



# STUDENT CHAPTER DEVELOPMENT MANUAL

**SPE**  
**6 Berkshire Blvd. Bethel, CT 06801**

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## HISTORY

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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

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

## STUDENT MEMBER PROGRAM

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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, more than 175 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

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### **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.

### **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 – \$31.00 per year
2. *Plastics Engineering* magazine every month

3. Reduced registration for all educational seminars
4. Discounts on training publications
5. Insurance programs
6. Reduced registration at ANTEC and other technical conferences
7. Access to *Career Solutions*, SPE's Online Career site
8. Scholarships offered through the SPE Foundation, SPE Sections and Divisions
9. FREE membership to your local SPE Section
10. FREE Division affiliation
11. Access to Online Technical Library and other technical resources
12. Professional contacts

## STUDENT CHAPTER DEFINED

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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 be SPE Student Members in good standing.
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

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The information below will provide a basic overview of Student Chapter operation.

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. Please note: Once the Chapter becomes approved, each year following the Faculty Advisor receives fee SPE membership each year the Chapter is compliant.
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

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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 if 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

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

1. Petition Form
  - a. Students not SPE members should first visit [4spe.org](http://4spe.org) and join as a Student Member.
  - b. Student SPE members should print their names and list their email address.
  - c. Faculty Advisors complete join online at [4SPE.org](http://4SPE.org) (if necessary).

- 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 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 to:

Kathy Schacht  
Director, Executive Board & Chapter Relations

Upon receipt of all information at SPE Headquarters, the petition information will be reviewed by the SPE Sections Committee, the SPE Executive Committee, and the SPE Council. Following the affirmative vote of all three groups, the Student Chapter Charter will be forwarded to the Faculty Advisor.

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