



Society of Plastics Engineers Detroit Section Operating Guidelines

OFFICERS:

President:	Section 1
Past President:	Section 2
President Elect:	Section 3
First Vice President:	Section 4
Second Vice President:	Section 5
Secretary:	Section 6
Treasurer:	Section 7
Councilor:	Section 8
Board of Directors:	Section 9
Director Emeritus:	Section 10

COMMITTEE CHAIRPERSONS:

Program Committee	Section 11
House Committee	Section 12
Membership Committee	Section 13
Communications Committee	Section 14
Social Outing Committee	Section 15
Awards Committee	Section 16
Education Committee	Section 17
Inter-Society Committee	Section 18
Nominations & Elections Committee	Section 19
TPO Conference Committee	Section 20
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Material Auction Committee	Section 22
Next Generation Committee	Section 23
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Scholarship Committee	Section 25
Advertising Committee	Section 26
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CONTRACT EMPLOYEES:

Section Administrator	Section 28
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FISCAL RESPONSIBILITY:

By May of each year, the incoming Committee Chairperson shall submit a budget and spending plan to the Treasurer.

NOTE:

Any significant change from the norm for the Committee must be brought to the Board of Directors for discussion and approval.



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Section 1 President

FUNCTIONS:

- The President is responsible for Section functions not specifically reserved to the Board.
- The President shall set goals, both continuing and new, for their administration, with the advice of the other Officers.
- The President shall be responsible for the compilation of the required information and submission of information for the yearly Pinnacle and Communication awards prior to the SPE International deadline.
- The President shall ensure that each Officer understands the responsibilities of office.
- The President shall appoint a Chairperson for each standing committee and special purpose committee established by the Section Bylaws or Rules. Such appointments must be approved by a majority of the members of the Board.
- The President may establish Special Committees, provided that the scope of each is approved by a majority of the Board members.
- The President shall approve all appointments of committee members by the Committee Chairperson.
- The President shall instruct committees as to their functions and approve plans and timetables formulated by committees to achieve their goals per the written outlines.
- The President shall call meetings of the Section Executive Committee as needed. They shall issue timely notices and agendas for such meetings and preside over them.
- The President shall call meetings of the Section Board of Directors as needed. They shall issue timely notices and agendas for such meetings and preside over them.
- The President shall preside at all Section meetings.



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- The President shall preside over the Bylaws and Compliance Committee.
- The President shall ensure that actions mandated by Society or Section Bylaws or Rules are taken in the manner and at the time prescribed.
- The President shall ensure that communications among the Section and Society staff, Society Officers, and the Society Sections Committee are carried out expeditiously.
- The President has the authority to appoint one (1) new qualified board member, as long as the maximum number of elected directors is not exceeded. This term will only be for one year.
- The President is responsible for the Section Administrator's Annual Performance Evaluation. The President will also be responsible for reviewing the monthly timesheet for the Section Administrator.

SUGGESTED CONDUCT OF BOARD MEETINGS:

- Publish an agenda and keep on schedule.
- Whenever appropriate, conduct the meeting in accordance with "Robert's Rules of Order."

CONDUCT OF EXECUTIVE COMMITTEE MEETINGS:

- Executive Committee meetings should be conducted in the manner prescribed for Board meetings.



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Section 2 Past President

FUNCTIONS:

- The Detroit Section of SPE has utilized talents of the Past President in advisory capacities or on certain committees. Their advice on Operational or Procedural matters is often requested by Officers, the Executive Committee, and/or Board Members.
- The Past President is a member of the Nomination Committee, which is composed of members having knowledge of potential elected-position candidates, their talents, and their abilities to support and manage the Section.



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Section 3 President-Elect

FUNCTIONS:

- The President-Elect shall succeed to the Presidency at the expiration of the current President's term of office or to fill a vacancy in the office of the President occurring during the term of the President-Elect.
- The President-Elect shall preside at any meeting in the absence of the President.
- The President-Elect shall carry out any duties assigned to this office by the Section Bylaws, Rules, or Operating Procedures.
- The President-Elect may be assigned special duties by the President or the Board. Specifically, the President-Elect is the Chairperson of the Nominations & Elections Committee. (See the Responsibilities of the Nominations & Elections Chairperson). Specifically, the President-Elect has oversight responsibilities for the following committees:
 - Program Committee
 - Awards Committee
 - House Committee
 - Nominations & Elections Committee
 - Membership Committee
 - TPO Conference Committee
 - Communications Committee
 - AutoEPCON Conference Committee
- During their term of office, the President-Elect shall formulate goals for the forthcoming administration. They shall make judicious plans, and following the Section election in the spring of their term, they shall make appointments in order to achieve those goals.
- The President-Elect also works with the Nominations & Elections Committee for the review of the new eligible Board Members. This will help them determine in what position a New Board Member would fit in the new administration.



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PRESIDENT-ELECT'S EXPENSE REIMBURSEMENT:

- The Detroit Section traditionally reimburses the President-Elect's expenses to attend all ANTEC and Section Leadership Training, i.e., airfare, hotel, and meals. (Two (2) nights' maximum lodging is usual and customary).



