate of nominees for officers of the Division for the next year.
- He/she should immediately start final planning of the Fall Meeting.

#### b. Preparations for the Fall Meeting:

##### 1) Four Months Prior to the Meeting:

- Chair of the Companion's Program (if necessary) for the Fall Division meeting should be confirmed and communicated to the Program Committee's Chair and to the SOCIETY'S office.
- The format of the Banquet program should be arrived at and a Banquet speaker confirmed. It is the Division Chair's decision whether to have a banquet speaker or an after dinner talk.
- The Morey Award recipient(s) should be notified, their name(s) communicated to the Program Committee's Chair, and the Award object(s) ordered.
- The Chair of the Program Committee should be consulted concerning possible funding of invited or guest speakers at the Fall Meeting. Any required withdrawal from the Speakers' Fund should be agreed upon and approved by the Division's Trustee.

##### 2) Three Months Prior to the Meeting:

- Biographical data of the Morey Award recipient(s) and their lecture title(s) should be forwarded to the SOCIETY'S office.
- The Nominating Committee's slate of nominees for the forthcoming Division ballot should be obtained and communicated to the SOCIETY'S office.

3) Two Months Prior to the Meeting:

- The Chair should schedule the meeting of the Advisory Committee during the Fall Meeting and advise the Committee's members of time and place. It has been the custom in recent years to schedule this meeting in the afternoon of the day prior to start of the meeting.

4) One Month Prior to the Meeting:

- Written reports should be requested from chairs of the Division's committees.
- The agenda of the Advisory Committee should be prepared.
- Working from the Secretary's minutes of the Division's business meeting at the prior Annual Spring Meeting, a tentative agenda for the business meeting at the Fall Meeting should be prepared.
- In consultation with the SOCIETY'S staff representative who will be in charge of the Fall Meeting, the tentative format and agenda of the Banquet program should be arrived at.
- Similarly, arrangements should be made for complimentary registration for special guests and the banquet speaker. In recent years, it has been the practice to offer complimentary registration to those retired members who apply in advance.

5) Fall Meeting:

- The Chair shall preside at the Advisory Committee's Meeting.
- From the previously prepared tentative agenda and discussion of the Advisory Committee, a final agenda for the Division's business meeting should be prepared.
- The Chair presides at the Division's business meeting.
- As may be necessary, specific assignments to committee members or other members of the Division should be made.

– Arrangements for the Banquet should be completed in close cooperation with the SOCIETY'S staff representative. Their experience from previous years will prove invaluable in providing for an enjoyable evening with observance of appropriate protocol.

– Seating: Generally, the head table will include:

Society President or their representative

Society Executive Director

Divisional Officers

George W. Morey Recipient

Banquet speaker

Accompanying persons are usually grouped at a table in front of the head table.

– Agenda: Normally, the agenda will include:

a) Introductions of those seated at the head table.

b) Group recognition of accompanying persons.

c) Introduction of the SOCIETY'S officers and former Presidents who may not be seated at the head table.

d) Presentation of the George W. Morey Award.

e) Recognition of Program Chair and SOCIETY staff responsible for the meeting.

f) Banquet address or after-dinner talk.

g) Announcements, e.g., time and place of the next meeting, and meeting attendance.

h) Acknowledgement of the most outstanding contributions by fellow officers and committee members.

The Chair must plan carefully in advance to insure that the entire program moves along briskly and without undue length.



In practice, it has been observed that if the program exceeds one hour, attendees lose interest, become noisy, or simply walk out. In order to stay within this time limit, the Chair must make introductions and acknowledgements brief. **To this end there is no substitute for careful advance preparation.**

The banquet address preferably takes the form of a relatively brief "after dinner talk" with agreement in advance between speaker and Chair as to the length of the talk. On some occasions, long presentations or slide shows have been scheduled in another room immediately following the Banquet.

**c. Preparations for the Annual Spring Meeting:**

1) January (or Three Months Prior to the Spring Meeting):

- In collaboration with the SOCIETY'S office, arrangements should be made for the meeting of the Advisory Committee during the Annual Spring Meeting, and members should be notified of time and place. Customarily, this meeting has been scheduled late on the Sunday afternoon (but not conflicting with the Ceramic Education Council (CEC) student speaking contest) preceding the technical sessions.
- The Program Committee's Chair should be consulted concerning possible funding of invited or guest lecturers at the Annual Spring Meeting. Any such funding should be agreed upon and a withdrawal from the Division's Operating Fund approved by the Trustee.
- The SOCIETY'S staff should be consulted concerning any invited speaker or guests who should be accorded complimentary registration at the Annual Spring Meeting.

2) March (or One Month Prior to the Meeting):

- Written reports should be requested from committee chairs.
- The Chair's Annual Spring report should be prepared.
- In collaboration with the Chair-Elect, an agenda for the Advisory Committee's meeting and for the business meeting should be prepared.

3) Annual Spring Meeting:

- The Chair presides at the Advisory Committee Meeting.

- In cooperation with the Chair-Elect and using relevant discussion from the meeting of the Advisory Committee, a final agenda for the Division's business meeting should be completed.
- The Chair presides at the business meeting. The President of the SOCIETY or their representative will customarily be present in order to greet the assembled members and recognize the Chair. The Chair should arrange to introduce the President at the latter's convenience. A last item of business is the turning of the meeting over to the incoming Chair for adjournment.

**d. After the Annual Spring Meeting (Duties of the Outgoing Chair):**

- The outgoing Chair becomes the Chair of the Nominating Committee.
- He/she reviews the operating manual for possible updates and works with the Chair of the Rules Committee to implement changes.

## **B. CHAIR-ELECT**

### **1. RESPONSIBILITIES OF THE CHAIR-ELECT:**

- The Chair-Elect shall assist the Chair and shall succeed to the powers and duties of the Chair in the event of the refusal, incapacity, or absence of the Chair to act.
- The Chair-Elect, as an ex-officio member of all committees, should maintain an active interest in all committee activities. In particular, he/she chairs the Vitality Committee (ad hoc committee as of 1993) of the Division and recommends to the Chair ways of improving the well being of the Division. In addition, he/she should carry out projects initiated during the previous year as Vice-Chair.
- The Chair-Elect may recommend committee appointments to the Chair, but may not make such appointments him/herself.

### **2. TIME-TABLE:**

#### **a. Annual Spring and Fall Meetings:**

- The Chair-Elect attends the Executive, Program, and Advisory Committee meetings and monitors progress of planning which he/she has initiated or for which he/she has responsibility.
- Arranges and chairs the meetings of the Vitality Committee.
- Attends the Division Business meetings.

#### **b. Three Months Prior to the Next Spring Meeting:**

- The Chair-Elect selects new divisional committee appointees for the coming year. (See appropriate sections of this manual relative to the various committees.) Most committees have a rotating membership of three persons so that usually only one appointment is required for each committee. Each of the following committees usually requires the appointment of a new member each year.

Fellows  
Membership  
Morey Award Committee  
Nominating  
Publications  
Rules  
Research

- Certain committee chairs are required to serve on SOCIETY committees. These are Corporate Relations, Federal Liaison, Legislative and Regulatory Affairs, and Membership. The Chair-Elect should consult with the Chair, Trustee and the SOCIETY'S staff to determine whether he/she will be responsible for additional appointments to the SOCIETY'S committees.
- The Chair-Elect should work with the Chair to insure that the George W. Morey Award Committee is proceeding in an orderly selection of a recipient to be recognized during the next Fall Meeting, at which he/she in turn will preside as Chair.
- The Chair-Elect should start preliminary planning of the next Fall Meeting, tentatively selecting chair of the Companion's Program.

**c. One Month Prior to the Next Spring Annual Meeting:**

- The Chair-Elect prepares a list of items which he/she wishes to be included on the agenda of the Advisory Committee's meeting and submits it to the Chair.
- A list of the Chair-Elect's appointees to all committees of the Division should be sent to all officers of the Division and to the SOCIETY'S Secretary.

**d. Next Annual Spring Meeting:**

- The Chair-Elect should confirm that the George W. Morey Award Committee has selected a recipient to be recognized at the Fall Meeting.
  
- The Chair-Elect should work with the Program Chair of the upcoming Fall Meeting to determine whether invited speakers requesting assistance with expenses are being scheduled for the Fall Meeting's technical program and if so whether the Division's Speakers' Fund can support this assistance.
  
- Must attend the business meeting of the Division and succeed as Chair of the Division following the business meeting.

## **C. VICE-CHAIR**

### **1. RESPONSIBILITIES OF THE VICE-CHAIR:**

- Assist the Chair and Chair-Elect as required.
- Select the date and location for the Fall Meeting for the year during which he/she may be the Chair of the Division.
- Participate as an active member of the Executive and the Advisory Committees.
- Work closely with the Program Committee on the planning of future meetings and any special activities.
- Serve as ex-officio member of all committees.

The Vice-Chair cannot appoint committee members but can recommend appointments to the Chair.

### **2. TIME-TABLE:**

#### **a. Spring Meeting:**

- The Vice-Chair attends the meetings of the Executive and the Advisory Committees and reviews long-range plans of the Program Committee.

