

RULES of the ELECTRONICS DIVISION of
THE AMERICAN CERAMIC SOCIETY

As Amended April 1991, December 2015, June 2017

Article E-1. NAME

1. The name of this division of The American Ceramic Society shall be the Electronics Division.

Article E-2. PURPOSE

1. The purpose of this Division is to stimulate the growth and activity of the Society, particularly in the areas of the science, engineering, and manufacturing of electronic ceramic materials.
2. This Division shall represent the Society, when specifically authorized by the Board of Directors, in matters pertaining to the above areas.

Article E-3. MEMBERSHIP

1. The membership of this Division shall consist of all members of the Society who have enrolled in the Division by so instructing the Society. The voting membership of the Division shall be all members except Student Members or as currently specified by Article RIII-2 of the Society Constitution.

Article E-4. OFFICERS

1. The officers of this Division shall be a Chair, a Chair-Elect, a Vice-Chair (who is Program Chair), a Secretary, A Secretary-Elect, and a Trustee. They shall be voting members of the Division.
2. The term of office of each officer, except the Trustee, shall be one year, to wit: from the close of one Annual Meeting of the Society to the close of the next Annual meeting, or until his/her successor is duly elected and qualified. The term of the Trustee shall be three years, beginning at the close of an Annual Meeting.
3. The Division Chair shall have general supervision of the affairs of the Division, presiding at all meetings of the Division and of the Division Executive Committee. If unable to do so, and in the event of the refusal or inability of the Chair-Elect or Vice-Chair to attend and preside, the Chair shall appoint a substitute. The Chair is a member of the Committee on Classes and Divisions of the Society. He/she shall not be eligible for re-election within a period of five years. In addition, the Chair shall be responsible for the editorial content of any publication of the Division.

4. The Chair-Elect shall preside at all meetings in the absence of the Chair and shall assist the Chair as requested. At the conclusion of the term, the Chair-Elect succeeds to the office of Division Chair.
5. The Vice-Chair shall assist the Chair as requested and shall succeed to the office of Chair-Elect at the conclusion of the term as Vice-Chair. (See Article E-10.7.)
6. The Secretary shall keep minutes of all Division business meetings and shall keep a full record of the correspondence of the Division. At the end of the term of office, the Secretary succeeds to the office of Vice-Chair. (See Article E-10.8.)
7. The Secretary-Elect shall assist the Secretary and at the end of the term of office, shall succeed to the office of Secretary. (See Article E-10.9.)
8. In the event of the inability or refusal of an officer to perform, the officer next in line assumes the powers and duties of the office and if the office becomes permanently vacant, assumes the title of the office (Chair-Elect becomes Chair, etc.).

Article E-5. GOVERNMENT

1. The affairs of this Division shall be directed by an Executive Committee consisting of the Division Chair, the Chair-Elect, the Vice-Chair, the Secretary, the Secretary-Elect and the Trustee.
2. Vacancies in the Division executive offices shall be filled as described above, with an interim Secretary-Elect appointed to fill out the remaining term. The member so appointed shall not forfeit the privilege of election to office. The appointee's name and written acceptance shall be promptly transmitted to the Executive Director of the Society. The appointment shall be made by majority vote of the Executive Committee members remaining.
3. A successor to fill the vacancy of Trustee shall be selected promptly by agreement of the majority of the other members of the Executive Committee, to serve until the a replacement is duly nominated, elected and installed at the Annual Meeting. The appointee's name and acceptance in writing shall be promptly transmitted to the Executive Director of the Society by the Chair, and shall serve until his successor is elected and qualified.

