



## INTRODUCTION

This document summarizes the activities and achievements that must be accomplished by a Division-in-Formation before it may be recognized as a chartered Division of the Society of Plastics Engineers. These requirements are in accordance with SPE Bylaws and SPE Policy 014, "Division Establishment."

SPE Bylaws and Policies are posted to the SPE website, at [SPE Leadership Resources](#)

As a member of the SPE Leadership, you are strongly urged to make use of these resources.

**Prior to detailing the requirements for Division Charter, there are two key points to note (per SPE Policy 014).**

- **Once approved as a Division-in-Formation, the group is eligible for affiliate pass-through support for a period of no more than two years.**

*The in-Formation Division will receive affiliate pass-through support from SPE as long as it has met the applicable criteria. The calculation is based on the group's membership as of December 31 of the previous year and paid out in quarterly installments (see SPE Policy for details).*

- **Once approved, the group will remain as a Division-in-Formation for a minimum of one year and a maximum of two years from the date of election by Council to Division-in-Formation status.**

*This means a Division-in-Formation has no more than two years to complete the requirements detailed below. If these requirements are not met, the group will lose its in-formation status and will have to re-start the process again from the beginning.*

*Likewise, a group is required to remain in "in-Formation" status for at least one year, to mature and develop the foundations necessary for it to function as an independent entity.*

## APPLYING FOR CHARTERED DIVISION STATUS

To apply for Division status after at least one year (and no more than two years) as a Division-in-Formation, the Division-in-Formation must notify SPE Headquarters, in writing, of its intention to become a Division. In addition, it must provide proof that it has:

- ☐ Held three Board meetings per year, with the list of attendees and minutes for each meeting submitted to SPE Headquarters; **[met by emailing these records to [kschacht@4spe.org](mailto:kschacht@4spe.org)]**
- ☐ Elected a Board of Directors (no longer pro tem) who have agreed to serve once the Division is chartered; **[met by returning the "Volunteer Roster" worksheet, located on the Leadership Resources area of the SPE website]**
  - In order to maintain a completed Board of Directors, the following positions must be filled, at minimum: Chair, Chair-elect, Secretary, Treasurer, Membership Committee Chair, and Technical Program Chair.
  - Additional Officer, Committee Chair, or Directors-at-Large may also be designated/elected

## REQUIREMENTS FOR DIVISION CHARTER

### *Progression From Division-In-Formation To Chartered Division Status*

- ☐ Submitted a standard SPE Annual Financial Report for each of the previous years in which Division-in-Formation status was held; [met by returning the “SPE Annual Financial Report,” due on November 15 of each year. The reporting period follows the SPE Group fiscal and operational year, July 1 – June 30. This document is located on the Leadership Resources area of the SPE website]
- ☐ Established goals and plans for the coming 12 months from the anticipated date of approval as a Division; [met by returning the “Goals & Workplan” worksheet, located on the Leadership Resources area of the SPE website]
- ☐ Demonstrated that the group can present sessions at Society conferences by having presented at least one session at a regional or international Society meeting for two consecutive years; [met by documenting your participation with event and/or session name(s)]
- ☐ Established appropriate bylaws, e.g., standard SPE affiliate group bylaws or bylaws that are appropriate legal documents in their country; [met by submitting bylaws for the Division; a “Section/Division Bylaws template” is available upon request]
  - Such bylaws or similar document shall be submitted to SPE Headquarters. The Society Bylaws and Policies Committee shall review this document to determine that it is in harmony with SPE Bylaws and Policies.
- ☐ Signed an SPE Affiliate Agreement, acknowledging their impending status as an affiliate of the Society of Plastics Engineers; [met by submitting the “SPE Affiliate Agreement” form.]
  - The signed Affiliate Agreement shall be submitted to SPE Headquarters. The Society Bylaws and Policies Committee shall review this document to determine that it is in conformance with the SPE Bylaws and Policies relating to affiliate groups.
- ☐ Filed the appropriate paperwork with government entities to ensure the status of the proposed Division as a non-profit corporation; [met by researching and complying with Government registration requirements (dependant on any geographic boundaries of Division). If the Division is formed without geographic affiliation, or maintains a US-based focus, registration with the US Internal Revenue Service will be completed for the Division]
- ☐ Opened an SPE bank account. [met by documenting that a bank account has been established]

In addition, the group must maintain compliance with the original “Division-in-Formation” criteria. As a reminder, this includes the following:

- ☐ Maintain a membership base of no less than 50 members in good standing;
- ☐ Confirm continuation of the group’s original technical focus (aka “scope”) covering a specific segment of plastics engineering or technology.

## REQUIREMENTS FOR DIVISION CHARTER

### *Progression From Division-In-Formation To Chartered Division Status*

- ☐ Have held an organizational meeting at which a Steering Committee is selected. The Steering Committee shall consist of the following pro-tem Division officers: Chair, Secretary, Treasurer and Membership Committee Chair or Technical Program Chair.
- ☐ Have proposed a defined name for the Division. This definition should be descriptive of the area of technical expertise and, if applicable, the geographic area to be covered by the Division.

## REVIEW OF THE APPLICATION AND DECISION MAKING PROTOCOL

1. Staff at SPE Headquarters will review the application details to ensure all of the above criteria have been met. If elements of the above have not been submitted or are partially incomplete, the Chair will be notified and is responsible for any additional measures needed.
2. After successfully completing compliance review from Headquarters, the status of the Division-in-Formation will be reviewed by the SPE Divisions Committee:
  - a. For recommendation to the Executive Committee that the group either be chartered as a Division; or
  - b. Remain a Division-in-Formation for another year, provided it has been a Division-in-Formation for at least one, and no more than two, years.
3. The SPE Executive Committee will vote on the Division Committee's recommendation.
  - a. If the vote is to recommend to Council that the Division-in-Formation be chartered as a Division of SPE, such recommendation shall be forwarded to Council.
  - b. If the vote by the SPE Executive Committee is not to recommend Division status, the group shall remain in "Division-in-Formation" status for one more year, provided it has been a Division-in-Formation for only one year.

If, after two years as a Division-in-Formation, the group is not approved as a Division, the effort to establish the Division shall be terminated, current members of the Division-in-Formation shall be notified, and alternate options should be explored (e.g., Special Interest Group or a technical focus group within an existing Division, etc.).

Upon approval by Council, the Division shall receive its Charter.