

Committee Handbook of The Clay Minerals Society

April 2013

Section 1. Purpose

The purpose of this handbook is to define the membership requirements and responsibilities of the standing committees of the Society. Changes to the contents can be made by an affirmative vote of two-thirds (2/3) of the Council as stipulated in Article VI, Section 2 of the Bylaws.

Section 2. Committee on Committee Nominations

(a) The Committee on Committee Nominations shall consist of four voting members, three of whom shall be appointed by the President. One member of the Committee shall be appointed by the President each year to serve for a term of three years. The fourth voting member and chair of the Committee shall be the Vice President. Of the three appointed members, one shall be a Council member. The President will serve as an *ex officio* member.

(b) The Committee on Committee Nominations is responsible for identifying, recruiting, and recommending individuals for service on CMS committees. It will present a slate of Standing Committee nominees for consideration and approval by the Executive Committee at the annual meeting. And, at the request of the President, it will recommend nominees for ad Hoc committees. Nominees shall be selected by the Committee for their expertise and willingness to serve the Society and promote its diversity.

Section 3. Committee on Finance and Budget.

(a) The Committee on Finance and Budget shall consist of five voting members, including the Treasurer and Vice-President Elect who shall be *ex-officio* members of the Committee. One member of the committee shall be appointed by the President each year to serve for a term of three years, and the President shall appoint an existing member of the committee as Chair annually. Members of the Committee shall be eligible for reappointment without limitation.

(b) The Committee shall advise the Council with respect to the investment, banking, and handling of the funds, securities, or other investments of the Society and shall advise the Council generally with respect to the financial affairs of the Society. The Committee shall be in charge of fund raising and shall be responsible for the monitoring and disposition of funds by all other Committees of the Society. As a part of the Committee's reporting duties, they shall estimate the income for each year and make recommendations to the Council with reference to expenditures. Additionally, the Committee shall report performance under the budget and recommend revisions at each meeting of the Council or as requested by the Executive Committee.

(c) The budget year will be January 1 through December 31, and the budget will be submitted in projection for action at the annual meeting of the Society. The Manager of the Society Office will prepare the preliminary budget under the direction of the Treasurer for submission to the Budget Committee for approval and subsequent presentation to the Executive Committee and the Council at the Annual Meeting.

(d) In the event that an unusually favorable opportunity for investment or gain for the Society shall arise, and circumstances do not permit consideration of proposed action by the Committee, the Treasurer and the Chair of the Committee on Finance and Budget in mutual concurrence shall have the authority to purchase or sell stocks, bonds, and other securities and investments on behalf of the Society, within the guidelines approved by the Council.

Section 4. Committee on Publications.

(a) The Committee on Publications shall consist of three voting members who shall serve staggered three-year terms. One member shall be appointed by the President as Chair of the Committee. In addition, the Editor-in-Chief, Series Editors, and Treasurer shall be non-voting, *ex-officio* members of the Committee. Members of the Committee shall be eligible for reappointment without limitation.

(b) The Committee shall be responsible for management of business affairs related to the journal, *Clays and Clay Minerals*, and other publications of the Society. Among other duties, the Committee shall be responsible for selection of publishers, for negotiation of contracts with publishers and authors, for negotiations of expenditures related to publications, and for assessment of page charges and other charges to support Society publications. Recommendations and actions of the Committee shall be voted upon for approval by the Council at the next Annual Meeting, or by the Executive Committee, as appropriate, during the year. All recommendations and actions of the Committee shall be included in the Committee's annual report delivered to the Council.

(c) Proposals for Special Publications should be submitted to the Chair of the Publications Committee. These proposals should contain a schedule for submission of manuscripts, an estimated budget and source of funding, and one or more nominations for special editor.

Guidelines for Author Submissions for CMS special publications

- 1) Brief Description - In one or two paragraphs, describe the work, including its rationale, approach, and pedagogy. For example, "This book is... It does... Its distinguishing features are..."
- 2) Outline - A detailed outline of the book should be prepared, including the chapters being submitted for review. This gives us an idea of how the material fits together, and how the remaining chapters will be developed. It should include chapter headings and sub-headings, with explanations as necessary.
- 3) Outstanding Features List - Briefly what you consider to be the outstanding, distinctive, or unique features of the work.