#### **b. Four Months Prior to the Fall Meeting:**

The Vice-Chair selects a location and date for the Fall Meeting two years hence. If necessary, he/she requests information and assistance from the Secretary of the SOCIETY. All negotiations with the hotel must be handled by the Society Executive Director's office. The selection of the meeting place and date should be completed prior to the Fall Meeting of the year in which the Vice-Chair is installed. When a selection has been made, the SOCIETY Office, the Division's Secretary, and the Division's Chair should be notified.

**c. Two Months Prior to the Fall Meeting:**

- The Vice-Chair's most important responsibility at this time is that of working closely with the Program Committee (and other committees) on long-range planning. The details and execution of this planning is the responsibility of that committee. (See the section on the Program Committee.)
- Selects a new member to the Program Committee.
- Subjects for possible symposia and workshops for the term two years hence should be selected in close coordination with the Program Committee.

**d. The Fall Meeting:**

- The Vice-Chair attends the Executive and the Advisory Committee's meetings, reviews long-range plans of the Program Committee and announces the date and location of the Fall Meeting two years hence.
- Informs the Chair and the Chair-Elect of his/her selection of their choice of new members for the Program Committee.

**e. Two Months Prior to the Annual Spring Meeting:**

As an ex-officio member of all committees, the Vice-Chair familiarizes him/herself with committee activities.

**f. Next Annual Spring Meeting:**

The Vice-Chair attends the Executive and the Advisory Committee meetings and monitors progress of planning which he/she has initiated or for which he/she is responsible.

## **D. SECRETARY**

The Division's Secretary is elected annually for a period of one year. However, in order to maintain adequate continuity in Division affairs, it has been found desirable to re-elect the same individual as Secretary when this is considered necessary for maintaining such continuity. It is recommended that re-election of the same individual be limited to five consecutive years.

### **1. RESPONSIBILITIES OF THE SECRETARY:**

- Maintains complete and up-to-date records of all Division activities.
- Aids the Chair in the planning of agenda for business meetings of the Division.
- Handles correspondence as directed by the Chair and other officers.
- Prepares minutes of the business meetings and distributes copies to the Division's officers within one month following the meetings.
- Prepares (or assists a Division columnist if available) in cooperation with the Chair, the news page of the Division, currently titled Glass Vues, which appears periodically in the Bulletin. This page should be prepared a minimum of twice yearly, as soon as practical following the Fall and Annual Spring Meetings and in addition as often as newsworthy material and space in the Bulletin permit. While the Chair is responsible for the editorial content, the Secretary should help to secure appropriate news items and prepare a final draft for approval by the Chair and submission to the SOCIETY. (See guide for Glass Vues page 48)
- Prepares, in cooperation with the Chair, the Division Newsletter (initiated in 1992). This newsletter should be published twice a year and should be distributed to the Glass Division members only. (See page 50.)



## **E. TRUSTEE**

### **1. COMMITTEE STRUCTURE:**

The Division's Trustee is elected for a term of three years, starting at the time of the Annual Spring Meeting of 1989, 1992, etc.

### **2. RESPONSIBILITIES OF THE TRUSTEE:**

- Represents the Division as a member of the Board of Trustees of the SOCIETY.
- Keeps the Division's officers informed regarding affairs of the SOCIETY and reports actions taken by the Board of Trustees.
- Presents to the Board of Trustees for consideration those matters which are recommended to him/her by officers of the Division.
- Represents, along with the Chair of the ICG Liaison committee, the SOCIETY on the Council of the International Commission on Glass and reports to the SOCIETY and the Division action taken by the ICG. Appointments to committees of the ICG are made upon recommendation of the Trustee.
- Authorizes, after consulting with the Division Chair, all requests for expenses against the Division of trust funds.
- Solicits budget requests from the Program and the Executive Committees of the Division.
- Submits each year to the SOCIETY, after consultation with the Division Chair, requests for budget for the Division.

## **II. DESCRIPTION AND RESPONSIBILITIES OF THE DIVISION COMMITTEES**

### **A. ADVISORY COMMITTEE**

#### **1. COMMITTEE STRUCTURE**

The Advisory Committee will consist of an Advisory Committee Chair, who will be appointed by the GOMD Chair, to serve for three years. In addition, the Chair- Elect of the Division will serve a one-year term on this committee.

It will be the duty of the Advisory Committee Chair to assign representatives from the following list of organizations to serve on (or provide input to) this committee; ideally, but not necessarily, these representative will be members of the GOMD.

- Glass Manufacturing Industry Council (GMIC)
- Society for Glass Technology (SGT)
- Materials Research Society (MRS)
- European Society of Glass (ESG)
- International Commission on Glass (ICG)
- Optical Society of American (OSA)
- Society of Photo-Optical Instrumentation Engineers (SPIE)

The Chair of the Advisory Committee has the option of seeking council or adding additional representatives from other relevant groups or organizations (e.g., the Glass Problems Conference, University Conference Series on Glass, Center for Glass Research, Physics of Non-Crystalline Solids Conference, etc.)

#### **2. FUNCTIONS**

- the Chair of the Advisory Committee will serve as a counselor for the Division officers and program committee;
- the Chair of the Advisory Committee will provide liaison between the GOMD and other national and international professional societies and conferences in the areas of glass and optical materials;
- the Advisory Committee will serve as the Divisions long-range strategic planning committee;
- the Advisory Committee will review topics, champions, speakers, and "hot- topics" for special symposia or conferences at the request of the Division Program Committee;

- the Advisory Committee will submit topics, champions, speakers, and "hot- topics" for special symposia or conferences to the Division Program Committee;
- the Advisory Committee shall maintain an up-to-date schedule with the dates, venue and contact people for conferences in the areas of glass and optical materials;
- the Advisory Committee will propose highlights and issues for the Divisions Newsletter/website.

## **B. FELLOWS COMMITTEE**

### **1. COMMITTEE STRUCTURE:**

One representative with a 3 year term

### **2. FUNCTIONS OF THE COMMITTEE:**

- This committee surveys the membership of the Division to insure that qualified candidates are nominated for Fellowship in the SOCIETY. The Committee solicits nominations from the members of the Division. The committee prepares statements in support of those nominees whose names are submitted to the SOCIETY. The Committee does not decide who will be elevated to the grade of Fellow; this is the prerogative of the SOCIETY'S Panel of Fellows, and the Trustee.

The Constitution and By-Laws of the SOCIETY concerning Fellows read as follows:

#### **CONSTITUTION ARTICLE 3: MEMBERSHIP**

- 1(b) Fellows shall be persons who have reached their thirty-fifth birthday, who shall have been members at least five years and who shall prove qualified for elevation to the grade of Fellow by reason of outstanding contributions to the ceramic arts, sciences or engineering. They shall be elected by the Board of Trustees in the manner provided in the By-Laws. Fellows shall be entitled to use the title, "FELLOW OF THE AMERICAN CERAMIC SOCIETY", or the abbreviation, "F.A.Cer.S.".

#### **BY-LAWS ARTICLE B.3: MEMBERSHIP**

- 1b(1) A candidate must have a good personal reputation and have won recognition for outstanding or notable contributions to the ceramic arts and sciences in one or both of the following two fields of endeavor. Outstanding service to the SOCIETY shall also be considered in rating nominees who are otherwise qualified.
- (a) Broad and productive scholarship in ceramic science and technology as evidenced by (i) the publication of articles and books of merit on ceramic work supervised or done by the nominee, (ii) the granting of patents to the nominee on scientific and technical developments in materials, process methods, or equipment in various fields of ceramics, and (iii) direction of important research, engineering work, or ceramic activity as judged by the nominee's position in the industry and the contributions of those working directly under them.

- (b) Conspicuous achievement in some branch of the ceramic arts as evidenced by: (i) the creation of ceramic works of art which have won awards at exhibitions of recognized high standing, and (ii) a position in educational or industrial fields recognized as influential in the creative ceramic arts.

## **E. FINANCE COMMITTEE**

### **1. INTRODUCTION and OVERVIEW:**

- It has become increasingly apparent that in order to meet the strategic goals of the Division, it is highly desirable to couple annual fiscal planning and budgeting with the various year-to-year activities of the Division. Through this coupling process, potential monetary resources can be identified and assignment of available funds to various programs of the division will be both coordinated and facilitated. Additional positive outcomes of this coupling include increased program quality, scope, expectations and involvement of the Division membership in the activities of the Division.
  
- It turns out that the SOCIETY is also exploring a policy to give each Division increased autonomy over its annual financial planning. Should this increased autonomy become a reality, it is important for the Division to have in place a standing Finance Committee to oversee its financial affairs. This document addresses the potential composition, charge, operation, and implementation of this committee.

### **2. COMMITTEE STRUCTURE:**

The composition of the committee shall be:

Ex-Officio:

The Division Chair (Chair of the Committee)

The Chair-elect

The Vice Chair

The Division Secretary

The Division Trustee

Appointed by the Division Chair - 2 Members of the Committee

- The members of this committee are the current Program Chairs for the Annual (Spring) and Divisional (Fall) meetings.

