

# **EXTRUSION DIVISION BY-LAWS AND POLICIES**

**Approved July 23, 2009**

## **1. Name and Governance**

- 1.1. Name - The name of the organization shall be the “Extrusion Division of the Society of Plastics Engineers, Incorporated”, hereinafter referred to as the Extrusion Division.
- 1.2. Governance – The Extrusion Division shall be governed by the following:
  - 1.2.1. Society of Plastics Engineers Constitution and By-Laws
  - 1.2.2. Society of Plastics Engineers Division Procedures Manual
  - 1.2.3. Extrusion Division By-Laws and Policies as set herein, and such additions, deletions and / or modifications as may be adopted by the membership of the Extrusion Division

## **2. Purpose and Objective**

- 2.1. Objective – The objective of the Extrusion Division shall be to promote the scientific and engineering education and knowledge relating to the extrusion of plastics. The objective shall be achieved by:
  - 2.1.1. ANTEC Technical Program – The presentation of a formal technical program of scientific and engineering papers relevant to the extrusion of plastics shall be made at each ANTEC Conference
  - 2.1.2. Other Technical Programs – The Extrusion Division will make technical presentations at Regional Technical Conferences(RETECs), Topical Conferences(TOPCONs), and other venues as deemed appropriate by the Division Leadership
  - 2.1.3. Newsletter – A newsletter of appropriate content shall be published several times per fiscal year, at such time as determined by the Newsletter Editor
  - 2.1.4. Scholarships – The awarding of scholarship monies will be considered on an annual basis to graduate and undergraduate students pursuing studies in extrusion. See also Section 9.1

## **3. Policies and Fiscal Year**

- 3.1. Extrusion Division Policies - The Board of Directors shall have sole authority to establish, maintain and eliminate such policies as it deems necessary for the proper, legal and efficient conduct of the affairs of the Extrusion Division. Such authority may be delegated as the Board deems appropriate.
- 3.2. Conflict of Interest - The Extrusion Division shall conduct all of its business in a manner that follows the conflicts-of-interest policy established by the Society and found in the Society’s Bylaws
- 3.3. Fiscal Year - The fiscal year of the Extrusion division shall be from July 1<sup>st</sup> through June 30<sup>th</sup> of the following calendar year

## **4. Membership**

- 4.1. General - The membership of the Extrusion Division shall be as stated in this document. Membership is open to all members in good standing of the Society of Plastics Engineers, hereinafter referred to as the Society. The rights and privileges of a member of the Extrusion Division shall not be transferable to any person.
  - 4.1.1. Application for Membership – Members of the Society may choose to become members of the Extrusion Division. An applicant shall do this by designating his or her intent to be a member of the Extrusion Division at the time he or she joins the Society or renews their membership in the Society
  - 4.1.2. Non-discrimination – The Extrusion Division does not, and will not, discriminate against any member, candidate for membership, or candidate for office, on the basis of race, religion, national origin, ethnicity, gender, physical or mental handicap or any other unlawful basis, nor will it accept any such discriminatory actions on the part of its affiliates or staff
- 4.2. Classes of Membership - The membership of the Extrusion Division shall consist of the same classes as the Society: Distinguished Members, Fellows of the Society, Honored Service Members, Honorary Members, Senior Members, Members, Affiliate Members, Student Members, and Student Affiliate Members
- 4.3. Privileges of Membership
  - 4.3.1. Voting Members – Affiliate Members, Members, Senior Members, Fellows of the Society, Honored Service Members, and Distinguished Members shall have the right to vote and participate in all the affairs of the Extrusion Division
  - 4.3.2. Non-voting Members - Student, Student Affiliate and Honorary Members may participate in all affairs of the Extrusion Division except voting or holding elective office in the Division
- 4.4. Termination of Membership
  - 4.4.1. Resignation - Any member has the right to resign from the Society at any time. If a member resigns from the Society, that member has also effectively resigned from the Extrusion Division
  - 4.4.2. Expulsion from Membership - Any member expelled from the Society will be effectively expelled from the Extrusion Division as well

## **5. Governance Structure**

- 5.1. Composition
  - 5.1.1. Governance - The governance of the Extrusion Division shall be vested in a governing body called the Board of Directors, hereinafter referred to as the Board
  - 5.1.2. Executive Committee – Executive authority of the Board is vested in the Executive Committee, consisting of:
    - 5.1.2.1. Chairman
    - 5.1.2.2. Chairman-Elect
    - 5.1.2.3. Secretary

- 5.1.2.4. Treasurer
- 5.1.2.5. Past Chairman (See also Section 8.7.1)
- 5.1.3. Board of Directors - The Board shall consist of representatives elected by members affiliated with the Extrusion Division as provided in this document
- 5.2. Meetings, Duties and Rules of the Board
  - 5.2.1. Responsibility - The Board is the ultimate body responsible to the membership at large for the governance of the Extrusion Division as a whole
  - 5.2.2. Board Meeting Times – The Board shall meet regularly at such places and times as designated by the Chairman. Board meetings shall take place four times per year:
    - 5.2.2.1. ANTEC
    - 5.2.2.2. August
    - 5.2.2.3. October
    - 5.2.2.4. February
  - 5.2.3. Quorum - A quorum for the transaction of business at meetings of the Board shall consist of two-fifths of the total Board membership
  - 5.2.4. Proxies – Proxies are not allowed to participate in Board transactions
  - 5.2.5. Voting Rights - Any voting member of the Board shall be limited to a maximum of one vote on any question before the Board
  - 5.2.6. Rules of Order - The rules contained in "Robert's Rules of Order" shall govern meetings of the Board in all cases in which they are applicable, and in which they are consistent with the applicable Federal, State and Local Laws, and this document

## **6. Officers**

- 6.1. Officers of the Board - The Officers of the Board shall consist of a Chairman; Chairman-Elect; a Secretary; a Treasurer; and a Past Chairman.
  - 6.1.1. The Officers of the Board comprise the Executive Committee
- 6.2. Additional Officers – In addition to the Executive Committee, the Officers of the Board include the Technical Program Chair(TPC) and the TPC Elect
- 6.3. Progression of Officers and Officer Selection
  - 6.3.1. Progression – The positions of TPC elect, TPC, Chairman Elect, and Chairman are to be a 4 year progression, each of one year duration, in the order as given
    - 6.3.1.1. Secretary and Treasurer – The Secretary and Treasurer are not included in the progression of the other Officers of the Extrusion Division
  - 6.3.2. Selection Process
    - 6.3.2.1. Selection Committee – Annually, the current Chairman, Chairman-Elect, and Past Chairman are to recommend an appointment to enter the progression as TPC Elect at ANTEC
    - 6.3.2.2. If for any reason the Chairman-Elect, current Chairman, or Past Chairman cannot take part in the recommendation, the TPC will act in his or her place