- 4) Do you plan to provide supplementary material to accompany it? (Teacher's manual, study guide, solutions, answers, workbook, anthology, or other material.)
- 5) Competition
 - a) Consider the existing books in this field and discuss specifically their strengths and weaknesses. Spell out how your book will be similar to, as well as different from, competing works.
 - b) Consider what aspects of topical coverage are similar to or different from the competition. What topics have been left out of competing books and what topics have been left out of yours?
 - c) Please discuss each competing book in a separate paragraph. (If possible, please provide us with the publisher and date of publication as well.) This information will provide the reviewers and the publisher a frame of reference for evaluating your material. Remember, you are writing for reviewers and not for publication, so be as frank as possible regarding your competition. Give credit where credit is due, and show how you can do it better.
- 6) What is the major market for the book? (Scholarly/professional, text, reference, trade?)
- 7) If this is a textbook, for what course is the intended? Is the book a core text or a supplement? What type of student takes this course? What is the level? (Major or non-major; freshman, senior, graduate?) Do you offer this course yourself? If so, how many times have you given it? Is your text class-tested?
- 8) If the market is scholarly/professional, reference, or trade, how may it best be reached? (Direct mail, relevant journals, professional associations, libraries, book or music stores?) For what type of reader is your book intended?
- 9) Do you have a timetable for completing the book?
 - a) What portion or percentage of the material is now complete?
 - b) When do you expect to have a complete manuscript?
- 10) What do you estimate to be the size of the completed book?
 - a) Double spaced typewritten pages normally reduce about one-third when set in type; e.g., 300 typewritten pages make about 200 printed pages. There are about 450 words on a printed page.
 - b) Approximately how many photographs do you plan to include?
 - c) Approximately how many line drawings (charts, graphs, diagrams, etc.) will you need?
 - d) Do you plan to include material requiring permission (text, music, lyrics, illustrations)? To what extent? Have you started the permissions request process?
- 11) Do you plan to class-test the material in your own or other sections of the course? (Any material distributed to students should be protected by copyright notice on the material.)
- 12) Select one or two chapters of the manuscript that are an integral part of the book. They should be those you consider the best-written ones, and do not have to be in sequence. For example, you might submit chapters 3, 7, and 14 of a 20-chapter book, so long as these chapters represent the content and reflect your writing style and pedagogy in the best possible light. It is also advisable to submit any chapter that is particularly innovative or unique. Sample chapters should contain rough sketches, charts, or Xerox reproductions, and description of photographs to be included. The material need not be in final form, although it should be carefully prepared and represent your best work. In your preparation, emphasis should be on readability. Also, be sure all pages are numbered either consecutively or double-numbered by chapter.

13) If we are interested in your project, the Editor-in-Chief will commission outside reviewers to read and evaluate your proposal. Editor-in-Chief would like to include some reviewers whose opinions you would consider particularly important. For this purpose, please provide the names, addresses, e-mail, and phone numbers (if available) of three or four people whom you feel would be competent to review your material and whose opinion you would find valuable. Editor-in-Chief will try to use some of these along with some of their own selection. The Editor-in-Chief will not reveal the names of reviewers without their permission.

14) The Publications Committee will review the proposal, vote to approve or reject the proposal, notify the proposal's authors of their recommendation to the Council, and add any nominations for special editor that they deem appropriate. The selection of special editors is the responsibility of the Editor-in-Chief as defined in Article VI, Section 9. If the Publications Committee's recommendation to the Council is to reject the proposed publication, the authors of the proposal may submit a rebuttal for consideration by the Council at the Annual Meeting.

(d) Proposals for Workshop Lectures of the Society should be submitted to the Chair of the Publications Committee, Editor-in-Chief, and Office Manager at least sixty (60) days prior to the Annual Meeting. These proposals should contain a schedule for submission of manuscripts, an estimated budget and source of funding, and one or more nominations for special editor. The Committee will review the proposal, vote to approve or reject the proposal, notify the proposal's authors of their recommendation to the Council, and add any nominations for special editor that they deem appropriate. The selection of special editors is the responsibility of the Editor-in-Chief as defined in Article IV, Section 9. If the Publications Committee's recommendation to the Council is to reject the proposed publication, the authors of the proposal may submit a rebuttal for consideration by the Council at the Annual Meeting.