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Section 4 First Vice-President

FUNCTIONS:

- The First Vice-President shall preside over any meeting in the absence of both the President and the President-Elect.
- If both the offices of President and President-Elect are vacated, the First Vice-President shall assume the duties of President until such time as the Board may elect a new President.
- Other duties may be assigned by the President of the Board. Specifically, the First Vice-President has oversight responsibilities for the following Committees:
 - Social Outing Committee
 - Historian Committee
 - Inter-Society Committee
 - Advertising Committee
 - Material Auction Committee



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Section 5 Second Vice-President

FUNCTIONS:

- The Second Vice-President shall preside at any meetings in the absence of the President, President-Elect, and First Vice-President.
- If the offices of President, President-Elect, and First Vice-President are vacated, the Second Vice-President shall assume the duties of President until such time as the Board may elect a new President.
- The Second Vice-President may be assigned special duties by the President or the Board. Specifically, the Second Vice-President has oversight responsibilities for the following Committees:
 - Education Committee
 - Next Generation Committee
 - Scholarship Committee



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Section 6 Secretary

FUNCTIONS:

- The Secretary is responsible for taking minutes at all Board meetings and distributing copies prior to the subsequent meeting.
- A copy of these minutes is to be forwarded to the attention of the Section Coordinator at the SPE Executive Office prior to the next scheduled Board meeting.
- Approval of these minutes shall be an order of business at the Board meeting.
- The Secretary shall advise the President of a substitute if unable to attend a Board meeting.
- The Secretary conducts Section correspondence as directed by the Officers and Board.
- The Secretary shall retain Section records during their term, as designated by the Board or established in the Section Bylaws, Rules, or Operating Procedures, and forward all records to successive Secretaries for the permanent records of the Section.
- Other duties may be assigned by the Board.



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Section 7 Treasurer

FUNCTIONS:

- The Treasurer shall receive all funds paid or donated to the Section and deposit them in a Section checking or savings account, or as otherwise authorized by the Section, to maintain liquidity and optimize interest.
- The Treasurer shall disburse funds in accordance with the annual budget or as otherwise authorized by the Board of Directors.
- An approved invoice or other written instrument should be received before any payment is made.
- Budgeted expenditures must be approved in writing by the Committee Chairperson or Officer in charge of those activities.
- A signature on an invoice may be accepted as evidence of approval.
- Expenditures not included in the annual budget must be approved by a two-thirds (2/3) majority of Directors.
- Invoices for such expenditures should be approved by the President.
- All payments should be made by check.
- The Treasurer shall:
 - Prepare an accurate account of all Section funds received or paid out.
 - Prepare a statement of the current financial status on a monthly basis.
 - Provide guidance on our current financial status.
- Approval of the Treasurer's report shall be an order of business at Board Meetings.
- At the close of the fiscal year, the Treasurer shall prepare an annual financial report.



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- This report, together with supporting documents, shall be examined and verified by the Section Executive Committee.
- The audited report shall be submitted to the Board for approval.
- A copy of the approved report shall be sent to the SPE Executive Office no later than November 15, or sooner, if possible.
- The annual financial report shall be presented to the Section Membership in written form. Publication in the Section Newsletter shall be considered to be fulfillment of this requirement.
- Any Section (US only) with gross receipts in excess of \$25,000 for the fiscal year must submit the IRS Form 990 and Schedule A to the District Director of the Internal Revenue Service no later than November 15.
- A copy of these forms should be maintained with the Section financial records and a second copy sent to the Section Coordinator at the SPE Executive Office.
- Due to the importance of these filings, the annual dues rebate cannot be remitted to the Section until the SPE copy is received.

SECTION TREASURER'S GUIDELINES:

- A copy of the Section Treasurer's Guidelines is available from the Executive Office. It contains detailed, financial, record-keeping information and includes examples of completed versions of appropriate forms which can be supplied by the Executive Office.



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Section 8 Councilor

FUNCTIONS:

- The Councilor is expected to attend all Council meetings or appoint an alternate, or proxy, to represent the Section.
- As the Section's Councilor, they shall:
 - Obtain clarification of existing policy.
 - Make recommendations.
 - Introduce new policies.
 - Convey information concerning pertinent Section activities upon the direction of the Section Board.
- As a Member of the Management of the Society, the Councilor shall act in the best interest of the Detroit Section.
- Their decisions shall be based on an objective analysis of the needs or opinions of all Members of the Detroit Section Board of Directors and Detroit Section Membership.
- The Councilor shall report all significant activities of the Council of the Society's Executive Committee to the Section Board of Directors.
- When appropriate, they shall arrange to have a member of the Society's Executive Committee or Executive Office staff visit the Section and attend Board meetings.
- The Councilor shall report all important Society actions and activities to the Section Members.
- The Section Newsletter is usually the best vehicle to convey information to the Membership.
- Reports may also be given at Section meetings.



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ALTERNATE COUNCIL REPRESENTATIVE:

- Electronic registration is done prior to each meeting to designate the Alternate Council Representative or Proxy that will be participating/supporting the meeting.

PROXY FOR COUNCIL REPRESENTATIVE:

- See above.

COUNCILOR'S EXPENSE REIMBURSEMENT:

- The Detroit Section traditionally reimburses the Councilor's expenses to attend all scheduled Council meetings, i.e., travel, hotel, and meals.
- Except for ANTEC, two (2) nights' maximum lodging is usual and customary.
- A detailed expense report and receipts must be submitted to the Section Treasurer upon return from a Council meeting.
- An annual budget forecast is submitted each year to the Section Treasurer.