### **3. FUNCTIONS OF THE COMMITTEE:**

The charge to the committee will be as follows:

- Identify monetary resources available for use by the Division. These resources can include, for example, direct budgetary allocations by the SOCIETY, Division endowment, registration surcharges at various meetings, sale of publications, etc.
- Request annual budgetary statements from the various Division officers, Program Chairs, etc. for the proposed activities for the Division. (Note: the fiscal year of Society is January 1 - December 31.)
- Submit an annual budget summary to the Executive Committee of the Division for its review and approval.
- Prepare an annual statement of income and expenses for publication in an appropriate medium, such as The A.Cer.S. Bulletin and the Division Newsletter.
- Coordinate with and inform the SOCIETY office of all matters related to the finances of the Division.
- Perform other duties as assigned by the SOCIETY through its Board of Trustees.

#### **4. OPERATION OF THE COMMITTEE:**

- The committee will meet as needed throughout the year to discharge its responsibilities in a timely, accurate, and fair manner.
- The committee will consult with various officers and staff of the SOCIETY as needed.
- The committee will maintain a record of its meetings, deliberations, and decisions and transmit these records to the Division, and if requested, to the SOCIETY hierarchy.
- Make recommendations concerning all financial matters of interest to the Division, e.g., financial operation of special meetings such as International Congress on Glass (I.C.G.) XVIII, etc.
- The following shall apply:
  - a. No member of the committee, nor their spouses, will receive from Division funds reimbursement of travel expenses incurred while conducting the business of the committee or the Division.
  - b. Serving as a member of the committee will not prevent nomination for an elected Division office or appointment to other Division committees.
  - c. All members of the committee will agree in advance to attend all meetings of the committee to the maximum extent possible.
  - d. Rules established by the SOCIETY for authorization/approval of expenditures against annual budgets will be followed.

## **5. DIVISION OPERATING FUND OPERATING PROCEDURES:**

### **a. Fund Sources:**

Sources of funds from dues allocations will be accounted for by the ACerS Finance Department and will be based on the list of Division membership as reported by the Membership Department. An alphabetical list of members credited to the Division will be sent to the Division Trustee/Chair each year and will be the basis for dues allocation from membership dues. The list will represent Division membership as of the prior completed year. Other sources of funds collected by the Division will be forwarded to the ACerS Accounting Department as received with a full explanation of the nature of the funds such as how/where collected, from whom, etc. Funds sent directly to SOCIETY headquarters will be reported to the Division Trustee/Chair as soon as possible.

### **b. Expenditures:**

1. Requests for expenditures (see form attached) are to be completed, approved by the Division Trustee and Chair and mailed or FAXed (614-899-6109) to the attention of the Executive Director for his/her approval in accordance with Policy Guidelines. The request is to state the precise purpose and use of the funds being requested to include name of payee, address, and other pertinent information needed by the Executive Director to make a decision as to the appropriateness of the request.
2. Approved requests will be forwarded to the ACerS Accounting Department where a check will be generated to the payee specified by the Division. Request must be explicit as to where the check is to be mailed and to whom if different from payee.

### **c. Records:**

1. ACerS accounting will maintain a division file for all requests. A receipt for the expenditure is to be forwarded to ACerS Accounting when available or at time of submission of the request. Failure to send receipt or other suitable evidence may result in an IS Form 1099 (taxable income) being issued to payee.
2. Each calendar year end the ACerS Accounting Department will provide the Division Trustee/Chair with a list of expenditures made from the fund, the sources of funds, and the ending balance. This report will be available in time for the Division Trustee to include this data in the trustee report to the Board of Trustees of the SOCIETY at time of Annual Meeting.



## **6. GUIDELINES FOR DIVISIONAL OPERATING FUNDS**

### **a. Purpose**

The Board of Trustees (BOT) established Divisional Operating Funds on August 7, 1993. These funds are to be administered directly by the Divisional Officers for the purpose of strengthening a Division's existing technical programs, fostering new types of divisional programs, to provide an incentive for Divisions to increase their membership, to develop external funding sources, and, to empower the Divisions to be responsive to the current needs and future aspirations of their members. The BOT believes the divisional membership, through the Divisional officers, should share the responsibility and means to administer programs and activities benefiting a Division's membership.

The following guidelines for the administration and use of the Divisional Operating Funds are intended to be flexible, to require minimum time and effort to administer, and to be responsive to the varying needs of the different Divisions. Consequently, the guidelines tend to be general and will not specifically address every particular situation. The guidelines are based on the assumption that careful stewardship and good judgment will be exercised in using these funds and the over-riding standard in their use will always be "the needs of a Division and what is in the best interest of a Division's membership."

### **b. Usage Guidelines**

No attempt is made to list all of the permitted uses for the Divisional Operating Fund because of the impossibility of foreseeing the different needs of the various Divisions and the BOT's desire for a division to have broad latitude in deciding the best use of their fund. The BOT's desire that the funds be used in ways which support the purpose and strategic plan of The American Ceramic Society. Examples of permitted uses include Divisional programming, invited speakers honoraria and expense, promotion of Divisional activities (e.g. newsletters, mailings, portage, membership drives), student member assistance, and publications. Any use of these funds is expected to avoid the appearance of conflict of interest, nepotism, or other irregular or questionable uses.

The BOT does not want to stifle the creative use of these funds by imposing rigid controls and a single standard for acceptable uses. To keep the BOT informed of how these funds are being used, the Trustee of each Division is required to prepare a list of expenditures from the Divisional Operating fund for the preceding 12 months. This list is to be submitted to the Executive Director, as part of the Trustee's Annual Report, for transmittal to the BOT at the Annual Meeting. If a Trustee fails to submit this required report, then the Division's fund will be frozen until the report is submitted.

A small number of uses are expressly prohibited. First, the funds cannot be used for any purpose which violates local, state, or federal laws or in any manner which is prohibited by the Constitution or BOT established policies of The American Ceramic Society. Second, funds obtained from external sources such as individuals, corporation, or government agencies can only be spent in accordance with any requirements or restrictions placed on the funds at the time the funds are received. Third, no funds can be allocated to any person (divisional member) who exercises decision making authority over a Division's fund nor used to pay the personal travel expenses of any Division officer.

**c. Administration Guidelines**

1. Source of Funds

All unrestricted funds raised by Division members, from any source, will be deposited in the Division's Operating Fund which will be held within the accounts of The American Ceramic Society. While not inclusive, some expected sources of funds are listed below.

- a. Surcharges on the registration fee for a Division meeting as determined by the Division officers and members. Meetings sponsored by more than one Division which require a uniform registration fee are excluded from surcharges unless there is unanimous agreement for a surcharge.
- b. Voluntary contributions from individuals, companies, foundations. Requests for funds directed to a specific group or organization should be coordinated through the Executive Director.
- c. Unrestricted grants from government agencies, foundations, etc.
- d. Pre-existing Speaker Funds (specific meetings).
- e. Sale of "special publications" as agreed upon with Publications Department of ACerS.
- f. Membership Dues Allocation--Each Division will receive an amount, as established annually by the BOT, for each regular and associate member who lists that Division as their PRIMARY Division. Starting date for this allocations is January 1, 1994.
- g. Other, as approved by BOT.

2. Maximum Balance

Except for special circumstances pre-approved by the Executive Committee, the maximum balance is set at \$25,000 and any funds exceeding this amount will automatically and permanently revert to the general fund of The American Ceramic Society.

3. Authorization for Expenditures

A Division is free to establish their own decision making process for authorizing the disbursement of these funds so long as the procedure requires that the Division Chair and Trustee mutually agree to the intended use. Once this agreement is reached, the Division Chair notifies the Executive Director of ACerS, in writing (FAX or mail), of the amount needed, the intended use, and written evidence that the Division Trustee approves of the expenditure. If the Executive Director concurs with the request, then a check is issued and mailed according to instructions from the Division Chair. If the Executive Director believes the intended use is improper or inappropriate, the Executive Director will state his/her reservation to the Division Chair and tell the Chair that this request is being referred to the ACerS President for a decision.

Each Division must submit a written description of their decision making process for disbursing these funds to the Executive Director of ACerS. A copy of this process will be kept on file at ACerS headquarters and no funds can be disbursed until such a process is on file. ACerS headquarters will maintain the financial records for each Divisional Operating Fund, but each Division is encouraged to establish a Finance Committee and to maintain its own financial records (receipts, documented expenditures, etc.). The fund must always have a positive balance.

**d. Division Expense Form**

The Division will use the attached expense form to request disbursement from Division funds.