- 6.3.2.3. The Selection Committee will conduct an interview with the prospective appointee about the position and agreement to the responsibilities it involves
  - 6.3.2.3.1. Criteria for TPC Elect
    - 6.3.2.3.1.1. Member in good standing of the Board for a minimum of one three year term
    - 6.3.2.3.1.2. Participation on the Paper Review Committee for at least one ANTEC
    - 6.3.2.3.1.3. Candidate must have presented at least one paper at ANTEC
  - 6.3.2.4. The appointment of the TPC Elect must be approved by majority vote of the Board
  - 6.3.2.5. The appointment of the TPC Elect is to be made at the summer meeting or by the end of August
- 6.4. Terms of Office
  - 6.4.1. Term Length of Progression
    - 6.4.1.1. All Offices - All offices, with the exception of Secretary and Treasurer, shall have a term of progression of one year
    - 6.4.1.2. Secretary and Treasurer Term – The Secretary and Treasurer are appointed by the Board. Their appointments are reaffirmed annually during the Board meeting that takes place at ANTEC
  - 6.4.2. Timing of Progression
    - 6.4.2.1. All Offices except Secretary and Treasurer – Each one year term of the progression shall begin at ANTEC
  - 6.4.3. Succession
    - 6.4.3.1. Order of Progression – The order of progression from first office to last is:
      - 6.4.3.1.1. TPC Elect
      - 6.4.3.1.2. Technical Program Chair
      - 6.4.3.1.3. Chairman Elect
      - 6.4.3.1.4. Chairman
      - 6.4.3.1.5. Past Chairman
- 6.5. Duties
  - 6.5.1. General Officer Duties - The Officers shall perform all duties as may be required by the Extrusion Division's Bylaws or Policies
  - 6.5.2. Chairman – The Chairman shall:
    - 6.5.2.1. Organize and preside at the four Board meetings. He will reserve a meeting place and publish a meeting agenda for each meeting
    - 6.5.2.2. Maintain correspondence with National (Roughly 10-15 times annually)
    - 6.5.2.3. Provide a letter with Extrusion Division annual goals and long range planning to National in May
    - 6.5.2.4. Provide Chairman's message for September, December, and February Newsletters
    - 6.5.2.5. Field Extrusion Expert Calls. Use consultant's list if necessary
    - 6.5.2.6. Organize and chair Awards Meeting at ANTEC

- 6.5.2.7. Write accomplishments summary at end of term based on annual goals
- 6.5.2.8. Upon completion or termination of Extrusion Division's Councilor's term, take responsibility for his or her timely replacement according to the Bylaws
- 6.5.3. Chairman-Elect – The Chairman-Elect shall:
  - 6.5.3.1. Prepare an annual budget
  - 6.5.3.2. Help coordinate the technical committees(ANTEC, RETEC, Mini-Tech, Focus groups, Education)
  - 6.5.3.3. Prepare certificates of appreciation for outgoing board members and technical chairmen(with TPC)
  - 6.5.3.4. Solicit sponsorship for the ANTEC Awards Reception
  - 6.5.3.5. Organize the ANTEC Awards Reception catering
- 6.5.4. Secretary – The Secretary shall:
  - 6.5.4.1. Record the minutes at each Board meeting including:
    - 6.5.4.1.1. Attendance with notified absentees and truants
    - 6.5.4.1.2. Motions
    - 6.5.4.1.3. Reports submitted
  - 6.5.4.2. Collect reports submitted by each chair and Board member
  - 6.5.4.3. Send a copy of all the reports to Board members who did not attend or as requested
  - 6.5.4.4. Maintain a file of reports
  - 6.5.4.5. Distribute minutes to all Board members and SPE liaison
    - 6.5.4.5.1. Prepare an edited version of the minutes for publication on the Division Web Site
      - 6.5.4.5.1.1. Web Site version of minutes content to be reviewed and approved for publication by Chair, Secretary and Webmaster
  - 6.5.4.6. Receive and tally votes for the elections for the Board
  - 6.5.4.7. Report election results to the Board Chairman and Elections Chair
  - 6.5.4.8. Maintain the Bylaws and distribute to the Board
  - 6.5.4.9. Maintain statistics on each Board member:
    - 6.5.4.9.1. Member number
    - 6.5.4.9.2. Membership term
    - 6.5.4.9.3. Home and work addresses, phones, faxes, e-mail
    - 6.5.4.9.4. Office or chair, if applicable
    - 6.5.4.9.5. Submit statistics to SPE National after ANTEC meeting
- 6.5.5. Treasurer – The Treasurer shall:
  - 6.5.5.1. File year-end tax return and expense sheet with National Headquarters between July 1 and November 15
  - 6.5.5.2. Prepare quarterly Treasurer's report for each quarter and Final Year end
  - 6.5.5.3. Assist Chairman-Elect with budget preparation (September)
  - 6.5.5.4. Maintain financial records of checks written and deposits, monthly reconciliation of all accounts with statements
  - 6.5.5.5. Keep Divisional Chair advised of cash flow
  - 6.5.5.6. Participate in meetings of the Finance Committee

- 6.5.6. Past Chairman – The Past Chairman shall:
  - 6.5.6.1. Participate as a member of the Executive Committee
  - 6.5.6.2. Participate as a member of the Finance Committee
  - 6.5.6.3. Mentor the Chair-Elect and the TPC in their duties and responsibilities
  - 6.5.6.4. Review candidates along with Chair and Chair-Elect and recommend nominees to the Board
  - 6.5.6.5. Mentor incoming Directors on the SPE organization
- 6.5.7. ANTEC Technical Program Chair – The TPC shall:
  - 6.5.7.1. Choose the members of the technical paper review committee
  - 6.5.7.2. Review the abstracts as they come in and make sure that they are appropriate for the Extrusion Division program
  - 6.5.7.3. Schedule the technical review meeting location
  - 6.5.7.4. Distribute papers for review
  - 6.5.7.5. Schedule review meeting
  - 6.5.7.6. Submit Program Matrix to SPE headquarters
  - 6.5.7.7. Correspond via letters with all authors with an explanation as to why their paper was accepted as written, accepted with optional re-write, accepted with mandatory re-write or rejected
  - 6.5.7.8. Attend January Matrix Meeting. This meeting is held at the ANTEC site
  - 6.5.7.9. Administer late paper submissions. Late papers will only be accepted if they meet the following criteria:
    - 6.5.7.9.1. If the paper is good
    - 6.5.7.9.2. If there is room in the program
    - 6.5.7.9.3. The paper has been reviewed by at least three reviewers and is accepted
  - 6.5.7.10. Define theme or subject area for tutorial session(s)
  - 6.5.7.11. Select invited speakers on the basis of personal contacts, recommendations from Directors and others
  - 6.5.7.12. Ensure timely submission of abstracts and papers
  - 6.5.7.13. Select uninvited papers from available pool in cooperation with Technical Paper Review Committee
  - 6.5.7.14. Remind SPE headquarters that current acceptable format for Extrusion Division presentations is **Microsoft PowerPoint™**
  - 6.5.7.15. Send a list of the reviewers, moderators and presenters to Division ANTEC Awards Chair to have certificates made. SPE headquarters should be informed so that mementos can be available for all
  - 6.5.7.16. Attend ANTEC meeting for the TPC and TPC-Elect
  - 6.5.7.17. Collect moderators' report forms
  - 6.5.7.18. Summarize and report on ANTEC to Historian
  - 6.5.7.19. Post ANTEC. Follow up to the Division Awards Chairman with the rating sheets and to National with the moderator's forms and attendance figures
- 6.5.8. ANTEC Technical Program Chair-Elect – The TPC-Elect shall:
  - 6.5.8.1. Assist the TPC on the Paper Review Committee