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Section 9 Board of Directors

FUNCTIONS:

- A Section must have a functioning Board of Directors which is interested in the Section and capable of fulfilling the duties extended to it.
- The Board of Directors is the governing body of the Section.
- The following responsibilities are specifically reserved for the Board and cannot be delegated:
 - Establish and amend Section Rules and Operating Procedures.
 - Adopt the annual budget.
 - Elect Section Officers.
 - Elect the Interim Councilor or Interim Director.
 - Authorize special fund-raising activities.
 - Authorize requests for TopCons and MiniTechs.
 - Approve appointments of Committee Chairpersons.
 - Approve annual audit and financial reports.
- The Board has the power to delegate responsibility for any other Section activity consistent with the SPE Bylaws and Procedures.
- The Detroit Section Board of Directors meets at least five (5) times each year.

COMPOSITION:

- Refer to Article V, Section 2 of the Bylaws.

ELIGIBILITY REQUIREMENTS:

- At the time of nomination, election, and during the term, every Board Member must be an SPE Member voting grade and in good standing.



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ELECTION OF DIRECTORS:

- At the close of each fiscal year, one-third (1/3) of the total number of elected Directors changes.

VACATING OF DIRECTOR'S POSITION:

- The Section Board of Directors shall declare an Officer's or Director's seat vacated upon receipt of their resignation in writing or when they resign at a Board Meeting.
- The Board may declare an Officer's or Director's seat vacant whenever they fail to meet the eligibility requirements, fail to perform their duties, or for any other cause which, in the judgment of the Board, justifies their removal.
- Removal for failure to perform shall require a two-thirds (2/3) majority vote of all Directors.
- Directors and Officers failing to attend three consecutive Board meetings without any means of communication will be considered to have resigned their elected positions, except for excused absences reported to the Executive Board.

INTERIM ELECTIONS:

- Refer to the Section Bylaws.

TERMS OF OFFICE:

- Refer to the Section Bylaws.

MEETINGS:

- Refer to the Section Bylaws.

VOTING ELEGIBILITY:

- Refer to the Section Bylaws.



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Section 10 Director Emeritus

FUNCTIONS:

- When the Director Emeritus is selected they will be given an option to select if they will be a voting or non-voting member of the Section.
 - Voting Member = Attending all BOD meetings
 - Non-Voting Member = Attendance at BOD meetings optional
 - This will help define the Quorum for the meetings.
- The Director Emeritus' experience will give continuance and balance to the ever-changing Board.
- Although the “Emeritus” status is an honorary one, the position will provide counseling to the Section as they are available.
- The “Emeritus” should be available to act as “the Conscience” and “Ombudsman” of the organization whenever situations arise which are difficult for the Board to handle.
- The Director Emeritus should work for the preservation of historic facts and artifacts.
- They should represent a bridge between the history of the Section, current activities, and other historic plastics organizations.
- The Director Emeritus title is a lifetime designation and cannot be removed by future Board Members.



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Section 11 Program Committee

GENERAL RESPONSIBILITIES:

- The Program Committee shall be responsible for developing the year's technical programs and securing suitable speakers for all regular Section meetings, while considering the technical interests of the Section members in making its selections.
- Detailed information on the program for the forthcoming meeting must be provided to the Communications and Advertising Committees.
- The Program Committee shall also be responsible for the proper introductions of all speakers and presentation of plaques at the meetings.

SPECIFIC RESPONSIBILITIES:

- The responsibilities of the Program Committee are to:
 - Present ideas and recommendations of meeting subjects well in advance of the June Planning meeting.
 - Identify monthly meeting coordinators.
 - Plan and organize meetings for the General Membership for the coming years.
- Once a monthly subject has been selected, the Program Chairperson will work with the House Chairperson to finalize plans for the following:
 - Location of the meeting
 - Meeting agenda
 - Speaker needs
 - Dinner menu
 - Head table set-up
 - Video and electronic equipment required
- Meeting costs are discussed and finalized by the Program and House Chairpersons.
- Regular communications are maintained with the House Chairperson up to the time of the meeting.



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- The Program Chairperson obtains information on the meeting as it pertains to the following:
 - Subject being presented
 - Speaker biography (if needed)
 - Program details
- The Program Chairperson also writes up articles for submission to the editor of the *Trends and Topics* publication and prepares Advanced Meeting Notices (flyers).
- At each meeting, a small token of appreciation is given to the Speaker(s) by the Program Chairperson and given to the President for presentation to the Speaker(s).



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Section 12 House Committee

GENERAL RESPONSIBILITIES:

- The House Committee shall select a suitable facility and menu for each regular Section meeting, subject to any constraints stipulated by or voted on by the Board.
- The House Committee shall be responsible for the sale of tickets at regular meetings, at a formula set by the Board, and all monies collected shall be turned over to the Section Treasurer, who is responsible for the payment of all bills.
- The House Chairperson shall submit a financial recap of the last monthly meeting at the next scheduled Board meeting.
- In the conduct of the duties, the House Chairperson should reference the Registration guidelines.

