



NEW DIVISION DEVELOPMENT MANUAL

**Society of Plastics Engineers
14 Fairfield Drive
Brookfield, CT 06804**

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FOREWORD

The purpose of this Manual is to set forth the procedures, which, over the years, have been found most effective in promoting the development of new SPE Divisions.

A Division is a technical unit of the Society resulting from the voluntary organization of members having an interest in a particular area of the scientific and engineering knowledge relating to plastics. A Division's objective is to develop and carry out the Society's technical program within its scope, while at the same time coordinating with all other Society activities.

In projecting plans for new Division development, experience has shown one indispensable requirement to be the initiative and effort of a small group of individuals willing to develop, organize, and follow through on plans for establishing a Division. No matter how great the potential, Division development activities cannot be carried out successfully where they are handicapped by lack of leadership and centralized organization. Before making any extensive commitments, those interested in forming new Divisions are requested to review this manual so that they will be fully aware of the manifold duties related to their undertaking.

If the steps in this manual are followed, in the sequence outlined, the best use of energy and effort will be assured, and unnecessary work and worry will be eliminated.

Individuals undertaking Division development activities are reminded that the Society's Divisions Committee and SPE Headquarters are most anxious to assist them in every way possible. It is hoped that they will not hesitate to request assistance whenever the need arises.

THE DIVISION DEFINED

An SPE Division is an aggregation of at least fifty (50) voting members of the Society having an interest in a particular segment of plastics technology, organized in accordance with the Constitution, Bylaws and Rules of the Society and functioning under a charter granted by the Council of the Society. A Division provides forums for the dissemination of information through meetings, publications and educational activities. A Division enables members of like interests to participate jointly within the Society, transcending geographical boundaries. It provides opportunities and incentives for members with similar technical interests to gather together.

SPE Divisions are self-governing bodies within the international Society and often operate under their own bylaws which are in conformity with those of the Society. The objectives of Divisions are similar to and in harmony with the objectives of the Society as indicated in Article I, C--2, of the SPE Constitution:

The objective of the Society shall be to provide and promote the scientific and engineering knowledge relating to plastics. The objective shall be achieved by:

1. Technical meetings at which formal and informal seminars are conducted for the presentation of scientific and engineering reports and papers, and for the discussion of problems related to the objective of the Society.
2. Scientific and engineering reports and papers and an Official Publication devoted to the dissemination of technical information relating to plastics.
3. Encouraging engineers and scientists to exchange technical information relating to plastics.
4. Cooperating with and encouraging educational institutions to establish technical and scientific courses relating to plastics and to maintain high standards of technical education.

SPE Divisions are the technical unit through which the Society operates.

ADVANTAGES OF DIVISION AFFILIATION

An SPE member can achieve both technical and personal growth through his affiliation with a Division. Active participation in the affairs of his Division affords the member a unique opportunity to keep abreast of the latest developments in his field of technical competence and interest. At the Division level, he/she comes in contact with other individuals whose professional endeavors are closely allied to their own. In addition, a member may enhance their technical and administrative capabilities by serving in various areas of Division operations and by participating in its programs.

DIVISION POTENTIAL

Since persons affiliated with a Division must be members of the Society, it follows that the fundamental consideration in determining the Division potential of a given area of technical expertise is that there is a sufficient number of individuals involved in that area qualified for and desirous of SPE membership.

A second basic requirement is that the proposed Division does not infringe upon the purpose, scope, and activities of an established Division.

THE STEERING COMMITTEE

Generally, it is a small group of members who form the nucleus of Division development activity. As the work progresses, the added assistance of other interested persons will be required and welcomed, but the first organizational meeting will be most productive if attendance is limited to those willing and able to devote their time and energy to the project. These persons will form the Steering Committee. They do not necessarily have to be members of SPE in order to be considered for the Steering Committee, but they should apply for membership upon accepting appointment to it.

Steering Committee members should inform their managements of their interest in organizing a Division, seeking their concurrence and, possibly their assistance, particularly in secretarial and mailing operations which will, of necessity, be quite heavy.

Each committee member should bring to their management's attention the many advantages this type of activity will afford their company.

