

Operating Rules
of the
Color & Appearance Division
of the
Society of Plastics Engineers



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SECTION I

Division Structure and Operations

A. PURPOSE AND SCOPE OF COLOR AND APPEARANCE DIVISION

As a division of the Society of Plastics Engineers, the purpose of this group will be to promote the scientific and engineering knowledge relating to plastics by (1) sponsoring technical meetings; (2) publishing technical reports in division or SPE publications; (3) providing a venue for exchange of non-proprietary technical information; (4) supporting educational institutions in their efforts to provide curriculum of interest to our industrial segment; and, (5) to generally promote the science of coloring plastics.

The scope of the Color and Appearance Division interests will be all those factors that affect the color and appearance attributes of plastics. In particular the CAD will be concerned with the selection and use of colorants in plastic materials, the measurement and matching of color for polymers, the effect of colorants on resin physical properties, and the equipment and testing methods needed to accomplish the above tasks.

B. OPERATING RULES

The following set of operating rules will be used by the CAD to conduct the business of the Division as long as these rules do not conflict with SPE Bylaws. These rules can be changed or amended with a majority (51%) vote of the board of directors if a quorum is present at that meeting. A quorum under the current board of directors set-up will consist of **17** members of the possible **33** board members or majority of the board whatever its size.

- 1) The SPE Bylaws address Divisions in Article 10. Separate policies affecting Divisions may also be published and available from SPE. In addition, SPE publishes division leadership guidelines which help define the structure and operation of a SPE Division. SPE Bylaws, policies, and the division leadership guidelines can be found on the SPE website.*
- 2) Proposed changes to these Operating Rules must be presented and approved in their final wording at a BOD meeting.*
- 3) The approved change must be published in the minutes of that BOD meeting and updates made in the Operating Rules document by the Secretary or designee.*
- 4) The current version of the Operating Rules is distributed to all BOD members and is available on the CAD website.*

C. RESPONSIBILITIES AND AUTHORITIES

The CAD has the responsibility and authority to conduct its own affairs if they do not conflict with SPE Objectives and Bylaws. It is the duty of the Board of Directors to manage the Division activities through its various committees and officers with the chairperson being responsible for performance.

All funds collected and disbursed by CAD must be fully accounted and used only for purposes of promoting the goals and activities of the Division.

Issues called to a vote at Board meetings will be decided by simple majority. All current-term BOD members in good standing are eligible to vote. *Voting will be conducted as defined in Section II.H.*

D. DIVISION BOARD OF DIRECTORS COMPOSITION

The CAD Board of Directors shall consist of 27 Directors elected for 3 year terms as well as the Officers of the BOD (chairperson, chairperson-elect, finance chair, secretary, and immediate past-chairperson) and the council representative. Therefore, the BOD will consist of a 33 member group.

Past-chairpersons, except for the immediate past-chairperson, will be considered honorary board members, whose board attendance is encouraged, but they will not have an official vote on board matters unless re-elected to the board.

The Executive Committee of the Board of Directors (chairperson, chairperson elect, immediate past chairperson, finance chair, treasurer, secretary, council representative, ANTEC TPC and RETEC TPC) can be used to decide emergency board matters between official meetings of the board. The Executive Committee can also meet prior to board meetings in order to develop consistent policies for board approval and to decide such matters as the inclusion of agenda items if necessary.

E. COMMITTEES

The following committees will be used to conduct and implement board approved activities:

- 1) *Technical Program Committee*
- 2) *Technical Content Review Committee*
- 3) *Membership Committee*
- 4) *Finance and Audit Committee*
- 5) *Education Committee*
- 6) *Communications Committee*
- 7) *Sponsorship Committee*
- 8) *Awards Committee*
- 9) *Elections Committee*
- 10) *Endowment Committee*
- 11) *International Committee*
- 12) *Strategic Planning Committee*
- 13) *Color Advisory Committee*

Additional committees can be appointed either permanently or temporarily by a majority vote of the board of directors. All board members should be active members of a committee except the members of the executive committee. Although these committees would normally be composed of board members, non-board members can and are encouraged to participate.

The term of Board Committees will be one year or the same as the Division officers (end of ANTEC to end of ANTEC). Since it is the responsibility of the chairperson of the Division to appoint committees for each new SPE year, it is suggested that the current chairperson and chairperson-elect decide jointly a slate of committee chairpersons and get the appointee's acceptance before ANTEC. Confirmation by the board of these appointments can then be made at the ANTEC board meeting.

