[Section/Division] BYLAWS

# Article I

## Name

The name of the organization shall be the [Group Name] [Section/Division], of the Society of Plastics Engineers, Inc.

# Article II

## Purpose

The purpose of the [Section/Division] is to provide and promote education and science in the field of plastics engineering within the area of: [Group Name].

# Article III

## Membership

Those Members of the Society of Plastics Engineers whose mailing address falls within the territory assigned in the [Section/Division]’s charter shall be members of the [Section/Division]. Members shall maintain the same grade of membership as assigned by the Society of Plastics Engineers. Member grades consist of: Distinguished Members, Fellows of the Society, Honored Service Members, Honorary Members, Senior Members, Members, Affiliate Members, Student Members, and Student Affiliate Members.

# Article IV

## Governing Authority

The [Section/Division] is incorporated under and shall be governed by the laws of the State of Connecticut.

# Article V

## Board of Directors

### Section 1. Functions.

Management of the [Section/Division] is vested in a Board of Directors that meets at least five times a year. The Board is responsible for the following:

### Section 2. Board Composition.

The [Section/Division] Board of Directors is composed of at least nine elected Directors, or twelve if the [Section/Division] has more than 400 members, and fifteen if more than 800 members, [Section/Division] Officers, a Council Representative, Immediate Past-[President/Chair]. Their terms of office are as follows:

Nine elected Directors - three years

[Section/Division] Officers

[President/Chair] - one year

[President/Chair]-elect - one year

Secretary - one year

Treasurer - one year

One or more - one year

Vice-[President/Chair]s(optional)

Councilor (Council Representative) - three years

Immediate Past-[President/Chair] - one year

All terms shall commence July 1, except that of Councilor, which shall commence after the annual business meeting.

### Section 3. Vacating Board Positions.

A [Section/Division] Board of Directors will declare a position vacated upon receipt of a resignation received in writing or at a Board meeting. Also the Board may declare a seat vacant whenever a Board Member fails to meet eligibility requirements, fails to perform duties, or for any other cause the Board justifies for removal. Removal for failure to perform requires a two-third-majority vote of all Board Members. Directors and Officers failing to attend two consecutive Board meetings will be considered to have resigned their elected positions, except for excused absences.

### Section 4. Interim Elections.

When a vacancy occurs, the Board will elect an interim Officer, Director, or Councilor to complete the fiscal year, or complete the term of office if more than one year remains.

### Section 5. Meetings.

Meetings of Board of Directors are called by the [President/Chair] and must be held at least five times each year. A quorum will exist when the majority of Board Members are present. Written notice and the Order of Business (agenda) is prepared by the [President/Chair] and Secretary of the [Section/Division], and must be sent to all Board Members and Committee Chairs at least one week prior to each meeting.

### Section 6. Duties of Officers.

In addition to responsibilities as a [Section/Division] Director and other duties outlined herein, the [President/Chair] or [Section/Division] Rules and Operating Procedures may delegate additional duties to be performed by a [Section/Division] Officer.

### Section 7. [Section/Division] Executive Committee.

A [Section/Division] Board may authorize an Executive Committee to act on its behalf between meetings and to serve as a steering committee.

Composition - The Executive Committee of the [Section/Division] will consist of the Officers, Past-[President/Chair], and Councilor.

Limitation of Powers - The Executive Committee is subject to the [Section/Division], Rules and Operating Procedures, if any. Any action taken must be in harmony with the actions of the Board. Only expenditures provided for in the budget and approved by the Board are allowed.

Minutes - Minutes of each Executive Committee meeting will be distributed promptly to all Board members. Upon the request of three or more Board members any committee action must be submitted to the Board for consideration.

# Article VI

## Elections

### [Section/Division] 1. Elections.

At the close of each year, the terms of one-third of the total number of elected Directors will expire. Directors are elected at the same time as the Councilor. They are elected by secret mail ballot to the [Section/Division] membership. [Section/Division] Officers are elected annually in January and no later than April 1st. The Board of Directors runs the election by secret ballot, at a regular meeting. All Officers serve for a term of one year, all terms shall commence July 1.

### Section 2. Nominating Committee.

The committee will nominate eligible members for each vacancy for the next fiscal year and present its nominations to the Board by December 15th. Nominations are required annually for Officers and Directors, and every third year for Councilor.

### Section 3. Eligibility of Members to Serve.

Every Board Member must be a member of the Society of voting grade in good standing at the time of nomination, election and during their term. To be eligible for election as an Officer, a candidate must be a Director at the time of the nomination. The Councilor may not serve as an Officer during their term as Councilor. Certain members are restricted or have limited eligibility to serve on the Board of Directors.

1. The following are eligible to vote and to hold office: Members, Senior Member, Fellows, Honored Service Members and Distinguished Members.
2. The following can vote and hold office, except Councilor or Society office: Affiliate member.
3. The following are not eligible to vote and hold office: Student, Student Affiliate and Honorary Member.