HOUSE REGISTRATION GUIDELINES

FOR MONTHLY SPE MEETINGS

CALL-IN DINNER RESERVATIONS:

- When a person calls in a dinner reservation, use an Excel spreadsheet and fill in the following information:
 - Person's Name
 - Address
 - Phone Number
 - Number of Dinner Reservations

SPE GUEST DINNER RESERVATIONS:

- Guests are speakers, or VIPs, that the Detroit Section Board of Directors has invited to attend the meeting.
- Guest reservations are logged in on the spreadsheet, along with all the other names, so that they appear in the final count.



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GUARANTEED NUMBER FOR DINNER MEETING:

- The spreadsheet is the source from which the guaranteed number for dinner is obtained.
- The spreadsheet should contain the names of all of the people who will be attending the dinner meeting.
- This includes pre-paid, SPE guests, pre-registered, and number of anticipated walk-in registrations.
- The number of anticipated walk-ins is determined by the House Chairperson.
- The number of guaranteed people and the number for which the room will be set should be recorded in a prominent location on the spreadsheet.

DAY OF MEETING:

- On the day of the meeting, a list is to be typed, in alphabetical order, of people who have made ticket reservations.
- Type two separate lists--one paid and one unpaid.
- Guest reservations are considered paid registrations.
- Duplicate lists are to be used at the registration table.
- Along with the lists, bring the box with the badges and the spreadsheet to the meeting.

ON-SITE REGISTRATION:

- **Pre-Paid Reservations** – As people who have prepaid for dinner arrive, check the person(s)' name(s) on the list and distribute the name badges and/or tickets.
- **Pre-Registered Unpaid** – People who have not paid for their dinner tickets will need to do so. The procedure for taking care of Pre-Registered Unpaid people is as follows:
 - Post the amount paid, and how, on the Excel spreadsheet.



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- Place their check/money in a secure location.
- Check the person(s)' names off of the Excel spreadsheet list.
- Issue them the event name badge.
- **Walk-ins** - People who walk in for dinner will be required to give their information to the registrar and pay the at-the-door fee. The procedure for taking care of Walk-Ins is as follows:
 - Post the amount paid, and how, on the Excel spreadsheet.
 - Place the check/cash received in a secure location.
- **Guest Reservations** - Badges for guests should be given to the designated person for distribution. The procedure for taking care of Guest Reservations is as follows:
 - The designated person is whoever makes the reservation.
 - In the event that a guest arrives before the designated person picks up the badge(s), give the guest their badge, provided you have been given the Guest's name by the designated person.
 - If the guest's name has not been given, the badge cannot be distributed.

POST-MEETING RECORD-KEEPING:

On the morning following the meeting, each of the walk-in registrations should be posted on the spreadsheet.

All monies should be balanced and forwarded to the Treasurer.

The registration lists and any miscellaneous paperwork can then be filed together for use by the House Chairperson.

The Attendee List will be turned over to the Membership Chairperson for review of Membership Status for recruiting new Members.



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Section 13 Membership Committee

GENERAL RESPONSIBILITIES:

- The Membership Committee recruits new members and retains present members.
- This committee reviews the SPE International membership database to verify the Detroit Section's Membership and mailing lists.
- The Membership Committee works under the direction of the Section Board of Directors.

SPECIFIC RESPONSIBILITIES:

- The Membership Committee reconciles membership/ mailing lists twice annually.
- This committee contacts delinquent members during May and June of each year.
- They provide SPE International contact information and Society literature at each section event.
- They maintain regular contact with the SPE Headquarters Membership Committee.
- They receive the event attendee list from the House Chairperson to review for possible recruitment of new members.

COMMUNICATION:

- The Membership Committee's work is communicated in writing to the Board of Directors at the monthly Board meetings.
- Special promotions and awards are communicated to the Section Membership in the *Trends and Topics* publication.

BUDGETING:

- Budgeting has been assigned by the Section Treasurer at the June planning meeting and is based on past needs and future direction.



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Section 14 Communications Committee

The Communications Committee is comprised of the following media:

- **E-Communications** = Prepare requests to SPE HQ for *News Brief* formatting and e-blasting, and prepare requests to the local office for e-blasting notifications of web postings and other information.
- **Newsletter** = Prepare, edit, and coordinate with Maple Press for six issues of web-only PDF publications.
- **Website** = Establish and update the Detroit Section website.
- **Social Media** = Serve as Detroit SPEaker to post on LinkedIn, Facebook, Twitter, and the SPE Chain.
- **Local Media** = Prepare and submit News Releases, regarding SPE Detroit Section events and activities of interest to radio, TV, magazines, newspapers, etc.

GENERAL RESPONSIBILITIES - NEWSLETTER:

- The Communications Committee shall publish a periodic newsletter.
- Each newsletter should contain such pertinent information as:
 - Meeting notices
 - Technical meeting information
 - Social functions
 - International news
 - Section activities
 - Other newsworthy items



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- Other significant news should also be included, such as:
 - Election results
 - Appointments
 - Actions of the Board
 - Recognition of accomplishments of Section members
 - Lists of new members
 - The annual financial report

SPECIFIC RESPONSIBILITIES:

- Determine the operating budget for the year.
- Develop a layout and format for the year.
- Lay out a schedule for each committee chairperson's report.
- Gather information from the House and Program Committees on monthly meetings.
- Deliver copy to the printer on a timely basis.
- Develop subjects for technical articles.
- See that the newsletter is distributed to members at the proper time.
- Send extra copies of the newsletter to Board members.

