



Student Chapter Development Manual

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

The Society of Plastics Engineers, Inc. was chartered by the State of Michigan on August 21 1942, at which time the Society consisted of 120 members in good standing. Predecessor to SPE was the Society of Plastics Sales Engineers, organized at a meeting in Detroit on December 2, 1941.

SPE has become the recognized medium of communication among scientists and engineers engaged in the development, conversion and applications of plastics. It is truly an international society since a significant number of its members reside outside the United States.

The SPE Objective

The objective of the Society is "...to provide and promote the scientific and engineering knowledge relating to plastics."

Student Member Program

The Society of Plastics Engineers, recognizing that students of today are tomorrow's plastics professionals, has shown an interest in student members since the establishment of the Student Member grade in 1960. The first Student Chapter was founded that year at the University of Massachusetts in Lowell, Massachusetts. Since that time, 127 schools have chartered SPE Student Chapters. The purpose of a Student Chapter is to supplement that students' formal education and enhance their professional development.

Educational institutions offering a polymer curriculum are encouraged to form an SPE Student Chapter. The Society remains firm in its commitment to support a strong Student Member program.

Student Membership

Student Member Qualifications

Two grades of membership are offered to students:

1. Student Member – enrolled student full time (12 credit hours per semester, graduate students 9 credit hours) in a course of study for a future in the plastics industry.
2. Student Affiliate – a transitional grade between Student Member and Affiliate Member designed to provide continuity of membership in the first year following graduation. The grade may be held for one year only by a former Student Member during their first year in the permanent work force. The Member will be transferred to Affiliate Member at the beginning of the second year following graduation.

Advantages of Student Membership

Student Members of SPE have all the privileges of SPE membership afforded to other member grades, including:

1. Reduced SPE membership dues – \$28.00 per year
2. *Plastics Engineering* magazine every month
3. Reduced registration for all educational seminar
4. Discounts on over 100 important publications
5. Insurance programs
6. Reduced registration at ANTEC and other technical conferences
7. 3 free “position wanted” ads in *Plastics Engineering*
8. Access to *Career Solutions*, SPE’s Online Plastics Employment Network
9. Scholarships offered through the SPE Foundation, SPE Sections and Divisions
10. FREE membership to your local SPE Section
11. FREE Division affiliation
12. Section dinner meetings and technical programs
13. Professional contacts

Student Chapter Defined

To establish a Student Chapter of SPE you must have:

1. A minimum of 10 individuals enrolled as full-time students in a technical program in a Technical School, Vocational School, Junior College, Community College, or full-time 4- or 5-year College or University are required. These 10 must either be SPE Student Members or apply for membership with the petition.
2. A local SPE Section must be willing to sponsor the Student Chapter. (Sponsorship does not imply or require financial assistance. It does imply an expression of interest and an offer of general assistance.)
3. The Faculty Advisor for the Student Chapter must be a member of SPE in good standing.
4. A member of the sponsoring SPE Section should be appointed to act as liaison to the Student Chapter.

General Guidelines

The information below will provide a basic overview of Student Chapter operation. Full information on Student Chapter administration is available in the *Student Chapter Operational Guide* available from SPE Headquarters.

1. Officers – The Student Chapter shall elect its own president, vice-president and secretary/treasurer. Only Student Members in good standing are eligible to vote. Terms are for one (1) year and members cannot succeed themselves to the same office.

2. Faculty Advisor – The Faculty Advisor guides and directs the Student Chapter in all areas related to SPE activities. The Advisor can also help to obtain assistance from the local Section when required.
3. Section Liaison – The sponsoring Section of each Student Chapter should appoint an individual to serve as Section Liaison Representative. The principal responsibility of the Liaison is to serve, in cooperation with the Faculty Advisor, as general counsel to the Student Chapter. The Liaison will also coordinate activities with the Section President.
4. Financial – Individual Student membership dues are paid directly to the Society. This partially offsets the cost of all technical publications and mailings sent to each member. The financial requirements of each Student Chapter are determined by that Chapter and funds needed for operational or special purposes are raised as the Chapter decides. No financial reporting is required of a Student Chapter to the Society. However, the local Section may desire to have such reporting.
5. Meetings – Student Chapter meetings are generally planned for once per month during the school year. Plan on one meeting with the local Section if practical.
6. Section Meetings – Plan to attend meetings of the sponsoring Section on a monthly basis. Most Sections offer reduced rates for students at these dinner meetings, or allow members to attend the lecture portion of the meeting at no cost.

