

Committee Handbook of The Clay Minerals Society

Updated: June 2023

Section 1. Purpose

The purpose of this handbook is to define the membership requirements and responsibilities of the standing committees of the Society. Once the President appoints Committee Chairs, a copy of the Bylaws and this Handbook should be sent to each Chair so that their committee has guidelines to achieve annually and report at the Annual Council Meeting. Changes to the contents of the Handbook 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.

This 2021 update to the Handbook includes a statement of Society Values and our Data Protection Policy, which should be posted on the Website and updated as needed.

Section 2. Value Statements

In 2018 the Council voted to publicly state our expectations for Member conduct and our commitment to embracing Equity and Inclusion. The Clay Minerals Society is a signatory of the American Geological Institutes Guidelines for Ethical Professional Conduct (<https://www.americangeosciences.org/community/agi-guidelines-ethical-professional-conduct>)

(a) Member conduct. The Society expects its members to adhere to the highest ethical standards of scientific conduct. This includes the active promotion of professional environments free of all forms of harassment based on gender, ethnicity, religion, culture, sexual orientation, disability status, age, or any other personal dimension of diversity.

(b) Equity and Inclusion. The Society was founded as an organization open to all people interested in learning, sharing and promoting clay science. As such we are committed to promoting equity and inclusion by creating an environment that values all members and we will strive to identify and rectify unintended or institutional bias perceived and reported to Council.

Section 3. Data Collection Policy

Data collected

This statement pertains to use of personal data collected by CMS (The Clay Mineral Society).

These data generally include an individual's name and email address. For CMS publications, it may also include professional affiliation, mailing address, or images.

How personal data are collected

CMS collects personal data under limited circumstances. Most common are when an individual:

- Becomes a member of CMS;
- Participates to its meeting as a speaker, author, or similar capacity;
- Purchases a product;
- Subscribes to a publication.

Personal data automatically collected

CMS does not automatically collect any data.

How personal data are processed

Personal data of individuals may be used for limited purposes. Among them are:

- Membership administration;
- Provision of member benefits and opportunities;
- Delivery of products and services;
- Development of directories;
- CMS publications and e-mail lists

Site of processing personal data

Personal data of individuals collected by CMS may be stored and processed in any country in which CMS and its members are participating in the society activities.

Legal basis for collecting and processing personal data

There are several legal bases for CMS's collection and processing of personal data:

- For the legitimate interests of CMS, including the several uses listed above;
- To perform a contract;
- Based on consent;
- Legal compliance.

Third parties with which personal data may be shared

CMS may share member lists (name and email address) to partner societies related to clay mineralogy and clay science, who are organizing conferences.

Data retention

Personal data may be retained by CMS for so long as necessary or useful to pursue the legitimate interests of CMS. Other factors may include: the duration of the business or contractual relationship between CMS and an individual; archiving of historical information recorded with permission; and legal requirements, including limitations on periods during which a legal claim might be brought.

Safeguards

CMS has implemented reasonable technical, physical, and administrative safeguards to protect personal data collected by the Society.

Individual rights regarding personal data

Individuals have the right to access their own personal data and to request that CMS correct any errors or incompleteness in their own personal data. The contact information provided below should be used for these purposes. There is also a right to request deletion of personal data. Such requests also should be directed to the designated contact.

Designated contact

CMS Manager
3635 Concorde Parkway, Suite 500
Chantilly, VA 20151-1110, USA
Tel. +1 703 652-9960
Email: cms@clays.org

The following Sections describe Committee responsibilities :

Section 4. 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 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 ensure 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 at the request of the Executive Committee, and CMS standing committees at the request of the Vice-President. 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 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 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.

(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 social media in conjunction with the Committee on Electronic communication, 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 Sciences 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 respond 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 midcareer 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 Chair of the Budget and Finance Committee 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.

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 by the Society Manager.

(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 the Chair plus eight ordinary members appointed by the Presidents of The Clay Mineral Society and the Association Internationale Pour l'Etude des Argiles (AIPEA) per a December 14, 2022, memorandum of understanding (MOU) signed by both organizations. The Editor-in-Chief of *Clay and Clay Minerals* is also an ex-officio member. Ordinary members shall be from diverse technical fields but must include a mineralogist or crystallographer familiar with the Clay Glossary nomenclature. The chairperson synchronously chairs this joint CMS/AIPEA committee and will be nominated and chosen jointly by agreement between the Presidents of The CMS and AIPEA, or their nominated representative(s).

(b) The CMS/AIPEA nomenclature committee ordinary members serve terms that coincide with the usual four-year cycle of the International Clay Conference of the AIPEA, as per the term of service for the AIPEA nomenclature committee members. Members of the Committee shall be eligible for reappointment without limitation.

(c) 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 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 by Council, 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, in connection with the Office.

(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. Members of the Committee shall be eligible for reappointment without limitation.

(b) The Committee will be tasked with distributing Clay Minerals Society information electronically via web, listservs, and other electronic communications (Facebook, Twitter, Instagram etc.). The Chair of the committee should seek input from the Office Manager on a quarterly basis.

(c) The Chair shall prepare an annual report with inputs from the committee members and report to Council any recommendations for improving electronic communications.