COMMUNICATION:

- Every effort should be made to develop a schedule for the required input for the entire year.
- This way, all parties are advised well in advance when the material is due.
- Follow-up by phone and at monthly Board meetings is required.

BUDGETING:

The process used to develop the budget is as follows:

- Determine the number of pages, quality of paper, and number of colors to be used.
- Estimate costs for the year.
- Calculate costs and number of advertisers needed to balance the budget.



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OTHER COMMITTEES IMPACTED:

Communication and coordination with the following officers/committees are crucial:

- Public Interest
- Treasurer
- House Committee
- Program/House
- President-Elect



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OTHER COMMUNICATION RESPONSIBILITIES:

- Oral and written progress reports are to be submitted to the Board.
- Committee meetings are scheduled as needed.

The Communications Committee also has the general and specific responsibilities pertaining to Public Information, as noted below:

PUBLIC INFORMATION GENERAL RESPONSIBILITIES:

- The purpose of the Communications Committee is to inform the public about the activities of the Detroit Section and about any issues pertaining to the plastics industry on a local and/or an international level.

PUBLIC INFORMATION SPECIFIC RESPONSIBILITIES:

- The Communications Committee shall prepare and distribute details concerning all newsworthy Section activities to the appropriate personnel.
- Any regular Section meeting or conference shall be announced in advance and include information with regard to whether non-members will be admitted.
- Photographs of speakers, award presentations, donations, etc., should be provided to the media and to the Section Coordinator at the Executive Office for publication in the Section/Division Newsletter.
- Members of the Communications Committee should serve as spokespeople for the Detroit Section in matters of public interest.



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Section 15 Social Outing Committee

GENERAL RESPONSIBILITIES:

The Social Outing Committee will provide social events, such as the Golf Outings, Holiday Parties, Family Picnics, etc., for the members and their guests.

SPECIFIC RESPONSIBILITIES:

- Establish an itemized budget for the event and review it at the yearly planning meeting.
- Identify a local business to be used for the event.
- Liaison with the business to confirm the date (one year in advance) of the Social Outing and banquet plans.
- Review and sign the contract/agreement.
- Identify event sponsors and various specialty event sponsorships.
- Arrange for all advertising and announcements.
- Arrange for all necessary printing (registration forms, etc.).
- Solicit sales and promotional giveaways.
- Solicit door prizes – both articles and 50/50 raffle.
- Purchase door prizes with the money donated.
- Purchase awards and trophies.
- Recruit volunteers to be positioned at strategic areas on the day of the outing.
- Turn over all monies collected for this event to the Section Treasurer.
- Submit a Profit and Loss Statement to the Board.



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Section 16 Awards Committee

GENERAL RESPONSIBILITIES:

- The Awards Chairperson recommends awards policy and solicits nominees for Section awards based on recognition of service to the Section/Society and meritorious contributions to the areas of science, engineering, technology, and business, as well as to the broader, overall field of Plastics.

SPECIFIC RESPONSIBILITIES:

- The Society bestows awards, honors, and recognition to individuals, groups, organizations, and/or institutions.
- Such awards may be comprised of any one or more of the usual methods of recognition, i.e., certificates, plaques, or trophies.
- The Section may avail itself of the opportunity to participate in the various awards offered or sponsored by the Society and may also establish specific Section awards based on need and/or appropriateness.
- All awards sponsored by the Society will be considered to be approved by the Section.
- All awards specifically established by the Section shall be subject to the approval and funding of the Board of Directors.
- Nomination for awards may be made by any active Section member.
- Selection of award recipients shall be made by a vote of the Board of Directors, with the exception of the President's Award.
- Awards offered by the Section must either be funded in the Annual Expense Budget or must be specifically approved by a vote of the Board of Directors.



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Section 17 Education Committee

GENERAL RESPONSIBILITIES:

- The Education Committee shall carry out the SPE objectives of promoting scientific and engineering knowledge pertaining to Plastics.
- The Committee will maintain communications between the Section and K-12 schools, vocational schools, colleges, and universities in our area that either offer, or may be interested in offering, a program in Engineering and Science disciplines that specializes in Plastics.
- The Education Committee may also assist the institutions in curriculum development, funding the Science and Engineering programs, Plastics Technology, and summer job placement.

SPECIFIC RESPONSIBILITIES:

- The Education Committee shall identify the needs of Section members for education programs in Science and Engineering/Plastics-related fields and strive to provide opportunities to fulfill these needs.
- The Education Committee shall cooperate with educational institutions in the area to serve the Plastics industry by instituting or improving appropriate programs.
- The Education Committee may be responsible for securing speakers on careers in the Plastics industry to make presentations at area educational institutions.
- The Education Committee may select appropriate speakers and topics for educational institutions and make arrangements for their presentation.
- The Education Committee shall have the responsibility for any Section property related to educational activities, such as signs or training aids.
- The Education Committee shall have the responsibility for initiating the development of Student Chapters of SPE at institutions within their geographical areas and maintaining contact once such Chapters are established.