- 6.5.8.2. Organize the wine & cheese reception at ANTEC
- 6.5.8.3. Solicit sponsors for the wine & cheese reception at ANTEC
- 6.6. Removal of an Officer from the progression:
  - 6.6.1. If a member leaves the progression, then he must also resign from the Board with the exception of illness
  - 6.6.2. At any point in the progression, any member may be removed from the progression
  - 6.6.3. Removal proceedings can be initiated by anyone on the Board
  - 6.6.4. A majority vote of the Board is required for removal
  - 6.6.5. Reasons for removal would be any current activity that in the view of the Board is unbecoming or disruptive to the Board
  - 6.6.6. Any past activity (activity that has ceased before membership to the Board) that in the view of the Board is unbecoming or disruptive to the Board and was not divulged or known when the member joined the Board could also be reason for dismissal
  - 6.6.7. Replacement will be done by an appointment by the remaining three in the progression and a majority vote of the Board

## **7. Board of Directors**

- 7.1. Duties and Roles of the Board of Directors
  - 7.1.1. Governance Role – The Board is the governing body of the Extrusion Division
  - 7.1.2. Election of Directors – Volunteers who have an interest in serving on the Board will stand for election at the proscribed time. Members of the Board are known as “Directors”. The election shall take place each year prior to ANTEC. Election results shall be reported to the Board during the Board meeting at ANTEC. Newly elected Directors shall assume office at the beginning of the Extrusion Division fiscal year, July 1<sup>st</sup>
  - 7.1.3. Nominations – Candidates for the position of Director are selected by the Nominating Committee
    - 7.1.3.1. Chair – The Elections Chair will serve as the Chair for the Nominating Committee (See also 8.8.4)
    - 7.1.3.2. Eligibility - Eligibility for election to the position of Director is extended to Senior Members in good standing who are also members of the Extrusion Division
    - 7.1.3.3. Limitation on Candidates - Only two candidates per company may appear on the same ballot
  - 7.1.4. Director Duties – The Directors’ primary duty is to actively represent the interests of the Extrusion Division and the Society as a whole and to act in what he or she considers the best interests of the Society as a whole. These duties further include:
    - 7.1.4.1. Attendance at four Board meetings per year:
      - 7.1.4.1.1. ANTEC
      - 7.1.4.1.2. August
      - 7.1.4.1.3. October
      - 7.1.4.1.4. February

- 7.1.4.1.4.1. NOTE – The calendar months listed herein are the preferred timing for meetings; however, circumstances may cause an agreed upon change in meeting date
- 7.1.4.2. Submit at least 1(one) extrusion content article(hint, consultants corner, technical article) to the Newsletter Editor per Board meeting(See also 8.8.1)
- 7.1.4.3. Submit at least one book review to the Newsletter Editor per year
- 7.1.4.4. Legislative Actions - A Director may introduce motions at a Board meeting which he or she deems appropriate and supportive of the Extrusion Division and/or the Society as a whole
- 7.1.4.5. Voting -  
A Director may vote or abstain on any issue before the Board. A Director’s action on a vote should be reflective of his or her objective opinion as to the best interests of the Extrusion Division and the Society as a whole
- 7.1.4.6. Committee, Chair Service - A Director may serve on appropriate committees or act as a Chair for an area of his or her interest
- 7.1.4.7. Attendance - It is the responsibility of each Director to attend all Board meetings. For any meeting which the elected Director is unable to attend in person, he or she shall inform the Chairman prior to the scheduled Board meeting
  - 7.1.4.7.1. Attendance via Conference Call – The Chairman may, at his discretion, provide for a telephone conference call tie-in to the Board meeting. Directors who are unable to attend in person may attend the Board meeting via conference call and be considered to be in attendance
- 7.1.4.8. Failure to Attend - A Director with three consecutive unexcused absences at Board Meetings shall be removed from the Board and can only be reinstated to the Board by re-affirmation of the Board. Secretary to notify said Director of Board action to remove in writing(See also 7.4.2.)
  - 7.1.4.8.1. The Chairman may at his or her discretion excuse a Board member from his or her obligation to attend
- 7.1.4.9. Councilor Election – In accordance with Society Bylaws, the Extrusion Division shall elect one of its members to be a representative to the Council. This representative shall be known as a “Councilor”. This election shall be held at least 45 days prior to the incoming Councilor’s assumption of office or April 1st, whichever is sooner
  - 7.1.4.9.1. Eligibility - Eligibility for election to the position of Councilor representing the Extrusion Division is extended to Board members in good standing, as defined in this document. A Councilor must be a member of the constituency he or she represents, which in this case refers to the Extrusion Division
  - 7.1.4.9.2. Councilor Duties - The Councilor has three primary duties: to actively represent the interests of his or her constituency to the Council and the Society as a whole; to act as liaison between the

Council and his or her constituency; and to act in what he or she considers the best interests of the Society as a whole

7.1.4.9.3. Election – The Councilor is elected via secret ballot in similar fashion to Directors on the Board. The Elections Chair oversees the election process for Councilors(See 8.8.4) Election ballots for Councilor are to be mailed separately from ballots for Directors

7.2. Director Term of Office - Each Director shall be elected for a 3(three) year term. The incoming Directors shall assume their duties immediately following the adjournment of ANTEC in the year he or she was elected

7.2.1. Staggered Term – Each year one-third of the seats on the Board shall be up for election

7.2.1.1. Total Board Membership – The number of Directors seated on the Board at any time shall be determined by the Executive Committee

7.2.2. Director Term Limits - A Director may serve on the Board indefinitely, providing he or she meets the following criteria:

7.2.2.1. The Director maintains his or her membership in the Society and the Extrusion Division in good standing, and

7.2.2.2. The Director stands for and is re-elected at each time that his or her 3 year term is over

7.2.3. Exemption from Term Limits – The following Officers are exempt from term limits during the 4 year Officer Progression:

7.2.3.1. Chairman

7.2.3.2. Chairman-Elect

7.2.3.3. Technical Program Chair

7.2.3.4. Technical Program Chair-Elect

7.2.4. The following Officers are exempt from term limits due to the nature of their positions on the Board:

7.2.4.1. Past Chair

7.2.4.2. Secretary

7.2.4.3. Treasurer

7.2.5. End of Progression – At the conclusion of the 4 year Officer Progression, the Chairman will be required to stand for re-election to the Board if he or she wishes to continue serving as a Director on the Board

7.2.6. Vacancies on the Board – Vacancies can occur via removal of a Director for failure to attend(See 7.1.4.8.), or via resignation of the Director prior to the end of his or her term of office

7.2.6.1. Vacancy Replacement – When a seat on the Board is vacated by whatever mechanism, it shall be filled for the remainder of the prior Director's term by a volunteer who meets the following criteria:

7.2.6.1.1. Senior Member in good standing of the Society and the Extrusion Division

7.2.6.2. Chairman Fills Vacancy – The Chairman shall act to fill a Board vacancy in a forthright manner. The Chairman shall solicit volunteers who meet the eligibility requirements, and he or she shall appoint the new Director to fill the remainder of the term vacated