COMMITTEE MEETINGS

The First Meeting

The purpose of the first meeting of the Steering Committee is two-fold. It should begin with a full analysis of the interest and potential in the area of technical expertise to determine whether or not there is truly enough activity within the plastics industry to warrant a chartered Division and to maintain it successfully. If the analysis is favorable, the Steering Committee should compile a list that includes all interested individuals and companies. A survey letter (included in this manual) should be prepared and mailed to all on the list. This letter will serve as the first general announcement of intentions to form a Division.

The committee should plan to follow up on this letter with phone calls and personal contacts, perhaps assigning a group of prospects to each committee member. In this regard, the committee members should make a point of enlisting the aid of early respondents to the solicitation, inviting their participation at a future organizational meeting, which should be scheduled primarily to compile and evaluate survey returns, and, on the basis of them, to plan the first technical presentation of the group. This is, of course, the ideal time to initiate membership promotion, an essential part of development activities.

Subsequent Meetings

The Chair of the SPE Divisions Committee and the Society's Liaison, Leadership Services should receive advance notice of all subsequent meetings of the Steering Committee, for it will be of great benefit to have a Society Officer or Committee Chair or a representative of SPE Headquarters in attendance.

At the second meeting, following a declaration of the purpose of the meeting and the self-introduction of those present, the agenda should concern itself with the election of temporary Officers, the appointment of Committee Chairs, and the time schedule for the first formal technical presentation.

Appointing Officers

The following temporary Officers should be appointed; normally, Steering Committee members assume these posts:

- ❑ Chair
- ❑ Vice-Chair
- ❑ Secretary
- ❑ Treasurer (may be Secretary)
- ❑ Councilor (may be Chair)

The Chair should then appoint the following Committee Chairs:

- ❑ Membership
- ❑ Technical Program
- ❑ Publicity

All pro tem Officers and Committee Chairs must either be members of SPE or must submit applications for membership upon acceptance of office.

Those appointed to the above offices shall act as the Division Board of Directors pending approval of charter. Temporary Officers and Committee Chairs shall be eligible for election to Division office upon charter. These persons must be familiar with the Constitution, Bylaws and Rules of the Society and the Division Procedures Manual. This literature will be sent to them upon confirmation to the Liaison, Leadership Services at SPE Headquarters, of their election to office.

The main duties of temporary Officers are summarized in this manual, and are fully detailed in the Division Procedures Manual.

Duties of Temporary Officers

Pending approval of Division Charter, the Chair will direct all activities of the group. The Chair will preside at meetings of the Board of Directors and will appoint chairs of standing committees and temporary committees, working with them to assure proper and expeditious conduct of Division affairs.

The Vice Chair will preside in the absence or at the request of the Chair and will perform such duties as the Chair or the Board may delegate.

The Secretary will keep minutes of all meetings. As the chief liaison between the group and SPE Headquarters, the Secretary will maintain an up-to-date roster of group members and potential members which will be filed with SPE Headquarters, with subsequent notifications of changes or revisions as necessary. The Secretary will also notify SPE Headquarters of the names and addresses of the temporary officers and Steering Committee members.

The Treasurer will be responsible for financial matters as outlined in the Division Procedures Manual as they affect the potential Division.

The Councilor, as the chief liaison between the group and the international Society, shall represent the group at SPE Council Meetings. The Councilor will present the Division's petition for charter and will be prepared to offer to the Council additional substantiating data concerning the development, operation and potential of the group.

The Membership Chair, with the assistance of a committee, will promote Society membership within the technical area of expertise of the development activity.

The Publicity Chair, with the assistance of a committee, will promote the potential Division through news releases, flyers, or the publication of a newsletter.

The Technical Program Chair, with the assistance of a committee, is responsible for the potential Division's technical presentations. Guided by the manuals available from SPE Headquarters, the Chair determines topics; solicits, reviews, and approves papers; schedules the programming; obtains moderators for sessions; and arranges for the evaluation of the individual presentations as well as the overall program.

FINANCES

A Division's monies are derived primarily through rebates made by SPE Headquarters on the fees and dues remitted by Division affiliates. Such rebates are made in January of each year. Divisions-in-Formation are entitled to rebates for a period of no more than two years. (Rebates from SPE Headquarters, to both Sections and Divisions, were suspended in 2004 and will be reinstated in January of 2006).