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EDUCATION CHAIRPERSON RESPONSIBILITIES:

- Schedule Education Committee meetings as required.
- Assign an Education Committee Representative to each school.
- Maintain Chapter Liaison contact list for all sponsored schools.
- Contact the representatives from each school and/or student chapter in order to do the following:
 - Make available the resources of SPE.
 - Familiarize them with the procedure for requesting financial assistance.
- Evaluate requests for financial assistance at Education Committee meetings.
- Submit progress reports on the Education Committee's work and school technical programs to the Newsletter (several times a year).
- Give a report on the Education Committee's activities at Board meetings.
- Manage the Chapter Liaison's report at Board meetings.
- Oversee the Detroit Section Essay Program, including, but not limited to, updating the requirements, determining judging criteria, getting judging completed in a timely manner, announcing the winners, and presenting the prizes.



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Section 18 Inter-Society Committee

GENERAL RESPONSIBILITIES:

- The Inter-Society Relations Committee coordinates the inter-related activities of the Detroit Section with the Engineering Society of Detroit (ESD) and other professional societies.

SPECIFIC RESPONSIBILITIES:

- The primary function of the Inter-Society Chairperson is to pass information on to the Board of Directors and Officers.
- In so doing, other groups' activities will be known by our members.
- We will also have the opportunity to cooperate with these groups more effectively.



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Section 19 Nominations and Elections Committee

GENERAL RESPONSIBILITIES:

- The Section Nominations and Elections Committee shall nominate one candidate for the offices of President-Elect, 1st Vice President, 2nd Vice President, Secretary, and Treasurer. Also, the Committee shall nominate Directors and a Councilor, when needed, for Board approval with the Ballot to be sent to members in good standing.
- Vacancies may be due to completion of terms, resignations, or removals from office.
- Nominations are required annually for Officers and Directors and every third year for the Councilor.

SPECIFIC RESPONSIBILITIES:

- The Section Nominations and Elections Committee shall nominate at least one (1) and not more than three (3) candidates for the offices of President-Elect, Vice-President(s), Secretary, and Treasurer.
- Nominees must be members in good standing and must indicate their willingness and ability to serve if elected.
- All candidates for Officers must be members of the Board of Directors at the time of nomination.
- The Nominating Committee shall report on the status of the nominations to the Board, either orally or in writing, by December 15.



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Section 20 TPO Conference Committee

GENERAL RESPONSIBILITIES:

- The TPO Conference Committee shall hold an annual event on the topic of Automotive TPO for the Plastics industry in the Detroit area.

SPECIFIC RESPONSIBILITIES:

- The TPO Conference Committee shall:
 - Select committee members.
 - Establish event timelines and critical deadlines.
 - Select the event location and date.
 - Establish monthly meetings with committee members.
 - Recruit sponsors: Platinum, Gold, exhibitors, and other sponsors.
 - Recruit technical papers.
 - Recruit keynote speakers.
 - Develop the technical program.
 - Develop conference proceedings, flash drives, etc.
 - Manage advertising for sponsors.
 - Manage media advertising.
 - Identify scholarship recipients.
 - Hold an Automotive TPO part competition.
 - Manage audio visuals for the event.
 - Manage event activities, i.e., registration, signage, conference rooms, meeting rooms, etc.
 - Work with Platinum sponsors to establish reception details.
 - Manage the TPO conference website.



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Section 21 AutoEPCON Conference Committee

GENERAL RESPONSIBILITIES:

- The AutoEPCON Conference Committee shall hold an annual event on the topic of Engineering Plastics for the Automotive industry in the Detroit area.

SPECIFIC RESPONSIBILITIES:

- The AutoEPCON Conference Committee shall:
 - Select committee members.
 - Establish event timelines and critical deadlines.
 - Select the event location and date.
 - Establish bi-weekly/monthly meetings with committee members.
 - Recruit sponsors.
 - Recruit technical papers/presentations.
 - Recruit keynote speakers.
 - Develop the technical program.
 - Develop conference proceedings.
 - Manage advertising for sponsors.
 - Manage media advertising.
 - Manage audio visuals for the event.
 - Manage event activities, i.e., registration, signage, conference rooms, meeting rooms, etc.



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Section 22 Material Auction Committee

GENERAL RESPONSIBILITIES:

- The Material Auction Committee shall hold an annual social event for the purpose of fundraising for scholarships from the Detroit Section.

SPECIFIC RESPONSIBILITIES:

- The Material Auction Committee shall:
 - Select committee members.
 - Establish event timelines and critical deadlines.
 - Select the event location and date.
 - Establish meetings with committee members.
 - Recruit Donors, Bidders, and other sponsors.
 - Provide entertainment.
 - Manage publicity and advertising for sponsors.
 - Manage event promotion.
 - Manage audio visuals for the event.
 - Manage event activities, i.e., registration, signage, conference room, etc.
 - Manage Bidder invoicing and payments.
 - Facilitate donation forms and material releases.
 - Manage the Material Auction event website.



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Section 23 Next Generation Committee

GENERAL RESPONSIBILITIES:

- The Next Generation Committee shall promote the Society and the Section to the younger generation and recruit the younger generation to the Section.