- 7.3. Reporting of Election Results – Board election results will be verified by two individuals and final vote tally will be submitted to the Chairman by the Elections Chair. Results will be kept confidential
  - 7.3.1. The Chairman shall contact elected Directors by letter welcoming them to the Board
  - 7.3.2. Election Chair shall contact all candidates that were not elected by letter and inform them they have not been selected
- 7.4. Resignation/Removal of a Director
  - 7.4.1. Resignation of a Director - Any Director may resign the position of Director upon written notification to the Secretary of the Board. Such notification should include the name of the Director, the intent to resign, and the intended effective date. Such resignation shall become effective upon the intended effective date or receipt of the resignation by the Secretary, whichever is later. In no case shall the effective date be later than the end of the Director's current term
    - 7.4.1.1. Society/Division Resignation - Resignation from the position of Director does not constitute resignation from the Society nor from the Extrusion Division
  - 7.4.2. Removal of a Director
    - 7.4.2.1. Failure to Attend - A Director may be removed from office by the Board for failure to attend as described in the Bylaws(See also 7.1.4.8.)
    - 7.4.2.2. Removal for Reasons of Conduct - Any member found guilty by the Board of conduct derogatory to the Extrusion Division or to the Society may be expelled by a two-thirds vote of the Board, in accordance with policies and procedures set forth by the Board
      - 7.4.2.2.1. Removal from the position of Director does not constitute removal from the Extrusion Division or the Society

## **8. Committees and Chairs**

- 8.1. Establishment of Committees and Individual Chairs – The Board or the Chairman may establish such special committee(s) and/or chairs as may be deemed necessary for the proper conduct of the Extrusion Division's affairs. Committees and Chairs specifically named in these Bylaws shall be established as provided herein
- 8.2. Membership – Individual Chairs and members of all Committees are required to be members in good standing of the Board. Unless otherwise specified in these Bylaws, all Board Committee meetings are open to any Director in good standing. Visitors have voice only at the pleasure of the Committee Chair
- 8.3. Terms - Unless otherwise specified in this document, the term of any committee member is indefinite and voluntary
- 8.4. Longevity - Except for standing committees as defined by these Bylaws, a Board-level committee shall exist from the time of its appointment until its charter is completed. If a committee has been appointed by the Board or the Chairman, the term of the committee shall continue until such time as a majority vote of the Board dissolves the committee

- 8.5. General Authority – Chairs and Committees shall be advisory only unless authority to act is specifically delegated by the Bylaws or Board action or policy. Chairs and Committees are responsible to assess the scope and depth of potential impacts (financial, operational, managerial, etc.) on the Extrusion Division prior to submitting such recommendations for action. The Board or the Chairman may remand such recommendations if such assessments have not been performed
- 8.6. Committee Expenses - Any expense of chairs and committees must be authorized by the Board or Executive Committee before being incurred
- 8.7. Standing Committees
  - 8.7.1. Executive Committee
    - 8.7.1.1. Membership - The Executive Committee of the Board shall consist of the officers as described in Article 5.1.2
    - 8.7.1.2. Responsibility and Authority - The Executive Committee shall have full authority to act on all business matters between meetings of the Board, subject to the Bylaws and Policies of the Extrusion Division
      - 8.7.1.2.1. Division Scope and Goals are to be established and prepared by the Executive Committee
      - 8.7.1.2.2. Expenditures – The Chairman, Treasurer and Secretary are authorized to sign checks for Division expenses
      - 8.7.1.2.3. Reimbursement - Reimbursement of expenses for Board activities shall be approved by the Executive Committee, with personal expenses excluded
        - 8.7.1.2.3.1. The Executive Committee may authorize or incur only those expenditures provided for by the Board-approved budget
      - 8.7.1.2.4. Actions - Any action taken by the Executive Committee shall be in harmony with actions of the Board and shall be submitted for Board consideration upon the written request of three or more Board members
      - 8.7.1.2.5. Meetings - The Executive Committee shall meet at such places and times as may be designated by the Chairman. A quorum shall consist of a simple majority. No proxies may be seated. Attendance at meetings of the Executive Committee is limited to members of the committee and invited guests
      - 8.7.1.2.6. Minutes - Minutes of each Executive Committee meeting shall be distributed promptly to each Board member
    - 8.7.2. Finance Committee
      - 8.7.2.1. Membership - The Finance Committee shall consist of:
        - 8.7.2.1.1. Committee Chair
        - 8.7.2.1.2. Treasurer
        - 8.7.2.1.3. Chair Elect
        - 8.7.2.1.4. Chair
        - 8.7.2.1.5. Past Chair
      - 8.7.2.2. Terms – The term of the members of the Finance Committee is voluntary and indefinite
      - 8.7.2.3. Responsibilities and Authority

- 8.7.2.3.1. Treasurer and Finance Committee are authorized to establish placement of accounts and investments with Extrusion Division Funds
- 8.7.2.3.2. Financial Analysis - Analyze the financial affairs of the Extrusion Division
- 8.7.2.3.3. Recommendations to Board - Submit recommendations to the Board concerning investments and unusual expenditures
- 8.7.2.3.4. Budget Preparation - Assist in the preparation of the budget for the next fiscal year, to be submitted to the Board for consideration and action
- 8.7.3. Pinnacle Award Committee
  - 8.7.3.1. Membership - The Pinnacle Award Committee shall consist of:
    - 8.7.3.1.1. Chair
    - 8.7.3.1.2. Chair Elect
    - 8.7.3.1.3. Incoming TPC
  - 8.7.3.2. Terms – The term of the members of the Pinnacle Award Committee is voluntary and indefinite
  - 8.7.3.3. Responsibilities and Authority
    - 8.7.3.3.1. Pinnacle Award criteria – The committee is responsible for understanding and staying up to date on the criteria for the Pinnacle Award
    - 8.7.3.3.2. Communications to Board – Report on committee activities at regularly scheduled Board Meetings
    - 8.7.3.3.3. Recommendations to Board – Submit recommendations to the Board concerning the requirements that the Division must maintain in order to be eligible for the Pinnacle Award
- 8.7.4. By-Laws Committee
  - 8.7.4.1. Membership - The By-Laws Committee shall consist of:
    - 8.7.4.1.1. Committee Chair – Board Secretary
    - 8.7.4.1.2. Past Chair
    - 8.7.4.1.3. Chair Elect
  - 8.7.4.2. Terms – The term of the members of the By-Laws Committee is voluntary and indefinite
  - 8.7.4.3. Responsibilities and Authority
    - 8.7.4.3.1. Review the Extrusion Division By-Laws at a minimum of once per annum
    - 8.7.4.3.2. Recommendations to Board – recommend adjustments to the By-Laws as necessary
    - 8.7.4.3.3. Publish the By-Laws once per annum at a time that coincides with the BOD Summer Meeting. At that time it is the Board’s responsibility to vote on any changes in the By-Laws
- 8.8. Individual Chairs
  - 8.8.1. Newsletter Editor
    - 8.8.1.1. Eligibility – The Newsletter Editor shall be a member in good standing of the Board, the Extrusion Division, and the Society
    - 8.8.1.2. Terms – The terms of office are voluntary and indefinite, as long as the individual is a member in good standing of the Board