Article E-6. NOMINATIONS AND ELECTIONS

1. The Division Nominating Committee shall consist of three members: the retiring Division Chair or their appointee, as Chair, and two members to be elected. The two elected members shall be nominated and elected at the Division Business Meeting at the Annual Meeting of the Society and shall take office after the Annual Meeting. They serve for one year and may not serve consecutive years. Their duties are to present nominees for the office of Secretary-Elect, Trustee (if-needed) and to confirm that those succeeding in office are able to do so. In the case of the inability of any member of the committee to serve, they are to be replaced by nomination by the Division Chair and signed endorsement of at least 15 voting members of the Division.
2. The name of the candidate(s) selected by the Division Nominating Committee, as well as the acceptance of each new candidate, shall be forwarded to the Division Chair in sufficient time that the Chair can have the candidate's name, as well as the names of those succeeding in office, published in the Bulletin of the Society on or before the 15th of January or mandated by the Society, whichever earlier. The Chair shall also advise the Executive Director as to the names of the nominees by February 1.
3. Additional nominations for any office may be made by petition bearing the signatures of 15 voting members of the Division, accompanied by the assent of each nominee, forwarded to reach the Executive Director of the Society before November 15th.
4. Election shall be by ballot as provided by Society rules. The candidate for each office who receives a plurality of the votes cast shall be elected.

Article E-7. MEETINGS

1. Meetings of the Division shall be held for the purpose of presenting professional papers, holding discussions and conducting appropriate business.
2. The Annual Meeting of the Division shall be held in conjunction with the Annual Meeting of the Society.
3. Interim Division meetings may be held under Society supervision following appropriate notification of the Division membership.
4. Special business meetings may be called by any three of the Division Executive Committee or by petition of 15 voting members on thirty days' written notice.
5. Joint meetings with other Divisions and Classes and/or Societies may be held as authorized by the Executive Committee with approval of the Society.

6. A quorum at any Division business meeting shall be 15 voting members.

Article E-8. DIVISION FUNDS

1. The Division may raise funds through such projects as the publication of Division Meeting abstracts, etc.
2. The Division may, by vote of a majority of members present at a regularly-constituted business meeting, assess the membership for funds for purposes consistent with those of the Division and Society.
3. The assessment will become effective upon approval of the Board of Directors of the Society.
4. Expenditure of funds by the Society Treasurer shall be upon the authorization of the Division Executive Committee.

Article E-9. RELATION WITH THE SOCIETY

1. See Articles E-4 and E-5 for terms of office and filling vacancies.
2. All appointments to Society committees currently required by Society rules shall be made as authorized in Article E-10.
3. The Division shall not expend funds of the Society or incur indebtedness without the approval of the Board of Directors.
4. The Division shall not incur indebtedness for funds it does not have.
5. Special funds to be expended for approved purposes may be collected by the Division or an authorized committee thereof. Such funds shall be deposited with and accounted for by the Society and paid out as stipulated in Article E-8.4.
6. The Division shall not establish or create awards without the approval of the Board of Directors.
7. The provisions of the Charter, 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. The previous sentence shall be printed on any publication issued by the Division.
8. In the event of the dissolution of the Division and the discharge of its debts and settlement of its affairs, any funds or property of the Division remaining shall be conveyed to the Society for the general purposes of the Society in promoting the ceramic arts and sciences.

9. The incoming Division Chair shall appoint committee members and representatives to the Society as far in advance of the Annual Meeting as feasible.
10. The Division Chair shall promptly appoint Division representatives to special committees of the Society upon proper notification by the Society.