SPECIFIC RESPONSIBILITIES:

- The Next Generation Committee shall:
 - Recruit younger members to the Section.
 - Plan exciting activities for the younger generation and encourage participation.
 - Present the activity plan at the annual planning Board meeting.
 - Attend the Board meetings and update the Board on their latest activities.
 - Liaison with Student chapters to retain the membership in the Section as they graduate from college.



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Section 24 Historian Committee

GENERAL RESPONSIBILITIES:

- The Historian Committee shall maintain and retain the archival history of the Section and SPE international inception.
- SPE was founded on August 21, 1942, and Detroit was the founding Section.

SPECIFIC RESPONSIBILITIES:

- The Historian Committee shall:
 - Maintain all historical documents and pictures.
 - Update the list of all Executive Directors of the Section.
 - Reference Board of Directors on past Section events.
 - Reference Executive Directors for previous awards presented.
 - Reference Board of Directors for past scholarships awarded.



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Section 25 Scholarship Committee

GENERAL RESPONSIBILITIES:

- The Scholarship Committee shall oversee the entire scholarship process of application review, selection, and award.
- The Scholarship Committee must report activities to the Board of Directors at Board meetings.

SPECIFIC RESPONSIBILITIES:

- The Scholarship Committee shall:
 - Assist the Treasurer to establish the scholarship for the following year's budget.
 - Ensure that the scholarship application form is correct and updated, as necessary, to keep up with the Section changes.
 - Select scholarship deadlines and post them on the Detroit Section website.
 - Provide scholarship application solicitations to all Michigan Colleges and Universities.
 - Review and approve scholarship money amounts to be awarded to students at various academic levels on an annual basis.
 - Set up an annual Scholarship Committee review date.
 - Collect all scholarship applications and documents and prepare them for the Scholarship Committee Selection Review.
 - Send letters of congratulation to all scholarship winners.
 - Prepare a one-page document that includes all scholarship winners' names, schools, majors, standings, and the amounts of scholarships. This one-page document must be presented to the Board at a Board meeting. (See the attached sample).
 - Submit the Scholarship Winner Summary for publication in both the Newsletter and Webmaster.

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\$26,350 Scholarships was Awarded to 18 Students in 2014

					
\$1,000 - Sharna-Kay Dobney Kettering University Engineering Management 2 nd Yr. Grad. Student	\$1,100 - Joel George Kettering University Mechanical Engineering, Sr.	\$2,500 - Jarrod Papirnski Michigan State University Chemical Engineering, Sr. SPE Chapter President	\$2,000 - Miranda Koenig Kettering University Chemical Engineering, Sr.	\$2,200 - Kristen Macfarlane Michigan State University Chemical Engineering, Sr. SPE Chapter Secretary	\$1,500 - Kristina Hughes Michigan State University Pkg. Eng. & Psychology Jr.
					
\$1,000 - Ben Braskett Kettering University Mechanical Engineering, Sr.	\$1,200 - Claire Davey Ferris State University Polymer Science & Plastics Engineering, Sr.	\$1,750 - Andrea Mibink Ferris State University Plastics Engineering, Sr.	\$1,500 - Shane Alexander Kettering University Mechanical Engineering, Jr.	\$1,000 - Eli Fesler Ferris State University Polymer Science & Plastics Engineering, Jr.	\$1,000 - Brett Schnekel Ferris State University Polymer Science & Plastics Engineering, Soph.
					
\$1,000 - Troy DeLong Kettering University Mechanical Eng. Soph.	\$1,500 - Christopher Orr University of Michigan Chemical Engineering, Jr.	\$2,000 - Kelsey Luibrand University of Michigan Material Engineering, Sr.	\$1,500 - Heath Harding Ferris State University Plastics Engineering, Jr.	\$1,500 - Diana Ervin Kettering University Industrial Engineering, Jr.	\$500 - Samantha Chouinard Michigan State University Pkg. Engineering Fresh.

\$27,400 Scholarship was Awarded to 15 Students in 2013

				
\$2,400 - Claire Davey Michigan State University Plastics Engineering, Sr.	\$2,000 - Benjamin G. Naber II Michigan State University Chemical Engineering, Jr.	\$2,000 - Andrea Mibink Ferris State University Plastics Engineering, Jr.	\$2,000 - Michael Magyar Kettering University Chemical Engineering, Sr.	\$2,000 - Dhavan Shah Michigan State University Chemical Engineering, Sr.
				
\$2,000 - Ben Braskett Kettering University Mechanical Engineering, Sr.	\$2,000 - Sharna-Kay Dobney Kettering University Chemical Engineering 1 st Yr. Grad. Student	\$2,500 - Aubrey Flint Michigan State University Chemical Engineering, Sr.	\$2,000 - Julia Hershey Kettering University Mechanical Engineering, Sr.	\$2,000 - Paul Woodson Kettering University Mechanical Engineering, Sr.
				
\$500 - Troy DeLong Kettering University Mechanical Engineering, Jr.	\$2,000 - Maria Malebri Oakland University Chemical Engineering, Jr.	\$1,500 - Kelsey Luibrand University of Michigan Materials Engineering, Jr.	\$1,000 - Jarrod Daul Ferris State University Plastics Engineering, Sr.	\$1,500 - Rachel Blankenship Western Michigan University Engineering Design Technology, Jr.