- 8.8.1.3. Responsibility and Authority
  - 8.8.1.3.1. The major objective is to provide real world, practical, and educational information to the members of the Extrusion Division and the plastics community in general
  - 8.8.1.3.2. Obtain and edit copy for each newsletter
  - 8.8.1.3.3. Design, edit, publish, and distribute the Extrusion Division Newsletter and Extrusion Solutions Book
  - 8.8.1.3.4. Monitor quality and costs of publications
  - 8.8.1.3.5. Report to Board of Directors at quarterly meetings
  - 8.8.1.3.6. Select and monitor printer, desktop publisher, and mailing house
  - 8.8.1.3.7. Investigate and recommend marketing changes
  - 8.8.1.3.8. Monitor international distribution including distribution to students
  - 8.8.1.3.9. Answer numerous inquiries from members
  - 8.8.1.3.10. Assist Sponsorship Chair with obtaining Newsletter sponsorships
- 8.8.2. Sponsorship Chair
  - 8.8.2.1. Eligibility – The Sponsorship Chair shall be a member in good standing of the Board, the Extrusion Division, and the Society
  - 8.8.2.2. Terms – The terms of office are voluntary and indefinite, as long as the individual is a member in good standing of the Board
  - 8.8.2.3. Responsibility and Authority
    - 8.8.2.3.1. The Sponsorship Chair shall maintain and grow the Newsletter Sponsorship Program as dictated by the Board for the purpose of providing maximum revenue for Extrusion Division projects. Generation of these revenues must not compromise either the aesthetics or overall content of the Newsletter
    - 8.8.2.3.2. Provide information to prospective sponsors about sponsorship options available and copy requirements for the Newsletter publisher
    - 8.8.2.3.3. Provide up-to-date and accurate billing list to Sponsorship Accounts Receivable
    - 8.8.2.3.4. Submit quarterly reports to the Board regarding performance of the program, up-to-date sponsorship lists, financial history of the program, and recommendations of changes needed to maintain and grow the program
    - 8.8.2.3.5. Execute programs as required to generate new sponsors and assure continued financial growth of the program
- 8.8.3. Membership Chair
  - 8.8.3.1. Eligibility – The Membership Chair shall be a member in good standing of the Board, the Extrusion Division, and the Society
  - 8.8.3.2. Terms – The terms of office are voluntary and indefinite, as long as the individual is a member in good standing of the Board
  - 8.8.3.3. Responsibility and Authority
    - 8.8.3.3.1. Serve as the Division's liaison to the SPE National Membership Committee

- 8.8.3.3.2. Assist Society membership program development where possible
  - 8.8.3.3.3. Maintain an accurate list of Division membership
  - 8.8.3.3.4. Build Division membership by retaining current members
  - 8.8.3.3.5. Recruit new members through promotion of membership drives
    - 8.8.3.3.5.1. Retain A Member (RAM) program to encourage a reduction of the number of unpaid members before December 31<sup>st</sup> of each year
    - 8.8.3.3.5.2. Member-Get-A-Member (MGM) program running from March 1<sup>st</sup> through February 28<sup>th</sup>
  - 8.8.3.3.6. Provide assistance to prospective members to join the Division by sending application forms, directions and other pertinent information
  - 8.8.3.3.7. Send welcome letters to all new Extrusion Division members
  - 8.8.3.3.8. Provide a list for publication in the Newsletter (this information comes from National each month)
  - 8.8.3.3.9. Provide a report to the Board on membership statistics for the Extrusion Division and the total Society, as well as other events
  - 8.8.3.3.10. Report on promotions aimed at retaining or adding members
  - 8.8.3.3.11. Provide periodic articles on membership for the Newsletter
  - 8.8.3.3.12. Serve as a personal contact who is available to any and all Extrusion Division members, as do all Directors, to provide general assistance and/or address concerns/problems
  - 8.8.3.3.13. Submit a letter to the Board Chairman listing the membership committee goals/plans for the upcoming year - due annually by June 30<sup>th</sup>
- 8.8.4. Elections Chair
- 8.8.4.1. Eligibility – The Elections Chair shall be a member in good standing of the Board, the Extrusion Division, and the Society
  - 8.8.4.2. Terms – The terms of office are voluntary and indefinite, as long as the individual is a member in good standing of the Board
  - 8.8.4.3. Responsibility and Authority
    - 8.8.4.3.1. Select the members of the Nominating Committee
      - 8.8.4.3.1.1. Membership on the Nominating Committee is voluntary and subject to an annual review by the Elections Chair
    - 8.8.4.3.2. Canvas all Directors to suggest at least one candidate for upcoming elections
    - 8.8.4.3.3. Contact all proposed candidates to determine their interest
    - 8.8.4.3.4. Send a follow-up letter to all Board members to ask for suggested candidates
    - 8.8.4.3.5. Review suggested candidates with other Nominating Committee members. One more candidate than position open need to be chosen for each year's ballot, a total of six (6) members per term are typical
    - 8.8.4.3.6. Prepare a report to announce the suggested candidates for the up and coming election

- 8.8.4.3.7. Contact all candidates and inform them that they have been selected for the up and coming election, review with each candidate the responsibility of a Director and the support needed by their employer. Ask that they forward a biography, along with a professional photograph to the Elections Chair no later than mid-January
- 8.8.4.3.8. Review all biographies and edit as needed to insure that they all are of the same length and context
- 8.8.4.3.9. Prepare a report for the Board announcing the slate of candidates for the ballot
- 8.8.4.3.10. Turn over all biographies (hard copy originals from candidates, and photographs) to Newsletter Editor
- 8.8.4.3.11. Contact all suggested candidates who did not make the ballot for the up and coming election by letter and inform that they have not been chosen for the next year's ballot
- 8.8.4.3.12. Ensure that election ballots are included with the March edition of the Extrusion Division Newsletter
- 8.8.4.3.13. All ballots, written or electronic, to be returned to Extrusion Division Secretary or designee for tabulation
  - 8.8.4.3.13.1. Nominations and Election Procedures
    - 8.8.4.3.13.1.1. Only Extrusion Division members may be nominated for Fellow Member status
    - 8.8.4.3.13.1.2. Election ballots for Councilor and Directors are to be split and mailed with separate newsletters
    - 8.8.4.3.13.1.3. Only two candidates per company may appear on the same ballot
    - 8.8.4.3.13.1.4. Only original ballots are accepted for an election
    - 8.8.4.3.13.1.5. Nominating Committee Chairman determines the number of candidates eligible for election to the Board
    - 8.8.4.3.13.1.6. Election results will be verified by two individuals and final vote tally will be submitted to the Chairman. Results will be kept confidential
      - 8.8.4.3.13.1.6.1. Chairman will contact elected board members by letter welcoming them to the Board
      - 8.8.4.3.13.1.6.2. Election Chair will contact all candidates that were not elected by letter and inform them they have not been selected
    - 8.8.4.3.13.1.7. Extrusion Division members delinquent in paying their dues will receive a fourth and final notice from Extrusion Division Membership Chairman
    - 8.8.4.3.13.1.8. The Elections Chair will use and update the Elections Chair check sheet
    - 8.8.4.3.13.1.9. Elections for the Board will be carried out by a direct separate mailing to all Division members