Division Expense Form

American Ceramic Society

Request of Disbursement from Division Funds

Division requesting funds: \_\_\_\_\_

Date of request \_\_\_\_\_

Nature/Purpose of expenditure: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(use back if more space needed)

Payee:

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date to be paid: \_\_\_\_\_

Mail to if different from payee: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Approval:

Division Trustee \_\_\_\_\_ Date: \_\_\_\_\_

Division Chair \_\_\_\_\_ Date: \_\_\_\_\_

Executive Dir. approval \_\_\_\_\_ Date: \_\_\_\_\_

## **F. INTERNATIONAL COMMISSION ON GLASS (ICG) LIAISON COMMITTEE**

### **1. HISTORY AND PURPOSE OF THE ICG:**

- The International Commission on Glass (ICG) is a worldwide, federated learned society whose members are the various national glass societies. Its purpose is to promote an understanding of the art, history, science and technology of glass. At least four of its activities are important to the U.S. glass community: technical committees, of which there are 23; numerous publications, reports and bibliographic studies; technical meetings, of which the most important is the triennial ICG Congress; and the Gottardi and Weyl prize awards. The ICG is the Division's and the Society's window to the international glass community.
- The SOCIETY is the U.S. member of the ICG, and the SOCIETY has delegated to the Division the task of representing the SOCIETY to the ICG. In turn, the Division has delegated this representation to the ICG Liaison Committee.
- Important decisions concerning the ICG are made by consensus of the ICG Liaison Committee, and the Executive Committee of the Division, and are communicated to the ICG by one of the Committee Members.

### **2. THE STRUCTURE OF THE ICG:**

- The BUREAU (four persons) consists of the officers of the ICG: President, Vice- President, Honorary Secretary, Honorary Treasurer. Operating decisions are made and policy is formulated here, often through letters and telephone calls to deal with issues as they arise.
- The STEERING COMMITTEE (ten persons) consists of the officers of the ICG, the Chair of the Coordinating Technical Committee (CTC), and five members elected by the COUNCIL. Important policy decisions are approved at this level. This committee meets every six months at various worldwide locations, sometimes in conjunction with technical meetings of the national glass societies.
- The COUNCIL (about 50 persons) comprises two members from each participating organization and serves as a board of directors of the ICG. In practice, decisions made by the Bureau or by the Steering Committee are approved routinely. It meets annually during the ICG Annual Spring Technical Meeting.
- The COORDINATING TECHNICAL COMMITTEE (CTC; 10-15 persons) - consists of a Chair and other members nominated by the STEERING COMMITTEE and elected by the COUNCIL. Its function is to coordinate the work of some twenty-three committees which deal with specific technical subjects. It meets yearly, often in conjunction with the Steering Committee.

### **3. STRUCTURE OF THE ICG LIAISON COMMITTEE:**

There will be two members on the ICG Liaison Committee for three-year (staggered) terms; the Division Chair will appoint a new member to this committee at the end of each term.

### **4. FUNCTIONS OF ICG THE LIAISON COMMITTEE:**

- The Committee receives (in principle, via SOCIETY headquarters) official communications from the ICG and from member organizations (e.g. the Society of Glass Technology and the Deutsche Glastechnische Gesellschaft) and forwards them to the appropriate bodies. Examples include meeting announcements, committee assignments, literature sales, and the Gottardi Prize and Weyl Award announcements. In practice, communication through SOCIETY headquarters does not always work smoothly, so the Committee, the Division and the SOCIETY must work together.
- The Committee communicates to the ICG the official SOCIETY position on matters put before it, including sites and hosting for ICG meetings and the U.S. nominee for the Gottardi and Weyl prizes/awards.
- The Committee acts as an advocate for U.S. interests in the ICG where the one country-one vote rule applies. For example, it nominates U.S. representatives to the Steering Committee and the CTC, and advocates a U.S. presence on other committees.
- The ICG Liaison Committee attends the ICG Annual Spring Meetings as the official U.S. representatives on the ICG Council.
- This Committee is responsible for establishing the selection committee for the Weyl Award every three-years (one year before the Congress) which is administered by the Pennsylvania State University (University Park, PA, USA); this anonymous selection committee will consist of three eminent glass scientists (one outside the U.S.); this selection committee reports directly to the Division Chair.
- This Committee is responsible for nominating candidates for the Gottardi Prize, and for voting for the Gottardi Prize. The Gottardi Prize is given annually and is administered by the Stazione Sperimentale del Vetro (Murano, Italy).

## **5. RESOURCES**

- the Division's ICG Fund can provide limited Financial support for the Committee to attend the Spring ICG Meetings. (see Sec. -).

## **G. THE NORBERT J. KREIDL AWARD COMMITTEE**

### **1. PURPOSE:**

The **Norbert J. Kreidl Award for Young Scholars** is presented by the Division of the SOCIETY.

### **2. NAMING OF THE AWARD:**

The late Prof. Norbert J. Kreidl's name is synonymous with glass science in ways which the following words could only begin to describe. The Division has been fortunate to have benefitted from a man of his stature, experience and vast knowledge. Prof. Kreidl's wide-ranging interests covered all phases of glass research and development and he brought to our meetings encouragement, support, and incisive questions which always provided us with a new perspective and a bridge to established understanding. His encyclopedic knowledge of glass, which is based on a research career spanning more than 60 years, was always available to those who ask. He has been a rich resource to those of us who have had the good fortune to know him and who have benefitted by his presence. The full name of the Award is the **Norbert J. Kreidl Award** for Young Scholars. It was adopted in keeping with Prof. Kreidl's lifelong mission to enhance the education, achievement, and advancement of young people. For brevity, in the following description the award will be referred to simply as the "Kreidl Award."

### **3. COMMITTEE STRUCTURE:**

- The original membership of the Kreidl Award Committee, established in 1989, consisted of J. H. Simmons, D. R. Uhlmann, R. J. Eagan, O. H. El-Bayoumi, T. P. Seward and P. C. Shultz. The membership of the ad-hoc Kreidl Award Committee remained intact until 1995, when C. G. Pantano was appointed as an additional member and each GOMD past-Chair was added for a 1 year term.
- In 1995, the Committee began a rotation sequence with one of its members stepping down each year and being replaced by a nominee of the Chair of the Glass and Optical Materials Division. The new member will step down from the Kreidl Award Committee after all members with longer tenure have stepped down.
- There will be two exceptions to this rotation rule:



1. Peter C. Schultz will remain as permanent treasurer in charge of the Norbert J. Kreidl Trust Fund as long as he is willing to serve.
  2. Each immediate past-Chair of the Glass and Optical Materials Division will serve a one year tenure on the Committee.
- Chairmanship of the Kreidl Award Committee will be decided each year at the annual meeting of the society by those members of the Kreidl Award Committee that are present.

#### **4. FUNCTIONS OF THE COMMITTEE:**

- The Committee Chair has the responsibility to communicate directly to the Division Chair about issues and activities of the Committee. The Committee Chair should attend the business meetings of the Division held during the SOCIETY Annual Spring (spring) and Fall Division Meetings. If the Chair cannot attend a meeting, he/she should designate a member of the Committee to be present and be prepared to report about the activities of the Committee. If none of the Committee members can attend a meeting, then the Chair should send a written report to the Division Chair in advance of the business meetings.
- The Committee Chair shall make sure that the name of the award recipient and a short description of the award with a photograph, is published in the Bulletin.
- The name of the award recipient will be communicated by the Kreidl Award Committee Chair to the Division and Program Chairs in time for scheduling and inclusion in the Program for the Annual Fall Meeting.
- The Kreidl Award is to be presented, at the Fall Divisional Meeting of the SOCIETY (as of 2004), to the student who is judged to have submitted the best summary of his/her own work.
- The competition is open to all degree-seeking students or those that have graduated within a twelve month period preceding the Annual Meeting for which the submission is. The selection is based on extended abstracts (approximately 2,000 words plus figures) relevant to interests of the Division, and submitted to the Program Chair by the normal abstract deadline. Copies of the extended abstracts are to be forwarded by the Program Chair to the Kreidl Award Committee Chair, who will white-out the author names and institutions of each submission before sending copies to each member of the Committee for evaluation and ranking.

- The recipient of the Award will be determined by the rankings assigned to the extended abstracts by the Kreidl Award Committee.
- The Award winner will be required to present the winning paper during the Fall Divisional Meeting at a time specified by the Program Chair. The first such Kreidl Award talk was presented at the 1991 Annual Spring Meeting.

## **5. SPECIFICS ABOUT THE AWARD:**

- The Award will consist of a \$300 cash prize, and a Certificate from the Glass and Optical Materials Division, to be supplemented in later years with an engraved object to be selected by the members of the Kreidl Award Committee. The costs of the cash and supplemental awards will be paid from the accrued interest in the Kreidl Fund. It is suggested that, if an object is added to the Award, the same engraved object be sent to all past winners. (The amount and nature of the Award may be further changed at any time by recommendation of the Kreidl Award Committee with Approval of the Executive Committee of the Glass and Optical Materials Division.).