Society of Plastics Engineers Detroit Section Operating Guidelines

Section 26 Advertising Committee

GENERAL RESPONSIBILITIES:

- The Advertising Committee shall solicit corporate sponsorship for the communications efforts of the Detroit Section.

SPECIFIC RESPONSIBILITIES:

- The Advertising Committee shall:
 - Select committee members.
 - Establish and update presentations (Media Kits) for sponsorship opportunities.
 - Solicit companies for sponsorship.
 - Coordinate deadlines between Sponsors and Newsletter and News Brief Editors.
 - Manage ad copy and press releases for sponsors.
 - Manage Sponsorship invoicing and payments.
 - Report ongoing activities to the Board of Directors.



Society of Plastics Engineers Detroit Section Operating Guidelines

Section 27 Bylaws and Compliance Committee

GENERAL RESPONSIBILITIES:

- The Bylaws and Compliance Committee exists to train the new Board Members about the Bylaws and Operating Guidelines.
- They shall hold an annual meeting to review any new changes in the operation of the Detroit Section to be included in the Bylaws and Operating Guidelines.
- A report of this meeting must be made during the annual planning meeting in June.

SPECIFIC RESPONSIBILITIES:

- The Bylaws and Compliance Committee shall:
 - Set up an annual Bylaws and Operating Guidelines training for the new Board and any other member who is interested in learning.
 - Distribute copies of the Bylaws and Operating Guidelines to all new Board Members on an annual basis.
 - Review the Bylaws and Operating Guidelines to ensure that up-to-date policies and procedures are implemented in the Bylaws and Operating Guidelines.
 - Present a status report on the Bylaws and Operating Guidelines at the annual planning meeting.
 - Submit a copy of the Bylaws and Operating Guidelines to the incoming Section President.



Society of Plastics Engineers Detroit Section Operating Guidelines

Section 28 Section Administrator

GENERAL RESPONSIBILITIES:

- The Section Administrator shall establish a plan/organization to provide and manage the SPE Detroit Section office and administrative support, including conferences and events.
- Provide and manage professional administrative support per an approved job description (approved by the SPE Detroit Section, including TPO Conference leadership). (This seems to repeat what was already stated in Bullet Point #1 above).

SPECIFIC RESPONSIBILITIES:

- Manage the day-to-day SPE-Detroit Section/TPO office responsibilities.
- Manage Mail, E-mail and E-blast publications.
- Assure timely and quality communication as provided by the SPE-Detroit Section/TPO committees.
- Maintain professional communication and coordination between the SPE-Detroit Section/TPO Committees and outside customers, suppliers, and sponsors.
- Maintain up-to-date databases for the following:
 - All of the SPE-Detroit Section/TPO activities, conferences, and projects, members, attendees, sponsors, suppliers, and contacts
 - SPE-Detroit Section/TPO Committee organization, members, and contact information
 - Conference keynote and other speakers, including bios, photos, and other
 - Conference Presentations database, including bios, photos, presentations, authors, titles, sessions, documents, and presentations



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- Maintain Contact Lists for the SPE-Detroit Section/TPO Committee and organization, suppliers, sponsors, and attendees.
- Maintain lists of companies, sponsors, exhibitors, and suppliers.
- Manage Sponsors' and Exhibitors' statuses, invoices, and billing in real time.
- Provide confidential, current, and correct master databases accessible to approved Board Members.
- Manage equipment and software by maintaining current inventory, serial numbers, types, conditions, locations, and licenses.
- Prepare and maintain conference communications and coordination with the SPE national and local vendors, i.e., Malnati Assoc., Maple Press, etc.
- Organize and support the Detroit Section Board Meetings (i.e., food, reservations, etc.) held at the ACC.
- Organize and manage various Conference and Plant Tour activities as per the given year's schedule.
- Establish and maintain monthly a set of key reports on SPE-Detroit Section/TPO Committee and Conference activities and have these current and available for all Conference Meetings.
- Maintain databases.
- Establish, manage, and maintain a key action/results timeline spreadsheet to support scheduling on critical activities.
- Coordinate with Conference Leadership to ensure current and support follow-up.
- Prepare a monthly report of hours, activities, projects, and results, as approved by leadership, for payment.
- Provide Sponsorship and status information, key contact information, and invoice/payment status.



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- Provide status, key contact information, and invoice/payment status for Exhibitors.
- Manage finances by maintaining current and historical files, overall financial status, income, and expenses, as supplied by the SPE-Detroit Section/TPO Treasurer.
- Manage and provide adequate staffing for Conference registrations to ensure smooth, effective, professional, and quality processes (i.e., attendees, badges, special needs, etc.).
- Secure additional staffing from SPE Committees or hire and expense external resources as approved.
- Coordinate with printers and suppliers for all mail and signs to produce mail, update mailing lists, and ensure timely arrivals of supplies and deliveries.
- Maintain the SPE-Detroit Section/TPO Conference signage and other supplies.
- Coordinate placement and distribution of publications and flyers from final committee inputs.
- Summarize financial and attendance Conference results with analyses provided by Committee Members.



Society of Plastics Engineers Detroit Section Operating Guidelines

#	Date	Revision	Authors
001	05/09/16	Final review by Detroit Section BOD for approval for initial submission to SPE International for review and approval.	W. Hertlein S. Tarahomi P. Grelle