#### 8.8.5. Mini-Tech Chair

- 8.8.5.1. Eligibility – The Mini-Tech Coordinator shall be a member in good standing of the Board, the Extrusion Division, and the Society
- 8.8.5.2. Terms – The terms of office are voluntary and indefinite, as long as the individual is a member in good standing of the Board
- 8.8.5.3. Responsibility and Authority
  - 8.8.5.3.1. Identification of potential local organizers
  - 8.8.5.3.2. Assist organizers with Mini-Tech program and potential lecturers
  - 8.8.5.3.3. Assist with event advertising as may be required
  - 8.8.5.3.4. Plans for future Mini-Tech program
  - 8.8.5.3.5. Recommends what material should be covered for the maximum benefit of extrusion professionals
  - 8.8.5.3.6. Maintains lecture notes and other material that may be used in future Mini-Techs
  - 8.8.5.3.7. Contact person for the local sections to request a Mini-Tech
  - 8.8.5.3.8. Responsible for arranging the Mini-Tech
  - 8.8.5.3.9. Arranges/invites speakers for the presentations requested
  - 8.8.5.3.10. Handles any required interfacing with National
  - 8.8.5.3.11. Responsible for all "paperwork" (i.e., correspondence, evaluations) relating to the Mini-Tech
  - 8.8.5.3.12. Adds and deletes Mini-Tech topics as appropriate and relates such information to the Mini-Tech Librarian
  - 8.8.5.3.13. Keeps the WEB page manager up to date of all Mini-Tech topics (modules) presently available
  - 8.8.5.3.14. Physically holds the Mini-Tech modules
  - 8.8.5.3.15. Keeps modules updated
  - 8.8.5.3.16. When appropriate, requests updates from "experts" in the topics
  - 8.8.5.3.17. Incorporates accepted changes into the appropriate module
  - 8.8.5.3.18. Ensures that modules are in an appropriate media format (PowerPoint, 35mm slide, or overheads) for use when called upon
  - 8.8.5.3.19. Supplies the modules to the speakers in a timely manner prior to the Mini-Tech and retrieves them back afterwards
- 8.8.6. TAPPI/ANTEC Paper Exchange Chair
  - 8.8.6.1. Eligibility – The TAPPI/ANTEC Paper Exchange Chair shall be a member in good standing of the Board, the Extrusion Division, and the Society
  - 8.8.6.2. Terms – The terms of office are voluntary and indefinite, as long as the individual is a member in good standing of the Board
  - 8.8.6.3. Responsibility and Authority
    - 8.8.6.3.1. Ensures that all TAPPI authors have submitted final paper to SPE for the ANTEC
    - 8.8.6.3.2. Contacts all TAPPI authors to make sure they are prepared for ANTEC
    - 8.8.6.3.3. Attends ANTEC to select and obtain the speakers consent for 6 papers to be presented at the TAPPI PL&C Fall Conference.

- These papers will need to be reformatted by the authors and sent into TAPPI before the end of May
- 8.8.6.3.4. Meet the speakers on the day of the session prior to the start of the session
  - 8.8.6.3.5. Moderate the TAPPI Paper exchange session at ANTEC
  - 8.8.6.3.6. Send the ANTEC authors, paper title and information of the selected papers to TAPPI for inclusion in the PL&C program
  - 8.8.6.3.7. Ensures all the ANTEC authors have submitted their papers to TAPPI
  - 8.8.6.3.8. Attend the TAPPI PL&C conference
  - 8.8.6.3.9. Meets with the speakers on the morning of the TAPPI session
  - 8.8.6.3.10. Moderate the ANTEC exchange session at the TAPPI PL&C conference
  - 8.8.6.3.11. Select 10 papers for the TAPPI conference for submission to the ANTEC conference
  - 8.8.6.3.12. Make copies of the 10 papers and send to SPE for inclusion in the Extrusion Division paper review
  - 8.8.6.3.13. Review ANTEC papers and rate each paper
  - 8.8.6.3.14. Attend and participate in the Extrusion Division paper review session
  - 8.8.6.3.15. Use the ranking of the Paper Review Committee to contact the top 6 authors and obtain consent to present their papers
  - 8.8.6.3.16. Provide SPE with the list of Authors, titles, and addresses for the TAPPI papers to be presented at ANTEC
- 8.8.7. SPE Seminars Coordinator
- 8.8.7.1. Eligibility – The SPE Seminars Coordinator shall be a member in good standing of the Board, the Extrusion Division, and the Society
  - 8.8.7.2. Terms – The terms of office are voluntary and indefinite, as long as the individual is a member in good standing of the Board
  - 8.8.7.3. Responsibility and Authority
    - 8.8.7.3.1. Maintains and updates the list of desired future extrusion seminar topics
    - 8.8.7.3.2. Solicits names to be considered as speakers for the various topics
    - 8.8.7.3.3. Interfaces with the Minitex Coordinator and ANTEC Tutorials Coordinator
    - 8.8.7.3.4. Makes available the latest topic/speaker data for possible incorporation into their programs
    - 8.8.7.3.5. Monitor the evaluations from appropriate presentations from Mini-Techs and ANTEC Tutorials
    - 8.8.7.3.6. Evaluates the applicability of proposed topics and the effectiveness of the speaker for an SPE Seminar
    - 8.8.7.3.7. Call and chair meetings of Seminars Committee as appropriate
    - 8.8.7.3.8. Formally recommend to National SPE seminars (with possible speakers) to be added to the SPE Seminars Curriculum
- 8.8.8. Web Site Chair

- 8.8.8.1. Eligibility – The Web Site Chair shall be a member in good standing of the Board, the Extrusion Division, and the Society
- 8.8.8.2. Terms – The terms of office are voluntary and indefinite, as long as the individual is a member in good standing of the Board
- 8.8.8.3. Responsibility and Authority
  - 8.8.8.3.1. Posts and maintains a web site that is of value to Extrusion Division members, generally expanding its capabilities, ensuring it serves as a conduit from members to their Board of Directors, and eventually from members to other members. Maintain and update biographies, photos, and e-mail links for all board members
  - 8.8.8.3.2. Maintains and updates electronic format of consultant’s list, including links where possible
  - 8.8.8.3.3. Maintain, update, and expand technical library, reference lists, and book reviews, including posting book reviews listed in Newsletter, providing links to sources for texts
  - 8.8.8.3.4. Provide up-to-date links of interest to Extrusion Division and to professional organizations, electronic magazines, or other web sources of information of value to our division
  - 8.8.8.3.5. Provide a source of information about the Extrusion Division, including history, Bylaws, services available, etc.
  - 8.8.8.3.6. Ensure that Internet Service Provider is billing the Extrusion Division properly and that they are paid on time
  - 8.8.8.3.7. Examine the use of the web site as a potential revenue stream
  - 8.8.8.3.8. To be constantly looking for and evaluating other means of communication within the Extrusion Division or between the Extrusion Division and the Board of Directors
- 8.8.9. Awards Chair
  - 8.8.9.1. Eligibility – The Awards Chair shall be a member in good standing of the Board, the Extrusion Division, and the Society
  - 8.8.9.2. Terms – The terms of office are voluntary and indefinite, as long as the individual is a member in good standing of the Board
  - 8.8.9.3. Responsibility and Authority
    - 8.8.9.3.1. Prepare ballot for the Bruce Maddock, Jack Barney, and Outstanding Service candidates, including biographic information
    - 8.8.9.3.2. Administers ANTEC Best Paper Award
      - 8.8.9.3.2.1. Obtain program from Technical Program Chair (TPC)
      - 8.8.9.3.2.2. Prepare Best Paper ballots for sessions
      - 8.8.9.3.2.3. Distribute ballots to appropriate session moderators
      - 8.8.9.3.2.4. Collect the ballots from session moderators or ushers
      - 8.8.9.3.2.5. Finalize Best Paper balloting and determine the winner as per the criteria set forth in 9.2.2
      - 8.8.9.3.2.6. Report the results of the balloting to the Chairman and TPC
      - 8.8.9.3.2.7. Present award and honorarium to winner(s)

- 8.8.9.3.3. Responsible for any additional paper awards that may be developed in the future
- 8.8.9.3.4. Finalize voting for major awards
- 8.8.9.3.5. Awards Chair informs Chairman of voting results. Chairman to inform winners unless delegated to others
- 8.8.9.3.6. Provide copy on the award and winner(s) to the Newsletter Editor and the Web Site Chair
- 8.8.9.3.7. Order plaques for Distinguished Achievement Award; Bruce Maddock Award; Jack Barney Award; ANTEC Best Paper Award; departing Chairman and any other special request(s)
- 8.8.9.3.8. Prepare and obtain certificates of appreciation for departing Directors and technical program committee members. Obtain blanks from National - use a calligraphy font. (This is done by TPC and Chair-Elect.)