## **6. PREVIOUS KREIDL AWARD WINNERS:**

1991- Joseph L. Keddie  
 1992- Eugenie V. Uhlmann  
 1993- Lin Zhang  
 1994- Shahnaz Motakef  
 1995- Jie Li Kelly Simmons-Potter  
 1996- Anant K. Singh  
 1997- John Ballato  
 1998- Not presented this year  
 1999- Pierre Hudon  
 2000- Samuel D. Conzone, Brad Tischendorf  
 2001- Henry Giesber  
 2002- James Chan  
 2003- Liping Huang  
 2004- Brad Ticshendorf  
 2005- Clara Revero

## **H. THE GEORGE W. MOREY AWARD COMMITTEE**

### **1. COMMITTEE STRUCTURE:**

- The selection committee shall consist of at least three members of which one should be qualified to judge scientific papers and one to judge the technological areas. Both industry and the universities should be represented, if possible.
- The Committee members and its Chair shall be appointed by the Chair of the Division after consultation with the Executive Committee of the Division. Members' terms shall be three years, in a staggered sequence, in order to provide continuity to the Committee.

### **2. FUNCTION OF THE COMMITTEE:**

The George W. Morey Award is presented by the Division of the SOCIETY and sponsored by PPG INDUSTRIES. The initial proposal was adopted in 1968 and amended at the Annual Spring Meeting of 1969. Presentation of this award is governed by the rules listed below:

- The award shall be known as the George W. Morey Award.
- The purpose of the award is to recognize new and original work in the field of glass science and technology.
- The award shall normally be given each year for an outstanding publication on glass, either scientific or technological, published during the previous few years.

Whereas the award is intended to recognize excellence in a single publication, it may, under appropriate circumstances, be presented for a series of publications on continuing work. Under very special circumstances the award could also be given to recognize an individual's lifetime of excellent publications. However, the criterion for winning the award is to be excellence in publication of work, either experimental or theoretical, done by the individual. The award is not to be given for service to the glass community such as serving on committees, organizing meetings, etc.

- The award may be deferred in any given year if no publication can be found which merits it.
- The award shall only be given for a paper or papers published in the English language.

- There shall not be any restriction on the Journal in which the work is published. The word "Journal" should be construed to include other vehicles of publication such as, for example, proceedings of technical meetings and university or government laboratory reports, as long as they are easily available to the public.
- If the Committee decides to consider a paper by one of its members, then that member shall disqualify oneself and a substitute shall be named by the Division Chair.
- The recipient of the award should be invited to present a talk at the Fall Meeting on the subject of the winning paper. The talk should be the highlight of the technical program. Such a talk should probably take place during the daytime sessions. The actual presentation of the award should take place at the banquet. The recipient (or senior author, if there is more than one) should be allowed to say a few words of thanks after the presentation.
- The Award shall be presented by the Chair of the Division.
- The Award shall not consist of money, but rather will be a glass object engraved with the inscription George W. Morey Award (details on the following page).

Since the time of adoption of these rules, certain procedures have been followed in order to facilitate selection of the Award recipient and presentation of the Award.

### **3. SELECTION OF RECIPIENT:**

The committee should initiate its evaluations at the time of the Fall Meeting. Usually, all three members of the Committee are present, and informal meetings can be easily scheduled. In preparation for this first selection, each member should bring a list of their first nominations together with preliminary information supporting these nominations. The Committee should try at this time to arrive at a final list of three or four candidates.

Following the Fall Meeting, the Chair of the Committee should prepare and distribute to the other members whatever additional information will be helpful, e.g., abstracts of papers authored by each nominee. Each member should then rank order the nominees. Finally, the Chair, by means of letter of phone (or possible meetings if the opportunity arises) should obtain by consensus a final choice.

The Chair should communicate this name in writing to the incoming Chair of the Division along with a letter describing the contributions of the awardee by the time of the Annual Spring Meeting.

As stated in the rules listed above, each member of the Committee normally serves three years, chairing the Committee during their last year and retaining results of deliberations of previous committees.

#### **4. SELECTION OF THE AWARD:**

In keeping with the intention of rules above, the Award which has been presented in recent years has consisted of an engraved Steuben bowl.

All negotiations regarding selection and ordering of the bowl should be handled through:

PPG INDUSTRIES, Inc.  
Glass Research Center  
Office of Communications and Information Services  
Guys Run Road, P.O. Box 11472  
Harmarville, PA 15238  
412-820-8500 (Direct Contact as of 2004: Hong Li 412-820-4943)

In recent years, Steuben's No. 1916 bowl has been used, engraved as indicated below:

George W. Morey Award  
(Year)  
(Awardee's Name)

In 1977, the cost of this bowl was \$300 with a charge of \$3.30/letter for engraving, thus giving a total bill of about \$429.

On the one occasion thus far when co-authors were honored, a smaller bowl, Steuben's No. 8322 (\$210 plus engraving, in 1976) was used.

In order to insure that the Award bowl can be delivered in time for presentation at the Fall Meeting, the name to be engraved should be communicated to PPG INDUSTRIES and an order placed at least four months prior to the Fall Meeting.

The bowl is normally shipped to the PPG Glass Research Center and then delivered to the Division Chair either by PPG attendees or by mail.

**5. IDENTIFICATION OF THE AWARD IN NEWS RELEASE:**

The Award should be identified as being presented by the Division of the SOCIETY and sponsored by PPG INDUSTRIES, INC. and published in the Bulletin of the SOCIETY and the Division's Newsletter as well as in other publications such as the Materials Research Society Bulletin.

- I. THE ALFRED R. COOPER AWARD COMMITTEE**
- J. THE VARSHNEYA LECTURESHIP**

## **J. THE WOLDEMAR A. WEYL INTERNATIONAL GLASS SCIENCE AWARD**

### **1. PURPOSE:**

The purpose of this fund is to honor an outstanding scientist in the field of glass science and to provide the opportunity to present a special paper at the International Congress on Glass which is normally held once every three years.

### **2. NAMING OF THE AWARD:**

The name of this fund shall be “The Woldemar A. Weyl International Glass Science Award” honoring a scholar, superb teacher, and truly innovative thinker in the field of solid state chemistry and physics. Upon Dr. Weyl’s death in 1975 Evelyn C. Marboe, his long time associate, and Guy E. Rindone wanted to establish some type of a memorial. They agreed upon the idea of an award which related to his innovative thinking and to his interest in providing every opportunity for his young associates - students, post docs, visiting scientists - to participate in scientific meetings. Hence the award would recognize outstanding young glass scientists and provide financial means to present a special lecture at an international conference.

They felt this should be an international award because of the wide-spread influence throughout the world of Dr. Weyl’s research and teaching. It seemed appropriate, therefore, to use the International Congress on Glass as the focal point for its presentation. Penn State would provide financial administration of the award and raise the funds but ask the International Commission on Glass to be co-sponsors and to select the recipient. The response to letters they wrote to former students, companies and friends asking for support was immediate and excellent, providing sufficient principal to present the award at the next Congress in two years.

### **3. HISTORY OF THE ESTABLISHMENT OF THE WOLDEMAR A. WEYL INTERNATIONAL GLASS SCIENCE AWARD**

Upon Dr. Weyl’s death in 1975, Evelyn C. Marboe, his long time associate, and Guy E. Rindone wanted to establish a memorial in his name. They suggested an award, which related to his innovative thinking and his interest in providing every opportunity for his young associates, students, post-docs, and visiting scientists to participate in



scientific meetings. Hence, the award would recognize outstanding young glass scientists and provide financial means to present a special lecture at an international conference, particularly if such financial means were not available to the individual.

They felt this should be an international award because of the widespread influence throughout the world of Dr. Weyl's research and teaching. It seemed appropriate, therefore, to use the International Congress on Glass as the focal point for the presentation. Pennsylvania State University would provide financial administration of the award and raise the funds, but ask the International Commission on Glass to be co-sponsors and to select the recipient. The response to letters they wrote to former students, companies and friends asking for support was immediate and excellent, providing sufficient principal to present the award at the next Congress in two years.

They drew up guidelines that were approved by the Penn State office of the President and submitted them on December 10, 1975 to the ICG through Dr. H. Rawson for consideration at their March 1976 annual meeting. Dr. Rawson replied on December 22, 1975 that it would be placed on the agenda. On April 9, 1976 Dr. Rawson informed Rindone that the ICG recommended two revisions: that the Selection Committee be appointed by Penn State rather than by the Commission, and that the recipient present a special lecture at the Congress so as to make the award more prestigious. Rather than Penn State, Marboe and Rindone decided that the U.S. delegates to the ICG would appoint the Selection Committee.

Revisions were made and two copies of the guidelines approved and signed by the Penn State administration were sent on June 2, 1978 to Dr. Rawson for the signature of Dr. Stanek, the then president of the ICG. Dr. Stanek sent a signed copy to Rindone on August 16, 1976.

#### **4. COMMITTEE STRUCTURE:**

- The selection committee is appointed by the two U.S. Delegates to the ICG who also name the chairperson. The U.S. Delegates are the trustee of the Glass Division of the American Ceramic Society and the Society's designated representative.
  
- The selection committee consists of three persons. It is customary that one member be from outside the U.S. The members remain anonymous.