### Section 4. Election of Officers.

By December 15th the Nominating Committee will nominate from the eligible Directors at least one but no more than three candidates for the positions of: [President/Chair], [President/Chair]-Elect, Secretary, Treasurer, Councilor.

The criteria for officer position eligibility are as follows:

1. There may be no more than three candidates for each position,
2. A candidate must be a member in good standing,
3. A candidate must have indicated a willingness and ability to serve,
4. All candidates must be members of the Board of Directors at the time of nomination,
5. Directors completing their terms in fiscal year can be nominated, and
6. Nominations can be made by any Director if accepted, seconded, and the nominee gives consent.

The Board of Directors will meet in January to elect officers for the next fiscal year.

### Section 5. Election Procedure.

If more than one nomination for an office is made, election will be by secret ballot. Election to office is determined by a simple majority vote, no proxy ballots are permitted. If there are more than two candidates, and the first ballot does not produce a majority vote, than the candidate receiving the least votes will be dropped from the ballot. The ballot will be repeated until one candidate receives the majority vote.

Officers are elected in the following order: [President/Chair], [President/Chair]-Elect, Secretary, and Treasurer.

### Section 6. Election of a Council Representative.

The Nominating Committee will nominate at least two eligible members of the [Section/Division] for the office of Councilor in the year the current Councilor’s three-year term expires or in the event of a vacancy more than one year before the Councilor’s term expires.

1. Nominations will be considered at a meeting of the Board of Directors. Nominees may be accepted or rejected by majority vote. Nominations may be made from the floor, if seconded and if the nominee gives consent.
2. The Board will select at least two, but no more than three candidates. If more than three candidates are nominated, the Board will be balloted. In the case of more than three candidates the same process of elimination used in the election of officers will be followed.
3. A Councilor is only allowed to serve two consecutive terms. A Councilor who has served more than 1-1/2 (4-1/2 years) consecutive terms in not eligible for re-election for three years.

### Section 7. Election of Directors.

Nominations are carried out at the time and in the manner prescribed for Councilor. A Director who has served more than 1-1/2 consecutive terms is not eligible for re-election for one year. At the close of each fiscal year, one-third of the total elected Directors will retire. On the ballot the names of candidates are listed alphabetically or in a random manner (determined by drawing of lots). Voters will be instructed to "vote up to" (number of positions vacant), and spaces for the same number of write-in-votes will be provided.

### Section 8. Election Procedure.

Councilors and directors shall be elected as follows:

1. Nominations are seconded, and consent is given by nominee.
2. Ballot is sent to all voting members affiliated within the [Section/Division].
3. Ballots are returned and counted, majority vote wins.
4. In the case of a tie, the candidate receiving the least votes is dropped from the ballot and the ballot is resubmitted to the [Section/Division]’s voting members.
5. If there is a tie again, the ballot is resubmitted to the [Section/Division]’s voting members. Balloting will not continue for more than three ballots.
6. If there is a tie, then the officer is selected by the flip of a coin.

### Section 9. Balloting.

Between March 1st and March 10th, the [Section/Division] Secretary will send ballots to all voting members affiliated with the [Section/Division], preferably by first class mail. A ballot will include the following:

1. Name of [Section/Division]
2. Instructions to “vote for one”
3. Names of candidates
4. Information on candidates (i.e. education, experience, SPE activities, etc.)
5. Space for one write-in-vote
6. Plain, unsigned ballot envelope
7. Envelope to return ballot, to be signed by the voter and returned to Secretary
8. A notice that the polls will close at 12:00 Midnight on March 31st.

### Section 10. Counting of Ballots.

The Secretary will verify that each ballot returned is that of a voting-class-member (member in good standing). All valid ballots will be delivered to the Election Inspectors Committee by April 7th. The Election Inspectors Committee will count all ballots before April 15th.

The candidate receiving the majority votes will be elected. The Committee will notify the Secretary who will notify the winning candidate and Executive Director, at the Society, before April 15th. All ballots will be retained by the Committee for at least 30 days, and will be delivered to the Board for examination if so ordered.

# Article VII

## Board Positions

The members of the Board of Directors and Officers shall fulfill those duties prescribed by the laws of the State of Connecticut.

# Article VIII

## Fiscal Year

The fiscal year of the [Section/Division] shall be July 1 to the 30th day of June the following year.

# Article IX

## Committees

The [Section/Division] shall establish and operate committees as described in the Society’s [Section/Division] Operational Guidelines.

# Article X

## Separate Legal Entities

The [Section/Division] is a legal entity, separate from the Society. The [Section/Division] is not responsible for the debts or obligations of the Society and the Society is not responsible for the debts or obligations of the [Section/Division].

# Article XI

## Amendments

These bylaws may be amended by the Board of Directors with the approval of the Council of the Society.