The rebate of membership dues is based upon the number of Division members in good standing as of December 31st of each year. Dues rebates are credited according to the schedule outlined in SPE Bylaw B-51.

To meet expenses incurred in initial development activity, the Steering Committee may seek financial assistance from SPE Headquarters. If approved, this assistance will be made in the form of an advance to be charged against subsequent rebates. The total of the advance need not be deducted entirely from the first rebate; it may be proportioned over two or three subsequent rebates.

Additional Division income may be derived from surplus realized through fees charged for TopCon's. The TopCon Procedures Manual (available from SPE Headquarters) contains information on developing a budget, projecting fees, etc. for TopCon's.

TECHNICAL PRESENTATIONS

Careful planning should characterize each aspect of this presentation, as it will have a decided influence upon the future of the proposed Division. It must be presented to demonstrate to those attending the benefits of membership in SPE and the professional advantages of maintaining a Division in the area of technical expertise.

The most advantageous place for the first technical presentation would be at ANTEC (Annual Technical Conference), the annual meeting and the major multi-subject technical conference of the Society. The ANTEC is an international meeting and covers all technical disciplines relative to plastics. It is held during the first week of May, or as close to that date as possible. The technical program is scheduled for a maximum of five days with typically six to eight concurrent sessions, if the facilities and program content make this desirable. Technical displays are also held in conjunction with each ANTEC.

In preparing for ANTEC, there are three main sources of information and assistance: the ANTEC Technical Program Chair's Guide, SPE Headquarters, and the SPE Conference Policy and Planning Committee.

- The Conference Policy and Planning Committee is a standing committee of SPE with a membership composed of people who have had extensive conference experience. They are familiar with the problems involved in planning technical conferences and are a good source of information.
- The ANTEC Technical Program Chair's Guide is designed to assist Division Technical Program Chairs in planning and working on the ANTEC program. It contains complete information on scheduling, timing, and responsibilities for all involved.

Initial contact should be made with the Conference Manager at SPE Headquarters to obtain assistance in the planning stages of this first technical presentation.

PLANNING FOR A TOPCON

A Topical Conference (TopCon) is a one-day or two-day technical meeting featuring a program based either on a single subject or several closely integrated subjects and designed to appeal to a particular segment of the plastics industry. TopCon's may include management topics. Sponsorship for a TopCon can be shared with an SPE Section. A TopCon is designed to draw attendance on a regional, rather than a local or international level.

Once interest has been demonstrated by good attendance at the first technical presentation (at ANTEC, for example), the potential Division should plan to hold an independent TopCon. Complete information is available in the TopCon Procedures Manual, available from SPE Headquarters.

PETITION FOR CHARTER

At such time as indications of permanent interest and sound potential for the future are in evidence, the group should prepare a petition for Division charter.

The petition (Appendix II) must be signed by at least fifty (50) SPE members or members-in-process, all of who have indicated their desire to affiliate with the Division. At the time of presentation of the petition, the group must demonstrate that it has the capability of functioning as a Division. To do this the group must:

1. Present a clearly defined scope for the new Division.
2. Present a list of the Society members petitioning for the activation of the Division including their addresses and their Section and Division affiliation.
3. Have demonstrated that they can present sessions at Society conferences by having presented at least one session at a regional or international Society meeting for two consecutive years.
4. Show that they can maintain the prescribed organization.

5. Present a program relevant to the scope and goals of the Division indicating what they expect to accomplish over a period of years.

The selection of a Division name is important. It should be kept short and should be as descriptive of the area of technical expertise as possible.

The appointed Councilor should ascertain the date of the next SPE Council meeting as the petition must be forwarded to SPE Headquarters for processing no later than two months prior to the meeting. It should be accompanied by a letter from the Chair which will include additional substantiating data. SPE Headquarters will validate the signatures appearing on the petition and will request the Chair of the Divisions Committee to have the petition placed on the Council's meeting agenda. The Councilor will be invited to attend the meeting and should be prepared to supplement the written data in support of the petition. Approval of charter is subject to a majority vote of Council.

Following receipt of its charter, the Division will proceed in accordance with operations outlined in the Division Procedures Manual. A brief summary of these procedures as they affect proposed Divisions is included in this manual.