8.8.9.3.8.1. Recommended plaque source:

**Penfield Trophies**

1755 Penfield Road

Penfield, NY 14526

Phone: 585-586-5484

FAX: 585-586-5272

contacts: Fran / Darlene

8.8.10. Fellows Chair

- 8.8.10.1. Eligibility – The Fellows Chair shall be a member in good standing of the Board, the Extrusion Division, and the Society
- 8.8.10.2. Terms – The terms of office are voluntary and indefinite, as long as the individual is a member in good standing of the Board
- 8.8.10.3. Responsibility and Authority
  - 8.8.10.3.1. Overall, the Fellows Chair has the responsibility for identifying worthy candidates for Fellow of the SPE and for shepherding their applications through the review process
  - 8.8.10.3.2. At the Fall Board meeting, the Fellows Chair shall bring forth to the Board for approval a list of potential candidates. Check with National for eligibility first- Senior member, dues paid, etc. Suggest 4 or 5 candidates per year
  - 8.8.10.3.3. Upon approval of the Board, contact the candidates and discuss the application process. Assuming interest, send an application. Request the names of two potential sponsors that can corroborate their contributions
  - 8.8.10.3.4. Contact the sponsors and request their help
  - 8.8.10.3.5. Follow up with the candidates and their paperwork
  - 8.8.10.3.6. Forward a copy of the five accomplishments and the resume to the sponsors and ask them to write a summary and their own list of the top five accomplishments for the candidate
  - 8.8.10.3.7. Complete paperwork prior to the due date for the application which is the last week of November in order to be considered for the following ANTEC

8.8.11. International Chair

- 8.8.11.1. Eligibility – The International Chair shall be a member in good standing of the Board, the Extrusion Division, and the Society
- 8.8.11.2. Terms – The terms of office are voluntary and indefinite, as long as the individual is a member in good standing of the Board
- 8.8.11.3. Responsibility and Authority
  - 8.8.11.3.1. Promote education & training of the membership on an international basis
  - 8.8.11.3.2. Use the vast body of knowledge of the Extrusion Division to leverage this asset
  - 8.8.11.3.3. Serve as liaison between the Extrusion Board of Directors and SPE National
  - 8.8.11.3.4. Help grow the SPE through training sessions, seminars, and other functions
  - 8.8.11.3.5. Provide International Report of latest events to the Board at scheduled meetings
  - 8.8.11.3.6. Attend International Committee meetings at National whenever possible
  - 8.8.11.3.7. Develop liaison with international sections, SIG's, and TGIF's
  - 8.8.11.3.8. Provide reports to National of any pending research and events
  - 8.8.11.3.9. Takes direction from current Extrusion Chair and Executive Committee

8.8.12. Photography Chair

- 8.8.12.1. Eligibility – The Photography Chair shall consist of a minimum of 2 co-chairs, who are members in good standing of the Board, the Extrusion Division, and the Society
- 8.8.12.2. Terms – The terms of office are voluntary and indefinite, as long as the individual is a member in good standing of the Board
- 8.8.12.3. Responsibility and Authority
  - 8.8.12.3.1. Photography Chairs will provide their own digital cameras
  - 8.8.12.3.2. Updated head shots of all Board Members
  - 8.8.12.3.3. Photos of all award winners taken at award ceremonies
  - 8.8.12.3.4. Annual group picture of the BOD, taken at ANTEC
  - 8.8.12.3.5. Pictures of special interest taken at board meetings and special events
  - 8.8.12.3.6. A CD, or other currently appropriate medium, will be made annually and a copy given to the Extrusion Division Historian
  - 8.8.12.3.7. Supply pictures for the Newsletter, web site, and to the Historian for archiving

8.9. Committee Reporting Relationships

- 8.9.1. The Operation Committees shall report to the Past Chairman:
  - 8.9.1.1. Finance
  - 8.9.1.2. Membership
  - 8.9.1.3. Awards
  - 8.9.1.4. Nominating
  - 8.9.1.5. Newsletter
- 8.9.2. Technical Committees shall report to the Chairman-Elect:
  - 8.9.2.1. ANTEC

- 8.9.2.2. RETEC
- 8.9.2.3. Focus Groups
- 8.9.2.4. Education

## **9. Scholarships and Awards**

- 9.1. Scholarships – The award shall be known as the Lew Erwin Scholarship
  - 9.1.1. Lew Erwin Scholarship Fund - The Board shall maintain a Scholarship Fund in the memory of Lew Erwin by yearly budget items and actively soliciting donations
    - 9.1.1.1. Budget Item - The Board will use a Budget line item of \$2000.00 for the Lew Erwin Scholarship Fund to achieve or maintain a level of \$50,000.00 in the fund
    - 9.1.1.2. Surplus Funds - Surplus funds from the awards reception at ANTEC will be annually applied to the Lew Erwin Scholarship Fund
  - 9.1.2. Criteria - The Lew Erwin Scholarship Fund is established with the following criteria:
    - 9.1.2.1. Vision - The overall vision of the fund is stated as:
      - 9.1.2.1.1. It is the goal of the Extrusion Division of the SPE to enhance this country's polymer extrusion capabilities and it's world-wide competitive position. We have established a scholarship fund to support undergraduate/graduate research in the field
    - 9.1.2.2. Recipients:
      - 9.1.2.2.1. Junior - for senior year-long program or summer thesis
      - 9.1.2.2.2. Senior - applying to graduate school - must have an advisor in polymer extrusion
      - 9.1.2.2.3. Graduate 1st year - MS in polymer extrusion
      - 9.1.2.2.4. Applicant must be an SPE Student Member
      - 9.1.2.2.5. Graduate students must be focusing their studies in polymer extrusion
      - 9.1.2.2.6. PHD candidates will have a degree focus in polymer science
    - 9.1.2.3. Documentation package to be submitted:
      - 9.1.2.3.1. Write-up on experiment/how it applies to extrusion/advisor comments
      - 9.1.2.3.2. Letter from advisor
      - 9.1.2.3.3. Write-up from student on research and career goals
    - 9.1.2.4. Deliverables:
      - 9.1.2.4.1. Copy of final report (MS Thesis/journal or conference paper/project report)
    - 9.1.2.5. Decision Criteria:
      - 9.1.2.5.1. Quality of project
      - 9.1.2.5.2. Quality of recommendation
      - 9.1.2.5.3. (Undergraduate) GPA
    - 9.1.2.6. Announcement of Scholarship availability will be via:
      - 9.1.2.6.1. Trade Magazines
      - 9.1.2.6.2. Extrusion Division Newsletter