Section 5. Committee on Council Nominations.

(a) The Committee on Council Nominations shall consist of six voting members, two of whom shall be members of the Council. The other four members shall not be members of the Council and shall be selected to represent the three broad sources of The Clay Minerals Society membership, namely industry, government, and academic areas. Term of membership shall be three years. The appointment each year of two members shall be to maintain the above stated balance on the Committee, and to insure that the three-year term on the Committee rotates in proportion to Committee representation. No member of the Committee on Council Nomination shall be eligible for nomination for any office or award under the purview of this committee. Members cannot serve consecutive terms.

(b) The Committee shall recommend to the Council nominees for Councilors and Vice-President Elect. Other categories for possible nominees are Secretary and Treasurer depending on the appointment cycle. All recommendations will be accompanied by a short biography of each nominee.

Section 6. Committee on Policy and Administration.

(a) The Committee on Policy and Administration shall consist of six voting members, including the Immediate Past President, the Vice-President Elect, and the Chair of the Committee on Finance and Budget as *ex-officio* members. One member of the Committee (not an *ex-officio* member) shall be appointed each year to serve for a term of three years, and members cannot serve consecutive terms. The Chair of the Committee shall be the senior appointed member during the last year of tenure.

(b) The Committee shall 1) study and make recommendations relevant to policy and other matters referred to it by the Council, 2) review the bylaws and standing rules of the Society on an annual basis and make recommendations to the Council to keep them current and relevant to the needs of the Society, 3) maintain the Committee Handbook and submit suggestions to improve committee operations described in the Handbook to the CMS Council for approval at its annual meeting, and 4) raise such other matters relating to Policy and Administration as the Committee may from time to time deem advisable.

Section 7. Committee on Program Development.

(a) The Committee on Program Development shall consist in part of four members appointed by the President, one of whom shall be designated by the President as Chair of the Committee. Members shall be appointed in staggered three-year terms. The Committee shall also include the current and next Local Committees, as non-voting *ex-officio* members. Members of the Committee shall be eligible for reappointment without limitation.

(b) The Committee shall be responsible for selecting topics for pre-meeting workshops held in conjunction with the Annual Meeting. Additionally, the Committee shall be responsible for studying and recommending locations for future annual meetings and meeting themes to the Council of The Clay Minerals Society.

(c) The Committee shall be responsible for developing and implementing a plan for technical and non-technical programs that will appeal to a wide range of clay scientists and technologists. The Committee shall attempt to coordinate symposia, special meetings, and field trips, for example.

(d) The Committee shall promote the dissemination of information concerning clays and clay minerals that is not in the category of new research. This dissemination may be through workshops, monographs, workshop notes, reviews, compilations, slide sets, movies and other appropriate media and means.

(e) The Chair of the Committee shall present a report to the CMS Council of the Committee activities including a list of recommended proposals in rank order for consideration for funding by Council.

Section 8. Committee on Awards.

(a) The Committee on Awards shall consist of six voting members. One shall be a past recipient of the Brindley or Jackson Awards, one shall be a Distinguished Member (i.e., a past recipient of the Marilyn and Sturges W. Bailey Distinguished Member Award), and one shall be a member of Council when appointed. The other three members shall not be Council members when appointed and shall be selected to represent industry, government, and academic areas. Term of membership shall be three years and shall be rotated such that two members are replaced annually. The Committee Chair is appointed annually by the President. No member of the Committee on Awards shall be eligible for any office or award under the purview of this Committee. Members shall not serve consecutive terms.

(b) The Committee shall 1) recommend to Council candidates for the Marilyn and Sturges W. Bailey Distinguished Member Award, the George W. Brindley Lecture, the Marion L. and Chrystie M. Jackson Mid-Career Clay Scientist Award, and other awards as designated by Council, 2) judge (or appoint judges for) the Student Paper and Poster Awards, and 3) undertake additional duties with respect to grants and awards as designated by Council or the President.