Local Section Responsibility

Support from the local sponsoring Section is vital to maintain a successful Student Chapter. That support can include the following:

1. While no financial assistance is required, the Section can help the Student Chapter financially if it so desires. This help can be in the form of scholarships, grants, equipment, sponsorship of a student to a conference, seminars or ANTEC; reduced rates at Section dinner meetings, etc.
2. Technical assistance is available from Section members. They can be asked to provide speakers for Student Chapter Meetings or assist in classroom instruction.
3. The Section newsletter can carry information on Student Chapter activities and should be mailed to all Student Members.
4. The Section will assist the Student Chapter in arranging plant tours.
5. At least one joint meeting with the sponsoring Section should be scheduled of practical.
6. The Section will probably provide a special dinner rate for Student Members attending Section monthly meetings.
7. If possible, the Section should have a board member serving as liaison to the Student Chapter. It is also beneficial to have a Student Chapter member sit on the Section Board as an ex officio member.
8. The Section can help publicize Student Chapter fundraisers and promote the sale of items the student manufacture.

Petition for Charter

The following steps are to be followed in applying for charter of an SPE Student Chapter:

1. Petition Form
 - a. Students already SPE members should sign their names, print their names, and list their membership numbers.

- b. Students not SPE members should sign their names, print their names and include their membership applications and payment for dues.
 - c. Faculty Advisors complete an application form (if necessary) and include payment for dues.
 - d. Faculty Advisor and Student Chapter President sign the form.
2. Student Chapter Information Sheet
- a. Faculty Advisor completes the sheet.
 - b. Attach any pertinent information to aid in consideration of the petition.

Once these two forms have been completed, forward everything – Petition Form, applications and payment, and the Student Chapter Information Sheet – to the President of the sponsoring Section along with the Sponsorship Form for completion.

The Section President will forward all completed forms, applications and checks to:

Liaison, Leadership Services
Society of Plastics Engineers
14 Fairfield Drive
Brookfield, CT 06804

Upon receipt of all information at SPE Headquarters, the petition information will be reviewed by the SPE Student Chapter Committee, the SPE Executive Committee, and the SPE Council. (As the SPE Council meets only four times per year, timing is important. Your petition should arrive by late August for September approval, late December for January approval, or late March for April/May approval). Following the affirmative vote of all three groups, the Student Chapter Charter will be forwarded to the sponsoring Section for formal presentation.

Student Chapter Information Sheet

This sheet should be completed by the Student Chapter Faculty Advisor and submitted with the Petition Form, applications (with payment), and Student Chapter Sponsorship Form to the sponsoring Section.

Name of School _____

Address _____

Faculty Advisor _____

Advisor's Phone Number _____

Total Enrollment _____

Enrollment in Polymer Program _____

Degree(s) Offered in Polymer Program * _____

Number of Students Graduating/Year in Polymer Program _____

Other Information for Consideration (ex. Special internship program, etc.):

*If degree is granted with a polymer option, so state.

SPE Student Chapter Sponsorship Form

Approval of an SPE Student Chapter requires the sponsorship of an SPE Section. To show your Section's involvement with an endorsement of the student group applying for charter, please complete the following information and submit with the Petition Form, applications (with payment), and Student Chapter Information Sheet to:

Liaison, Leadership Services
Society of Plastics Engineers
14 Fairfield Drive
Brookfield, CT 06804

Sponsoring Section _____

Name of Institution submitting Petition _____

Section Board Member Serving as Student Chapter Liaison:

Name _____

Address _____

Phone _____

The _____ Section

Recommends the approval of the above-named Student Chapter and pledges our continued support to its officers and members.

Section President Signature _____

Liaison Signature _____

Date _____