APPENDIX I — SUGGESTED SURVEY-INTEREST LETTER

Dear _____ :

Although you may not presently be a member, you are probably familiar with the Society of Plastics Engineers. The primary objective of the Society is the promotion of scientific and engineering knowledge relating to plastics. Its objective is achieved by:

1. Technical meetings at which formal and informal seminars are conducted for the presentation of scientific and engineering reports and papers, and for the discussion of problems related to the objective of the Society.
2. Scientific and engineering reports and papers and an Official Publication devoted to the dissemination of technical information relating to plastics.
3. Encouraging engineers and scientists to exchange technical information relating to plastics.
4. Cooperating with and encouraging educational institutions to establish technical and scientific courses relating to plastics and to maintain high standards of technical education.

The value of association with SPE becomes more and more evident as the expansion of the plastics industry continues, especially in the area of _____ (list area of technical expertise).

We are pleased to report that the Society has offered us facilities for forming an SPE Division in this area, provided a sufficient number of persons indicate their interest in participating in such a Division. The chief activity of a Division is its technical programming, at which it presents and discusses technical papers dealing with plastics and allied subjects. In addition, Division activities provide an opportunity for meeting socially with persons whose professional interests are similar.

In order to get an idea of the Division potential in this area of technology, we would appreciate your completing and returning the enclosed postcard. We would be happy to receive any suggestions or comments you may wish to submit with regard to the establishment of a Division.

An organizational meeting, contingent upon the response to this survey, is now being planned and full details will be forwarded to you later.

We would be grateful if you would bring this notice to the attention of those of your associates likely to be interested in this project.

May we count on your participation?

APPENDIX II: PETITION FOR DIVISION CHARTER

The undersigned herewith petition the Council of the Society of Plastics Engineers for charter as an authorized technical Division of the Society in accordance with Article IX of the Society's Constitution.

The Division will be known as the _____
Division of the Society of Plastics Engineers, and will embrace the following scope:
(Describe briefly)

The following names are those of SPE members in good standing, or SPE members-in-process whose applications for membership have been submitted to the SPE Headquarters, 14 Fairfield Drive, Brookfield, CT 06804. Any current SPE member who signs this petition must give up his/her present status as a Primary member in any other Division once the petition for charter is approved.

Liaison

Leadership Services Department, SPE, 14 Fairfield Dr., Brookfield, CT 06804

Pertinent Comments Concerning Petition for Charter

Sufficient space must be provided for the required minimum of fifty (50) signatures. All signers must be SPE members in good standing or members-in-process. Each will be considered a "Charter Member" of the Division upon approval of the charter.

Members of other Divisions are permitted to sign provided they indicate their intention to change their Primary affiliation to the new Division by contacting SPE Headquarters Customer Relations Department prior to signing the charter. The change will be processed following approval of the charter. Previous Division affiliation may be kept as a Secondary Division for a minimal charge.

To permit ample time for validating signatures and arranging for the inclusion of the petition on the Council agenda, the petition should be forwarded to SPE Headquarters no later than two months prior to the Council Meeting.

Where a signature is illegible, the Secretary is requested to clarify it in print.

The following materials may be obtained from SPE Headquarters:

Constitution and Bylaws

Division Procedures Manual

Criteria for Forming a New Division

Membership Applications

Technical Divisions Flyers

APPENDIX III: GOALS FOR THE FIRST GENERAL MEETING

The following will be an outline of the objectives to be accomplished at the first general meeting of a prospective SPE Division (most likely held in conjunction with the first technical presentation). While not necessarily in the order of importance, the following have been found to be quite important.

1. Explain the purposes, benefits and requirements of a new SPE Division.
2. Have a top-notch technical presentation so as to whet the appetite of the group for more presentations of that caliber.
3. Obtain signatures on the Petition for Charter. The Steering Committee should sign the petition before the meeting so that all efforts can be concentrated on other prospective members. It is always helpful to point out that the prospective signer stands to become a Charter member.
4. Introduce members of the Steering Committee and obtain the names of volunteers to help in the formation process.
5. Hold a membership drive at the meeting. If at all possible, have prospective members fill out applications at the meeting and have these forms along with the \$10.00 initiation fee left with the Steering Committee. The member will be invoiced for dues after election to membership. Some few will always wish to take the forms with them to complete and send directly to SPE. These people should be prodded along since they tend to procrastinate. The Membership Committee should follow up with prospective members and stimulate action.
7. Learn from the audience what specific topics and areas of interest they wish to see covered in subsequent technical presentations (at ANTEC or a TOPCON). This information should be used a guide for the next presentation.