(c) The Marilyn and Sturges W. Bailey Distinguished Member Award, the highest honor of The Clay Minerals Society, is awarded for scientific eminence as represented primarily by scientific publication of outstanding original research in clay science and by the impact of this research on the clay sciences. Technical contribution to clay science is the sole criterion for the award. Service to the Society, teaching, and administrative accomplishments are not considered. Clay science is defined broadly for purposes of the Marilyn and Sturges W. Bailey Distinguished Member Award. Although the award may be given annually, it is not necessarily an annual award. The award is open to candidates of all ages, nationalities, and careers and is not restricted to members of The Clay Minerals Society. Recipients of the Marilyn and Sturges W. Bailey Distinguished Member Award become Distinguished Members of the Society.

(d) The G.W. Brindley Clay Science Lecturer (herein refer to as the Brindley Lecturer) recognizes a clay scientist who will infuse the Society with new ideas, someone who is both a dynamic speaker and involved in innovative research. Dr. Brindley himself approved the concept of the lecture, and the speaker should deliver a lecture that Brindley himself would applaud. The Awardee will be presented the award at the Annual Meeting of The Clay Minerals Society and will present a plenary lecture of no longer than 45 minutes on the subject for which he/she is being recognized.

The Brindley Lecturer will also have the opportunity to present a public talk designed to broaden and advance ideas in Clay Science. The target audiences include groups 20 or larger assembled at a public forum, such as colloquia held at colleges/universities, special events, or at societal meetings not normally focused on Clay Science. The subject is at the discretion of the Brindley Lecturer, however its content should be crafted in a way to reach a broad range of scientific interests beyond Clay Science. Topics should be appreciated by a variety of audiences, whose backgrounds range from first-year undergraduates to seasoned faculty/industry/government researchers. CMS agrees to pay up to \$3000 for the travel expenses of the Brindley Lecturer to and from the host site. The host organization(s) agrees to pay local transfers, accommodations, and meals for the Brindley Lecturer.

Interested institutions/organizations submit their request to the Clay Minerals Society Office via the CMS website, where the Brindley lecturer's name, lecture title, and terms and conditions will be advertised. Included in the request can be up to three (3) preferred dates and times for the presentation. This request must be received no sooner than 3 months before the proposed lecture dates. The following information should also be included: The name of the contact person(s) at the host institution; Host contact e-mail addresses and phone numbers (including office staff person; Airport proximity and/or driving travel time to host institution; Information about local transfers and accommodations; Information about the audience and where the presentation will take place. Applicants should take note of the Brindley Lecturer's home location and understand that extended overseas travel may negatively impact the response. A request can be made from a host institution to entirely pay the Brindley Lecturer travel expenses. In this case, all other terms and conditions are the same as CMS subsidized requests.

The CMS office will forward this information to the Brindley Lecturer who will in a timely fashion indicate back to the CMS office whether or not he/she can fulfill that request. If the response of the Brindley Lecturer is no, then the CMS office, under signature of the CMS President, will send a note of regret to the requestor(s) with encouragement to consider inviting future Brindley Lectures. If the response is yes, then the Brindley Lecturer will work directly with the institutional host(s) to make travel arrangements. The Brindley Lecturer has the option of coordinating a multiple site tour, so long as it is within the terms and conditions of the Brindley Lecture and the means of participating hosts. Cost sharing amongst multiple institutions is encouraged, however local costs are still the responsibility of the various institutions involved in the tour. The Brindley Lecturer will directly facilitate communication between approved site hosts, where multiple visits on one trip may be beneficial.

(e) The Marion L. and Chrystie M. Jackson Mid-Career Clay Scientist Award recognizes a mid-career scientist for excellence in the contribution of new knowledge to clay minerals science through original and scholarly research. The Awardee is to be within the ages of 39 and 60. The Awardee will be presented the award at the Annual Meeting of The Clay Minerals Society and will present a plenary lecture of no longer than 45 minutes on the subject for which he/she is being recognized.