## **5. FUNCTION OF THE COMMITTEE:**

- Announcements for nominations are sent out by the administrator of the award at Penn State to all participating organizations.
- Nominations and supporting material are sent to the Chairperson of the Glass Division of the American Ceramic Society, as stated in the announcement, who distributes them to the selection committee.
- The selection committee reports its decision to the Chairperson of the Glass Division and the Award Administrator at Penn State, and to no one else.
- The Award Administrator notifies the recipient in writing, and informs the U.S. Delegates to the ICG.
- After written acceptance by the recipient, who must agree to attend the specified International Congress on Glass and present a special lecture, the Administrator notifies the Program Chairperson of the Glass Congress.
- An award certificate is prepared at Penn State naming the recipient and the Congress location and dates. This is signed by the President of the Pennsylvania State University and taken to the Glass Congress for signature of the President of the International Commission on Glass prior to presentation.

## **6. ELIGIBILITY AND SELECTION OF RECIPIENT:**

- Consideration for this award shall be given to any young scientist, preferably not over 35 years of age, whose research and publications in the field of glass science have shown ingenuity, initiative, and above all, innovative thinking.
- Recipients of this award may be nominated by themselves, their colleagues, teachers, supervisors, or other appropriate persons. The committee for the final selection of the recipient will be appointed by the U.S. Delegates to the International Commission on Glass. The coordinator of this award shall be an active or retired member of the faculty of the Materials Sciences Department of the Pennsylvania State University designated by the Dean of the College of Earth and Mineral Sciences.

## **7. RESENTATION AND IDENTIFICATION OF THE AWARD:**

- The first award was presented in Prague in 1977. Ray Hensler, Joe Hammel and Rindone appointed the selection committee and Rindone served as collector of applications and distributed them to the committee members so that the committee could remain anonymous. For later awards, it was felt there should be more involvement of the Glass Division so the Glass Division Chairperson has served in this capacity.
- A news release concerning the recipient is sent out from Penn State to all participating organizations and the news media.

## **8. SPECIFICS ABOUT THE AWARD:**

- The initial principal of this fund is estimated at \$10,000 and will be contributed by industry, foundations, friends, and supporters of Dr. Weyl. Additional contributions may be made to the principal by alumni, business, industry, friends, student organizations, or other interested individuals or groups.
- Income from the annual earnings of the principal will be used for the award which will consist of full travel, room and board, and incidental expense money to permit attendance at the International Glass Congress. Also included in the award is an appropriate memento commemorating the event.

While the annual income accruing between Congress meetings will in most cases be sufficient to fund the award, the principal may be used in the event sufficient income is not available.

The principal will be maintained in an agency account of The Pennsylvania State University and will be included in the University's investment pool. Interest earnings will be added to the Woldemar A. Weyl International Glass Science Award at the close of each fiscal year ending June 30<sup>th</sup> based on the balance in the account at the close of each month at the average rate of interest earned by the University's General Purpose Fund for the same fiscal year.

The award will be made to coincide with the International Congress on Glass held by the International Commission on Glass, normally every three years. If it is determined in the future that the award should be terminated, any remaining principal will revert to The Pennsylvania State University through its Office of Gifts and Endowments.

## **J. THE I.C. G. MEMORIAL PROFESSOR VITTORIO GOTTARDI PRIZE**

### **1. PURPOSE:**

The Prize is intended to recognize meritorious research, development, teaching, writing, management or commercial achievements in the field of glass. The spectrum of activities that would qualify for recognition was purposely made quite broad so as to allow young workers in all parts of the glass field to be eligible.

### **2. SPECIFICS ABOUT THE PRIZE:**

The Prize is presented annually to a person not past the 39<sup>th</sup> birthday at the date of the nomination and not past the 40<sup>th</sup> at the date of the award. Unsuccessful nominations of candidates may be re-submitted, amended as desired, for two following years. If the Member Organization intends to propose the same nomination for the third time, an interval of one year is requested, as long as the age requirement is met, before presenting the nomination again.

### **3. SELECTION OF THE AWARD:**

The procedure for selection of the Prize Winner is as follows:.

- Each I.C.G. Member Organization is required to make one nomination: the nominee could be either of the member country (or countries) or of other countries; the nomination is to be accompanied by the justifying documents and curriculum.
- After collecting all the nominations, the Prize Secretariat will circulate them, together with the justifying documents and curricula, to all I.C.G. Member Organizations: Each organization will be requested to submit two final nominations, selected from the list of circulated candidates: one of the nominees may be from the member country, the other nominee must not be.
- The winner of the Prize will be determined by the Steering Committee of the I.C.G., primarily on the base of the contents of the nomination.
- Nomination forms should be sent to:

Stazione Sperimentale del Vetro  
Via Briati, 10  
30141 Murano-Venice, Italy  
Secretary as of 2004: Fabiano Nicoletti

#### 4. PREVIOUS GOTTARDI PRIZE WINNERS

The updated list of previous Gottardi prize winners with their respective countries is:

1987	P. Fourier (France) and ex aequo F. Geotti-Bianchini (Italy)
1988	A. Duran Carrera (England)
1989	H. J. Barklage-Hilgefort (Germany)
1990	K. Hirao (Japan)
1991	D. M. Krol (United States)
1992	M. Guglielmi (Italy)
1993	E. D. Zanotto (Brazil)
1994	R. G. C. Beerkens (The Netherlands)
1995	M. Tatsumisago (Japan)
1996	R. K. Brow (United States)
1997	M. Mennig (D)
1998	X. Zhao (P.R. China)
1999	K. Nakanishi (J)
2000	A.G. Clare (UK)
2001	T. Uchino (J)
2002	J. Deubener (D)
2003	M. Mika (CZ)

The ICG Committee is responsible for nominating candidates for the Gottardi Prize, and voting for the Gottardi Prize. The Gottardi Prize is given annually and is administered by the Stazione Sperimentale del Vetro (Murano, Italy).

## **K. NOMINATING COMMITTEE**

### **1. COMMITTEE STRUCTURE**

The Nominating Committee will consist of three members who will be appointed for three-year (staggered) terms. A new member will be appointed by the Division Chair each year. The Chair will insure broad representation of industry, government and academia on this committee. The immediate past-chair of the Division will serve as the Chair of the Nominating Committee.

### **2. FUNCTIONS**

- the Chair of the Nominating Committee is responsible for determining the slate of candidates or nominees required each year, and for submitting these names to the requisite parties;
- the Nominating Committee is responsible for nominating one or more people for each elected position in the Division; specifically, Chair-Elect, Vice-Chair, Secretary and Advisory Committee Chair.
- it has been the custom for the Committee to present a slate of one nominee for each Division office, observing a succession from Vice-Chair to Chair-Elect, in order to insure continuity and training. While this procedure has been found to yield an orderly and generally acceptable operation of the Division, the Rules clearly allow for contested elections, should these be judged preferable at any time. Certain patterns have developed from time to time in nominating individuals who have served in specific positions to the position of Vice-Chair; however, no specific rule requires this procedure. The Committee should seek within the Division's membership those individuals who by virtue of unique qualifications are best qualified for each position. These nominations must be received at SOCIETY Headquarters by September 1, for publication in the October issue of the Ceramic Bulletin.
- the Nominating Committee is responsible for identifying potential candidates to serve on the Society Nominating Committee and the Board of Directors; the names of these potential candidates will be submitted directly to the Society Nominating Committee;
- members should be encouraged, e.g., by announcement in the Bulletin, to make their suggestions known to the Committee. Members should be reminded of a provision in SOCIETY'S by-laws for nominating by petition, signed by at least ten members of the Division and sent to SOCIETY Headquarters by November 1 for inclusion on the ballot. Nominations by petition obviously lead to

contested elections. While these have not occurred within recent history, it must be emphasized that they are permitted. This point has been discussed frequently at the Division's business meetings.

- in order to best serve the function of the Committee, its Chair should secure from the SOCIETY'S office, immediately following the Annual Spring Meeting, an up- to-date membership list of the Division.

## **L. PROGRAM COMMITTEE**

### **1. COMMITTEE STRUCTURE:**

- The Program Committee will comprise of up to six members plus temporary members appointed at the discretion of the Program Committee Chair. The Chair of the Division Research and Corporate Relations committees will be asked to serve as a temporary member.
- At, or immediately following the Annual Spring Meeting:
  - The outgoing Program Chair of the Annual Spring Meeting becomes the Program Committee Chair for one year.
  - The Vice-Chair of the Division appoints a new member to the committee. This appointee will assume the responsibilities of (i) Program Chair for the Fall (or alternative) Meeting held in the third calendar year after appointment, and (ii) Program Chair for the Annual Spring Meeting held in the fifth calendar year after appointment.
- It is recommended that all new members assist the preceding Program Chairs and so familiarize themselves with the tasks they will be required to perform.

### **2. FUNCTION OF THE COMMITTEE:**

- The Program Committee is responsible for arranging the technical programs of the Division at the Fall and Annual Spring Meetings, Congresses or other Topical Meetings of the SOCIETY in which the Division elects to participate. All such efforts will be conducted in accordance with the SOCIETY rules and guidelines which are current at that time.
- The task of the committee is to (i) identify appropriate topics for Divisional or Joint Sessions and Symposia (ii) provide a measure of balance, continuity and long range planning in the program offerings, and (iii) provide timely coverage of new and emerging areas.