Article E-10. COMMITTEES

1. The Permanent Committees of the Division shall be as follows:

<ol style="list-style-type: none"> a. Executive b. Steering c. Programs & Meetings d. Program Advisory e. Incoming Program Advisory f. Nominating g. Past Division Chairs h. Fellows Nominations i. Editorial Advice 	<ol style="list-style-type: none"> j. Membership k. Rules/SOP l. Education m. Classification, Nomenclature, and Standards n. Government Liaison o. Corporate Relations p. History/Personnel Biography q. Awards/Scholarships
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2. The Division Chair may, from time to time, appoint such committees and delegate to them such powers as he may deem proper, subject to the Rules of the Division and the Society. (See Temporary Committees in the Division SOP.) Temporary committees are appointed for one year and may be re-authorized, with members eligible for immediate re-appointment.
3. Each committee shall consist of a Chair appointed by the incoming Division Chair, unless otherwise stated in Article E-10. Each Chair shall serve for one year and be immediately eligible for re-appointment. The Committee Chair represents the Division, as instructed, on any corresponding Society Committee. Additions and exceptions to this general committee policy are stated below.
4. Committee Chairs may choose additional members of their committees and inform the Division Chair of their choices.
5. The Executive Committee is chaired by the Division Chair and consists of those officers shown in Article E-4.1.
6. The Steering Committee is chaired by the Division Chair and consists of members of the Division Executive Committee and Committee Chairs of Permanent and Temporary Division Committees as voting members.
7. The Chair of the Committee on Programs and Meetings is the Division Vice-Chair. This Committee is in charge of planning and running the current Fall and Annual meetings of the Division.

8. The Program Advisory Committee is in charge of planning and running the next year's Fall and Annual Division meetings and is chaired by the Division Secretary.
9. The Incoming Program Advisory Committee is in charge of planning and running the Fall and Annual Division meetings two years ahead, and is chaired by the Secretary-Elect.
10. The duties of the Nominating Committee are covered in Article E-6.
11. The Past Division Chairs Committee is made up of all past Division Chairs who choose to participate and provides continuity, historical precedents and advice to the Division, especially the Division Chair. The committee Chair is the immediate Past-Chair.
12. The Fellows Committee chooses nominees from the Division that are worthy of being considered by the Society to become Fellows. The committee has a Chair and 2 members, each of which serve 3 year terms, one ending each year. The senior member is the Chair, and each new member is appointed by the Division Chair.
13. The Committee on Editorial Advice shall assist Society Publications Committees in printing articles and papers of Division interest.
14. The purpose of the Membership Committee is to increase the membership of the Division.
15. The purpose of the Rules/SOP Committee is to update both the Rules and the SOP of the Division and to inform the members and officers of the Division as to their content.
16. The Committee on Education interfaces both with Universities having programs in ceramic materials and with the Ceramic Education Council of the Society.
17. Classification, Nomenclature and Standards interfaces with similar committees in other societies and advises the Society on the classification of electronic ceramics, proper nomenclature for such ceramic materials and standards for their manufacture and testing.
18. The Government Liaison Committee works between the Division and government bodies, providing information, data, standards, etc., as appropriate. The Chair serves for a 3 year, reappointable term.
19. The Corporate Relations Committee does the same as E-10.18 for corporations and the Chair serves a similar term.

20. The History Committee has the responsibility of obtaining and preserving a record of the meetings, symposia, publications, biographies of officers, etc. of the Division.
21. The Committee on Awards/Scholarships has the responsibility to: (a) study areas of possible service to the division, (b) recommend to the Division Officers possible needs of awards within the Division, and (c) investigate and publicize available scholarships and fellowships to the Division members to acquaint them with the mechanics and to increase the general awareness of the existence of such aids.

Article E-11. AMENDMENTS

1. These Rules may be amended by two-thirds majority vote of those voting by ballot.
2. Amendments to these Rules must be consistent with the provisions of the Charter, Constitution, By-Laws and Rules of the Society.
3. Amendments may be proposed and accepted for balloting by a petition signed by 15 voting members of the Division or by voting with at least 15 voting members of the Division at a Division Business meeting. In the latter case, at least 15 votes for the proposed amendments must be received.
4. The Executive Director of the Society, upon receipt and verification of the petition to amend and text of the amendment(s), shall prepare, distribute, and tally 30 days after the distribution the returned vote upon the proposed amendment(s) and notify the Division Chair as to the result.
5. Amendments to these Rules shall become effective upon the receipt by the Chair of notification of their passage or upon the stated effective date, whichever is the later date.