APPENDIX IV: DISCUSSION OF SPE FOR NEW PROSPECTIVE GROUPS

It has been found helpful to convey several basic ideas and concepts to new prospective groups with respect to SPE. It is helpful to put this information together in a brief ten or fifteen minute talk followed by questions and answers. SPE staff members can help by giving this talk, or a member of the Steering Committee can use the following information in the preparation of a speech.

Q. What size is SPE?

A. SPE is an international technical Society now comprising more than 20,000 members. They are divided into Sections in the United States, Mexico, Canada, South America, Asia-Pacific and Europe, and also affiliate with one (or more) of SPE's technical Divisions.

Q. Why a new Division?

A. To make it possible for more people to learn of advances in plastics technology and related subjects, to advance the profession, and to acquaint others with the scope and potentials of our products and industry - specifically in (list area of technical expertise). Through this professional activity, we hope to offer valuable information to our members, to help keep them abreast of new developments and help them to be of greater value to their firms and to themselves. Meetings of this type also afford the opportunity to ask questions directly of the speakers, who are recognized as authorities in their chosen field.

Q. What is required to form a new Division?

A. Fifty (50) valid signatures on a Petition for Charter constitute the basic requirement.

Q. Who can sign a Petition?

A. SPE members now in good standing or those persons who have membership applications in process.

Q. What does transfer of affiliation involve?

A. Those who are now members of SPE and who sign the Petition for Charter must also transfer their Primary Division affiliation to the new Division providing that the new Division is chartered. Obviously, if the new Division is not chartered, the member is not transferred from his old Division.

Q. What charges are involved in SPE membership?

A. With the application for membership, a \$10.00 initiation fee must be submitted. Upon election to membership the member will be invoiced for his dues based upon a rate of \$110.00 per year.

Q. What happens to the dues?

A. Approximately 31% of the dues will be used to cover the cost of the subscription to PLASTICS ENGINEERING, the official publication of the Society. Approximately 13% is rebated in the form of cash to SPE Sections and Divisions. Approximately 56% is used to run the Society.

Q. How are funds made available to the Division?

A. Once a year, a rebate is paid to SPE Divisions by SPE Headquarters based as follows:

- a. The sum of \$100.00 plus
- b. 4% of the dues rate for each Primary Division member
- c. 50% (or \$2.00) of the secondary dues rate for each Secondary Division member.
(Rebates from SPE Headquarters, to both Sections and Divisions, were suspended in 2004 and will be reinstated in January of 2006).

Q. Can this group function before a charter is awarded?

A. Yes, the group can function as a Division-in-Formation. Another requirement for charter is that the prospective Division must hold two technical presentations at an ANTEC or TOPCON. Planning for these sessions will require a great deal of work by interested members.

Q. If I affiliate with this Division, can I attend meetings or sessions of other Divisions?

A. Yes, members can attend meetings of any SPE Division as an SPE member at SPE member rates.

Q. When can petitions be voted?

A. Petitions for charter are voted upon by the Council of SPE at one of their four meetings per year. The petition must be forwarded to SPE Headquarters two months prior to the meeting of Council.

APPENDIX V: NEW DIVISION FORMATION CRITERIA

A group of at least fifty voting members of the Society may petition the Council to permit them to form a Division. At the time of presentation of the petition, the group must demonstrate that it has the capability of functioning as a Division. To do this the group must:

1. Present a clearly defined scope for the new Division.
2. Present a list of the Society members petitioning for the activation of the Division including their addresses and their Section and Division affiliation.
3. Have demonstrated that they can present sessions at Society conferences by having presented at least one session at a regional or international Society meeting for two consecutive years.
4. Show that they can maintain the prescribed organization.
5. Present a program relevant to the scope and goals of the Division indicating what they expect to accomplish over a period of years.