### **3. DUTIES OF THE PROGRAM COMMITTEE CHAIR:**

- The Program Committee Chair is expected to (i) be an information resource for the other members, (ii) monitor the progress of the Division Programs, (iii) maintain a committee archive, (iv) review and recommend changes to the operating procedures of the committee, and (v) act as a liaison with other groups or committees.
- The Program Committee Chair shall have the authority to (i) assign, or re-assign, areas of technical responsibility to members (ii) appoint temporary members to the committee, and (iii) appoint a substitute Program Chair (in consultation with the Division Chair) if the assigned Committee Member is unable to perform the function.

### **4. DUTIES OF THE PROGRAM CHAIR:**

- The Program Chair will have the option to nominate a Co-Chair who will share the responsibility for the specific meeting. This Co-Chair need not be a member of the Program Committee or of the SOCIETY.
- The Program Chair(s) will be responsible for (i) the selection of the session topics, session chairs, format and invited speakers at that meeting, (ii) complying with the SOCIETY deadlines and the rules and guidelines laid out in the Program Chair's Manual, current at that time, (iv) coordinating efforts with other Program Chairs at joint meetings, and (v) appointing and coordinating the efforts of Session Organizers. The Program Chair(s) should solicit the assistance of the members of the Program Committee in their assigned areas of technical responsibility.
- The incoming Program Chair is expected to present a detailed proposal for their program at the Program Committee meeting held one year in advance of the meeting (including Co-Chair appointments, session topics, organizers, special formats etc.). This will be a forum for the other Program (also Executive, Research and Advisory) Committee members to make constructive suggestions and offer assistance.

### **5. DUTIES OF ALL MEMBERS:**

On appointment, members will be assigned a technical area of responsibility by the Program Committee Chair. These will include:

- The compilation, or updating, of a list of active groups, companies and individuals (both members and non-members of the SOCIETY) in their area of technical expertise (based on membership, publications, conference attendance, personal knowledge, etc.). This will form part of a data-base used for the purpose of targeting specific communities with meeting announcements, etc.
- Keeping abreast of developments in the area and reporting significant developments to the Program Committee.
- Recommending session topics and program formats (e.g., Symposia, panel discussions, joint sessions, etc.) that will foster the best participation and dissemination of technical developments in the glass and optical materials area.
- Recommending potential session or Symposia organizers within the area.
- Recommending potential keynote and invited speakers or other recognized authorities in the area whose presence would enhance the stature of the technical program.
- Offering suggestions as to the timeliness of highlighting or focussing on the area. Taking into consideration the scheduling and location of other conferences on related topics.
- Communicating to the Program Committee any advances in science or technology which should be covered by the Division regardless of whether or not they fall within the glass and optical materials area.
- Assisting Program Chairs in the organization of sessions within their technical area.

## **6. COMMITTEE MEETINGS:**

- The committee will have scheduled meetings at the Fall, Annual Spring and other Meetings of the Division. All members are expected to attend, and/or submit written reports to the Committee Chair. Additional meetings are at the call of the Program Committee Chair.
- The scheduled meetings will be open to the members of the Executive, and Advisory Committees and other individuals at the specific invitation of the Program Committee Chair or Program Chairs.

- At least one member of the committee is expected to attend the meetings of the SOCIETY's P&M committee. This individual should report all pertinent information to the committee ASAP.

## **M. RULES COMMITTEE**

### **1. COMMITTEE STRUCTURE:**

- It has been the custom for the Division's Secretary to serve as one member of this committee in order to facilitate easy access to the Division's records. The other members of the committee shall consist of three members with a new member appointed every year by the Division's Chair for a period of three years and who will chair the committee in the last year.
- The Rules Committee of the Division is not related to the Rules Committee of the SOCIETY.

### **2. FUNCTION OF THE COMMITTEE:**

- Interprets the Division's Rules.
- Monitors the Division's policies and procedures in order to insure that the Rules of the Division and the SOCIETY are adhered to.
- Formulates changes in the Division's Rules.
- Taking responsibility to update the Operating Manual of the Division as directed by the Chair of the Division.
- Providing updated copies of the Manual to the Chair and Executive Committee each year.

### **III. GUIDE FOR OTHER ACTIVITIES OF THE DIVISION**

#### **A. GLASS VUES**

##### **1. PURPOSE:**

The purpose of the Glass Vues is to inform the SOCIETY members about news and other important activities of the Division. It is the responsibility of the Division Secretary to gather the appropriate information and to pass it on to the Glass Vues columnist. The articles should be published only after approval by the Division Chair.

##### **2. GUIDELINES FOR PUBLICATION:**

- Glass Vues will present summaries of items of general interest of the Division's business sessions at Fall and Annual Spring Meetings.
- News, reports, announcements, advance notices of programs and similar items should be factual and to the point.
- Materials should not overlap on areas already covered in the SOCIETY'S periodicals, technical articles subject to the usual review procedures, book reviews, abstracts, membership roster, letters to the editor, etc.
- All material is subject to editing, to bring it into conformity with established policies and publication style. Printing costs do not permit use of redundant, verbose, or loosely written material.
- Glass Vues should not be attempted on a monthly basis, but rather only when appropriate materials is available. However, at the minimum, it should be published two times a year as soon as possible after the Spring and Fall Meetings.

In general, this feature should be timely, vital and interesting, in order to reflect favorably on the Division.

## **B. HISTORIAN**

Each year the Division Chair appoints or reappoints a person to be the Historian of the Division. Traditionally, this person stays as Historian for several but not exceeding five years.

### **1. FUNCTION:**

The task of the Division Historian is to establish a record of the history of the Division: who were its officers, where and when the Fall Meetings were held, the history of the Morey and Kreidl awards, and the history of the ICG and other organizations and conferences on glass and optical materials.

The Historian is to periodically report to the Division a summary of his/her activities. Current summaries of recent and past history are found to be every interesting and helpful to Division members and officers.

## **C. DIVISION NEWSLETTER**

### **1. HISTORY AND PURPOSE:**

In 1992, the Executive Committee of the Division decided to initiate a Newsletter - separate from the Bulletin and from the Glass Vues - to make the Division membership more aware of the activities and committees of the Division. The first issue was distributed in July, 1992. The Glass Vues provides information about the Division to the SOCIETY membership. The purpose of the newsletter is to inform the members about and to involve the members more in the Division affairs.

### **2. RESPONSIBILITY FOR PUBLISHING:**

The Division Secretary has the primary responsibility of collecting the relevant information and to have it printed and distributed to the Division membership. In this effort, he/she is aided by the Division Chair and the Trustee.

### **3. FREQUENCY AND FORMAT:**

The newsletter should be printed two times every year:

- Once about six weeks before the Fall Meeting, carrying the names, addresses, and phone and fax numbers of all of the Division Officers and Committee Chairs.
- Then about a month before the Annual Spring Meeting updating important news items about the Division.
- In all issues of the newsletter, there should be a column carrying the Division Chair's message.
- News items should be solicited from all members of the Division.
- The newsletter should not be more than four pages long so that it can be printed on a single folded sheet of paper.

## **IV. TRUST FUNDS OF THE DIVISION**

### **A. ICG TRUST FUND**

Rules Article RXIII, ICG Delegates and Fund

The two representatives of the SOCIETY on the council of the International Commission on Glass shall be the Trustee of the Glass and Optical Materials Division and one other person to be appointed by the President of the SOCIETY on recommendation of the Chair of the Glass and Optical Materials Division. The Division Trustee and appointed member will each serve three years, the terms to overlap but not coincide. The ICG Fund (the Fund) is established within The American Ceramic Society from residual monies from ICG XII, to be held, administered, invested, used, and paid in accordance with the following provisions:

- a. The Fund shall be administered by a committee (whose members may be called "Fund Trustees") of six members consisting of the Executive Director as an ex officio member and the Executive Committee of the Glass and Optical Materials Division.
- b. The purpose of the Fund shall be to achieve the following goals listed in order of priority:
  - 1) Pay the annual dues of The American Ceramic Society to the International Commission on Glass;
  - 2) Re-invest, so as to maintain a constant value of the capital for the purpose of providing initial funding when it again becomes the responsibility of the American Glass Community to host an International Glass Congress; and
  - 3) Use the interest in excess of that needed to pay the dues and maintain the value of the capital adjusted for inflation for the travel of the SOCIETY representatives to official meetings of the council of the International Commission on Glass and for other special projects with the Glass and Optical Materials Division, as approved by the Fund Trustees, consistent with Charter, Constitution, and By-Laws of the SOCIETY.
- c. Expenditures shall be administered by the Executive Director.