- 9.1.2.6.3. Poster at ANTEC during annual awards meeting
- 9.1.2.7. Timing:
  - 9.1.2.7.1. Announcement - annual (See 2.9.1.2.6.3)
  - 9.1.2.7.2. Application deadline: March 1<sup>st</sup>
  - 9.1.2.7.3. Award decision: May 1<sup>st</sup> for summer and fall terms
- 9.1.2.8. Information consolidation is performed by the Scholarship Chair
- 9.1.2.9. Scholarship Review Panel – consists of 3 to 5 people with 1 to 2 being members from the Extrusion Division Board of Directors, plus the Scholarship Chair

## 9.2. Awards

- 9.2.1. The **Distinguished Achievement Award** is established with the following criteria:
  - 9.2.1.1. Honorarium is \$1200.00
  - 9.2.1.2. Winner chosen at summer meeting following ANTEC
  - 9.2.1.3. Award given at ANTEC, though winner need not attend ANTEC
  - 9.2.1.4. Nominees - Active nominee list to include non-winners of previous year
  - 9.2.1.5. No member of the Board may be chosen for a period of one year after his or her term has expired
  - 9.2.1.6. Criteria – Award recipients are to have made significant contributions to the development and advancement in the extrusion industry as a whole
- 9.2.2. The **ANTEC Best Paper Award** is established with the following criteria:
  - 9.2.2.1. Honorarium is \$500.00
  - 9.2.2.2. Same author can win in consecutive years
  - 9.2.2.3. With multiple authors, each will receive a plaque and will share the honorarium
  - 9.2.2.4. Selection criteria will be based on the total score from the following two areas:
    - 9.2.2.4.1. 50% paper review committee
    - 9.2.2.4.2. 50% presentation rating sheets
- 9.2.3. The **Jack Barney Award** is established with the following criteria:
  - 9.2.3.1. History – The Board has accepted administration of the Jack Barney Award for Welex Inc.
  - 9.2.3.2. Honorarium supplied by Welex Inc. set at \$1000.00
  - 9.2.3.3. Award recipients are to have made significant contributions to the development and advancement in the flat sheet industry. Their contribution can be technical and/or commercial in nature and have value to the industry as a whole
  - 9.2.3.4. The honoree will be selected by the current Extrusion Division Board of Directors
- 9.2.4. The **Bruce Maddock Award** is established with the following criteria:
  - 9.2.4.1. History - The Board accepted administration of the Bruce Maddock Award from Battenfeld-Gloucester Engineering for the period of

- 1996 to 2006. The Board accepted the administration of the award from The Dow Chemical Company in 2007
- 9.2.4.2. Honorarium supplied by The Dow Chemical Company set at \$1000.00
  - 9.2.4.3. Award recipients are to have contributed significantly to the advancement of single screw extrusion technology or associated processing technology by providing experimental achievements and understanding to the fundamentals of the process. Single-screw processing technologies include but are not limited to solids conveying, melting, mixing, and pumping functions. Associated processing technologies include but are not limited to feed systems, filtration systems, gear pumps, coextrusion, and die systems
  - 9.2.4.4. The honoree will be selected by the current Extrusion Division Board of Directors
- 9.2.5. The **Heinz Hermann Twin-Screw Extrusion Award**, established in 2001 with the following criteria:
- 9.2.5.1. History - The Board accepted administration of the Heinz Hermann Twin-Screw Award for Werner and Pfeleiderer, now Coperion
  - 9.2.5.2. Honorarium supplied yearly by Coperion set at \$1000.00
  - 9.2.5.3. Award recipients are to have contributed significantly to the advancement of twin-screw extrusion technology. This can be accomplished through experimental or theoretical achievements that provide an understanding to the fundamentals of processing material in the extruder. These experiments could include (but not limited to) work relating to solids conveying, melting, mixing, devolatilization, and pumping functions of twin screw extrusion
  - 9.2.5.4. The honoree will be selected by the current Extrusion Division Board of Directors
- 9.2.6. The **Heinz List Award**, established in 2006 with the following criteria:
- 9.2.6.1. History - The Board accepted administration of the Heinz List Award for outstanding achievements in polymer devolatilization and reactive processing in extrusion for List USA Inc.
  - 9.2.6.2. Honorarium supplied yearly by List USA Inc. set at \$1000.00
  - 9.2.6.3. Recipients are to have contributed significantly to the advancement of polymer devolatilization, drying, evaporation, or reactive polymerization technologies pertaining to extrusion processing.
  - 9.2.6.4. The honoree will be selected by the current Extrusion Division Board of Directors

## **10. Policies, Rules, Procedures and Guidelines**

- 10.1. Establishment, Amendment, and Abolition of Policies - Policies may be established, amended or abolished as provided for in each policy, subject to limitations which may be placed on establishment, amendment, or abolition by this Bylaw document
  - 10.1.1. Required Statements - All Extrusion Division published policies shall include statements indicating:

- 10.1.1.1. Responsibility - The position or group responsible for establishment, amendment, or abolition of the policy
- 10.1.1.2. Maintenance - The position or group responsible for maintenance of the policy
- 10.1.1.3. Amendment - The mechanism to be used for amending the policy; and
- 10.1.1.4. Abolition - The mechanism to be used for abolition of the policy
- 10.1.2. Rules, Procedures and Guidelines – The Board may establish, annul or amend such Policies, Rules, Procedures, and/or Guidelines as the Board may deem necessary for the proper conduct of the Extrusion Division's affairs, provided that such Policies, Rules, Procedures, and/or Guidelines shall be in harmony with the Bylaws of the Extrusion Division. The vote and mechanism required to annul, amend or abolish such Policies, Rules, Procedures and/or Guidelines shall be the same as required for the establishment of the original Policy, Rule, Procedure and/or Guideline
- 10.1.3. Order of Precedence - The order of precedence for governance of the Extrusion Division shall be, in decreasing order of precedence: Federal, State, and Local Laws and regulations; Society Bylaws; Council action, as defined by the Society Bylaws; Extrusion Division Bylaws; Board action; Policy; Rules; Procedures; and Guidelines. If a conflict arises between statements, or actions required, under more than one of these, the statement or action from the item higher in the list shall take precedence

## **11. Adoption of, and Amendments to, Bylaws**

- 11.1. The Board may adopt or amend these Bylaws as follows (All rules referring to amendments of Bylaws also apply to the adoption of Bylaws, and vice-versa, unless otherwise noted):
  - 11.1.1. Board Presentation - The proposed amendment or new Bylaw must be presented at any official meeting of the Board. If the amendment is seconded and passes by a two-thirds majority of the votes cast, the amendment shall be approved. If the proposed amendment fails for lack of a second, or if the proposed amendment fails to secure the needed majority, the amendment dies
  - 11.2. Amendments to the proposed Bylaw amendment - If the original motion is significantly changed (amended) (See also 11.2.1.) after the vote required in 11.1.1, the amended motion shall then be forwarded for presentation to the Board for a final vote, taken at another Board meeting not on the same day as the approval of the change
    - 11.2.1. Determination of Significance - The determination of the significance of the change(amendment) to the original motion will be made by the Chairman. In accordance with Robert's Rules of Order, if one or more Directors disagree with the Chairman's decision, a motion may be made from the floor appealing that decision
  - 11.3. Effective Date - Unless otherwise specified in the motion to amend, or prohibited by federal, state or local laws, the effective date of the amendment shall be thirty days after the motion to amend passes the final vote

11.4. Dissemination - The Board shall promptly publish the results of the voting in the Extrusion Division Newsletter