(f) The Committee shall submit a report listing its recommendations to the Society Manager at least eight (8) weeks prior to the appropriate Council meeting. For each Award, the Committee must provide to Council a recommendation, in its view, as to whether the Award should be given that year. If affirmative, the Committee must include the top nomination for the Award along with pertinent information used in making the selection. Council must vote to accept the nominee for each Award or to decide to make no Award that year. Presentation of the Awards will be made at the next annual meeting following the acceptance by Council, and the Award recipients shall be notified within four (4) weeks after Council approval.

Section 9. Committee on Contributions and Memberships.

(a) The Committee on Contributions and Membership shall consist of six voting members selected to represent industry, government, and academic areas. Term of membership shall be

three years in a rotating cycle such that two members are replaced annually. The Committee Chair is appointed from among the Committee members annually by the President. In addition, the Chairs of the Budget and Finance Committee and the Committee on Publications shall be non-voting *ex-officio* members. Members of the Committee shall be eligible for reappointment without limitation.

(b) The Committee shall act as a liaison between Sustaining Contributors and the Society, and shall seek continued support as well as new Sustaining Contributors.

(c) The Committee shall seek ways to retain members and to increase membership, including library subscriptions.

(d) The Committee will, in the Annual Report to Council, include compiled statistical information on trends in Sustaining, Regular, and Student Membership, as well as library subscriptions.

Section 10. Committee on Student Grants.

(a) The Committee on Student Grants shall consist of the Treasurer and four other members appointed by the President to staggered four year terms. The Chair shall be appointed annually by the President. The other three members shall not be Council members when appointed and shall be selected to represent technically diverse disciplines. Members shall not be eligible to serve consecutive terms.

(b) The Committee is responsible for judging applications for financial support of research by graduate and undergraduate students based on applicant qualification, financial need and design of the research project. The Committee is also responsible for judging applications for financial support of students to attend the annual meeting of The Clay Minerals Society based on applicant qualification.

(c) The Committee shall ensure that the Student Grant Programs are advertised widely.

(d) The Chair of the Committee shall present a report to the CMS Council of the Committee activities including a list of research and travel grant proposals recommended for funding by Council. Research grant proposals are listed in order of priority for funding. .

Section 11. Committee on Nomenclature.

(a) The Committee shall consist of six members appointed by the President for staggered three-year terms. Members shall be from diverse technical fields, but must include at least one crystallographer, one mineralogist, and one soil scientist. If one or more CMS members are members of the AIPEA Nomenclature Committee, then one of them shall be appointed by the President as a voting, *ex-officio* member of the CMS Nomenclature Committee. Members of the Committee shall be eligible for reappointment without limitation.

(b) The Committee shall make recommendations concerning the classification of clay minerals, the use of clay mineral terms, and other appropriate items. The recommendations are to be published periodically and forwarded to the AIPEA Nomenclature Committee, to the International Mineralogical Association Commission on New Minerals and Mineral Names, and to other appropriate organizations.

Section 12. Committee on Source Clays.

(a) The Committee shall consist of five members, one of whom shall be the Curator of the Source Clays Repository. The other four members shall be appointed by the President to staggered four year terms. The President shall annually appoint one of the members as Chair. Members of the Committee shall be eligible for reappointment without limitation.

(b) The Chair will coordinate a program of collecting and disseminating data on the samples and arrange for publication and distribution of appropriate data sheets with the samples.

(c) The Committee will review suggested additions to the collection and, if these additions are deemed appropriate, the Chair and Curator will arrange for collection and shipment to the depository.

(d) The status of the collection shall be reviewed periodically by the Committee. If certain samples are near depletion, the Chair will arrange for their replenishment.

(e) The Chair, in cooperation with the Curator, shall prepare an annual report to Council that will include a financial statement, addition to or deletions from the collection, publication activities, and plans for the coming year.

Section 13. Committee on Electronic Communication.

(a) The Committee shall consist of three members appointed by the President, one of whom shall be designated by the President as Chair of the Committee. Members shall be appointed in staggered three-year terms. The Immediate Past President shall serve as an *ex officio* member.

(b) The Committee will be tasked with evaluating Clay Minerals Society information electronically via web, listservs, and other electronic communications.

(c) The Chair shall prepare an annual report to Council that will include any recommendations for consideration.