## **B. NORBERT J. KREIDL TRUST FUND**

The rules governing the Norbert J. Kreidl Trust Fund ("the Fund") are as follows:

- The Fund is to be managed by the SOCIETY in the name of Norbert J. Kreidl.
- The Fund will be established from solicited contributions from interested companies and individuals, including members of the Division.
- The purpose of the Fund is to support The Norbert J. Kreidl Award for Young Scholars.
- The amount of the cash award (\$300 in 1992) will be determined by the Award Committee based on the size of the Trust Fund.
- It is intended that the value of the Fund be built up and maintained at a level such that the monetary award to the Award Winner can be paid from the accrued interest.
- Disbursements from the fund recommended by the Award Committee must be approved by the Division Chair and Trustee.

A more complete description of the Trust Fund is given in Section II.G.

## **C. ALFRED R. COOPER FUND**

## **D. VARSHNEYA LECTURESHIP FUND**

**V. RULES OF THE GLASS & OPTICAL MATERIALS DIVISION OF THE AMERICAN CERAMIC SOCIETY**

**A. ARTICLE GOMR I. NAME**

The official title of this Division shall be the Glass and Optical Materials Division of the AMERICAN CERAMIC SOCIETY.

**B. ARTICLE GOMR II. PURPOSE**

1. It shall be the purpose of this Division to provide a focal point for researchers, engineers, educators and students who have interest in glass by organizing programs and publications relevant to glass science, glass technology and optical materials.
2. This Division shall represent the SOCIETY in matters pertaining to the glass and optical materials industry when specifically authorized by the Board of Directors.

**C. ARTICLE GOMR III. MEMBERSHIP**

1. The Division shall consist of members of all grades of the AMERICAN CERAMIC SOCIETY in good standing who have instructed the General Secretary of the SOCIETY so to enroll them.
2. All categories of membership enrolled in this Division, except Honorary Members and Student Members shall be entitled to vote.
3. All categories of membership enrolled in this Division, except Honorary Members and Student Members shall be entitled to hold office.

**D. ARTICLE GOMR IV. GOVERNMENT**

1. The Executive Committee of this Division shall consist of the Chair, Chair-Elect, Vice Chair, Secretary, and the Advisory Committee Chair.

2. The term of office of the Chair, Chair-Elect, Vice-Chair, and Secretary shall be one year, to wit: from the close of one annual meeting of the SOCIETY to the close of the next succeeding Annual Spring Meeting, or until their respective successors have been elected and duly qualified. The term of office of the Advisory Committee Chair shall be three years, to wit: from the close of one Annual Spring Meeting of the SOCIETY to the close of the third succeeding Annual Spring Meeting, or until their successor has been elected and duly qualified.
3. At the end of the Chair's term of office, the Chair-Elect shall automatically succeed the Chair.
4. The duties of the Executive Committee shall be to transact such interim business as may be referred to it by the SOCIETY or the Division Chair, to serve on the Division Finance Committee, to administer the Division Trust Funds, and to appoint a new Chair-Elect, Vice-Chair or Secretary, when necessary, to fill an unexpired term.

#### **E. ARTICLE GOMR V. MEETINGS**

1. The business meetings of this Division shall be held during the week of the Annual Spring Meeting of the SOCIETY, and at the time of the Fall Meeting of the Division.
2. The voting members of the Division attending any properly noticed business meeting of the Division shall constitute a quorum.

#### **F. ARTICLE GOMR VI. OFFICERS**

- 1.a) The Chair shall have general supervision of the affairs of the Division. The Chair shall, if present, preside at all meetings of the Division and shall represent the Division in all affairs of the SOCIETY.
- b) The Chair shall appoint representatives of this Division to those standing committees of the SOCIETY as provided by the Constitution and By-Laws of the SOCIETY, and to such special committees as may be required by the SOCIETY. The Chair shall also appoint the chairs and members of the committees of this Division, except the Executive Committee and the Programs Committee, which are otherwise provided for.
- c) The Chair shall be responsible for the editorial content of any publication of the Division.

- d) The Chair shall prepare a report of the activities of the Division during the year, which report shall be submitted to the Board of Directors, and subsequently presented at the business meeting of the Division at the Annual Spring Meeting.
2. The Chair-Elect and the Vice-Chair shall assist the Chair, and the Chair-Elect shall succeed to the powers and duties of the Chair in the event of the refusal or the incapacity of the Chair to act.
3. The Secretary shall keep minutes of all Division meetings and a full record of the correspondence of the Division. He/she shall perform such other duties as the Chair may properly assign to him/her.
4. Interim vacancies for officers other than the Chair are to be filled as stated under duties of the Executive Committee.

#### **G. ARTICLE GOMR VII. NOMINATIONS AND ELECTIONS**

1. The Nominating Committee of this Division shall consist of the immediate past-chair of the Division, as a non-voting chair, and three members appointed by the Chair for three year terms, the terms to overlap. The Division Nominating Committee shall nominate one person for each office of Chair-Elect, Vice-Chair, and Secretary. The nominations shall be submitted to the Executive Director of the AMERICAN CERAMIC SOCIETY, together with assurance of their acceptance, so that they may be published on or before the fifteenth day of September.
2. Ten members of this Division can make a nomination for officers elected annually, or for the Advisory Committee Chair when one is to be chosen, by submitting a formal petition to the Chair before October 15, together with the acceptance in writing of the respective nominee.
3. The Division Nominating Committee shall also, when properly notified, nominate a candidate for the office of Advisory Committee Chair of this Division and shall certify their name, together with their acceptance in writing, to the Chair of the Division for transmission to the Executive Director of the AMERICAN CERAMIC SOCIETY, so that it may be published on or before the fifteenth day of September.
4. The Division Nominating Committee may propose candidates for the Society Offices of President, Board of Directors and Nominating Committee and transmit these to the Chair of the Society Nominating Committee.

## **H. ARTICLE GOMR VIII. RELATIONS WITH SOCIETY**

1. As soon as possible after each Annual Spring Meeting of the SOCIETY, the Chair of the Division shall fill all vacancies on the standing committees of the SOCIETY as required by the By-Laws.
2. The Chair of the Division shall promptly appoint Division representatives to special committees of the SOCIETY upon notification from the President of the SOCIETY.
3. The Division shall not expend funds of the SOCIETY or incur indebtedness without the formal approval of the Board of Directors.
4. The provisions of the Constitution, By-Laws, and Rules of the SOCIETY shall govern the procedure of all Divisions, but no action or obligation of a Division shall be considered an action or obligation of the SOCIETY. This By-Law shall be imprinted on any publication issued by a Division.
5. The representatives on the Council of the ICG shall be appointed by the Chair of the Division with recommendations provided by the Advisory Committee. The ICG Council representatives will each serve three years, the two terms to overlap but not coincide.
6. In the event of the dissolution of Division of the SOCIETY and the discharge of its debts and settlement of its affairs, any funds and property of the Division remaining thereafter shall be conveyed to the SOCIETY for the general purposes of the SOCIETY in promoting the ceramic arts sciences and engineering.

## **I. ARTICLE GOMR IX. COMMITTEES**

6. The standing committees of the Division shall be as follows:
  - A. Advisory
  - B. Nominating
  - C. Program
  - D. Rules
  - E. Fellows
  - F. The Norbert J. Kreidl Award

- G. The George W. Morey Award
  - H. The Woldemar A. Weyl International Glass Science Award
  - I. International Commission on Glass (ICG) Liaison
2. The Division Chair shall appoint the membership of the foregoing committees with the concurrence of the respective Committee Chair, and shall inform the Division officers of the Committee memberships.
  3. All Committee members shall hold office for the term for which the Divisional officers have been elected, except as otherwise provided for.
  4. Each Committee Chair shall prepare a written report of their committee's activities during the year, said report to be presented at the business session of the Division at the Annual Spring and Fall Meetings. The report should be submitted to the Chair before the meeting so that ample time can be allotted for the presentation of all reports at the business session.
  5. The duty of these several committees is to stimulate the activities of the Division and of the SOCIETY along the lines indicated by the titles and, when in doubt, each Chair should communicate with the Chair of the corresponding committee of the SOCIETY.
  3. The membership, purpose and function of all the committees of the Division shall be determined and updated regularly by Chair of the Division in consultation with the Executive Committee of the Division. The current description and responsibilities for each committee is to be documented in the Operating Manual for the Division.

**J. ARTICLE GOMR X. AMENDMENTS**

1. These rules of the Division may be amended as follows: Amendments may be proposed by the Rules Committee or by a petition from twenty (20) members of the Division. In either case, the proposed amendment shall be submitted to the Chair at least one hundred and twenty (120) days before the next Division meeting, either Fall or Annual Spring.
2. The Division Chair shall then promptly ascertain by written communication from the Chair of the Parliamentarian of the SOCIETY whether the proposed amendment is consistent with the Constitution, By-Laws, and Rules of the SOCIETY and, if so, it shall be voted upon by ballot of the Division.

3. Through the Secretary, he/she shall submit the proposed amendment, with letter or electronic ballot, to the membership at least sixty (60) days before the next Division meeting, either Fall or Annual Spring. All ballots returned before the business session at the next Division meeting, either Fall or Annual Spring, shall be counted. If two-thirds or more of the Division members voting vote for the adoption of the amendment, as proposed, the Chair shall declare it adopted.