After ANTEC, committee chairpersons can solicit volunteers for committee members. Approval by the new Division chairperson is not required, but is encouraged.

Committee chairpersons may repeat their office if re-appointed and reconfirmed by the board.

SECTION II

Division Board of Directors

A. FUNCTIONS

The Board of Directors is the governing body of the Division. The following responsibilities are specifically reserved to the Board, and cannot be delegated.

- 1) *Establish and Amend Division Operating Rules*
- 2) Adopt the Annual Budget
- 3) Elect Division Officers
- 4) Elect an Interim Councilor
- 5) Authorize Requests for CAD Technical Conferences
- 6) Authorize Special Fund-raising Activities
- 7) Approve Committee Appointments
- 8) Spend Non-Budgeted Funds

The Board has the power to delegate responsibility for any other Division activity consistent with the SPE Constitution or Council rulings. The Board is required to meet at least three times per year, although custom is to meet four times a year.

B. COMPOSITION

The Division Board of Directors is composed of 27 elected Directors, the Council Representative and the Division Officers.

C. TERMS OF OFFICE

An elected Director serves for three years beginning at *the conclusion of* ANTEC following his election. All officers serve for a term of one year, beginning at the conclusion of the Annual Technical Conference following their election.

D. ELIGIBILITY REQUIREMENTS

Every Board member must be an SPE member of voting grade in good standing at the time of nomination, and during his/her term. An elected Director may succeed themselves.

Elected Board members are expected to attend all regularly scheduled BOD meetings. If a Board member will be absent, they are to notify the chairperson as soon as possible, and they are expected to complete any assignments and reports for the upcoming meeting. Failure to attend two meetings within a calendar year, or a total of four meetings during the current three year term will result in the Director being placed on Suspended status. Absences whether business (company) or personal count towards this eligibility requirement. The following list of absences are considered excused absences and do not count against the individual: attending another SPE sanctioned meeting or event, attending another industry related tradeshow or event, national or religious holiday restricting travel, civic or military duty. Suspended status means the individual can attend BOD meetings, but can not make motions or vote until the suspended status has been removed.

In the event either threshold is reached, application for re-instatement to full Director status must be made by the Suspended member in writing to the CAD Executive Committee. The Suspended member should include a list of activities they are involved in on the BOD and any actions they need to take to ensure they will meet the eligibility requirements going forward. Participation at meetings and involvement in activities of the BOD will be taken into consideration by the CAD Executive Committee when reviewing the application for re-instatement. The Executive Committee acts on all requests for re-instatement. For purposes of determining a quorum for a meeting of the BOD, suspended members or vacant director positions are deducted from the total number of BOD members as defined in Section I-B.

Current BOD members who are unemployed or otherwise in a situation to require financial assistance, may request financial support of the Board to attend regularly scheduled BOD meetings. These requests will be handled on an individual basis, taking into account the person's current responsibilities and activities on the Board and the financial status of the Division. Requests for this support should be made to the chairperson, who in conjunction with the Executive Committee will make the decision to provide such support.

The Division Board of Directors may declare a Director's seat vacated upon receipt of his resignation in writing or orally submitted at a Board meeting or to a CAD officer. The Board may declare a Director's seat vacant whenever the Director fails to meet the eligibility requirements, or fails to perform duties, or for any other cause which in the judgment of the Board justifies removal.

E. ELECTION OF DIRECTORS

At the close of each ANTEC, the terms of one-third of the total number of elected Directors shall expire.

Directors are elected for a three year term which is the same as Council Representative. They shall be elected by a ballot of the Division membership. Voting is typically completed by *on-line voting*, or returning a written ballot, or by e-mail, or via telephone. It is strongly recommended that ballots have at least two candidates for each position to be filled.

F. FILLING VACANCIES

When a vacancy occurs, the Chairperson shall appoint an interim Director, with approval from the Board, to complete the unexpired term. The interim Director is generally chosen from the remaining candidates from the previous election in order of vote totals.

G. NEW DIRECTORS

All new Directors should be provided a mentor director with whom the new Director can be counseled in the operations of the Board. This is the responsibility of Chair-elect to be done at ANTEC.

H. MEETINGS

CAD board meetings are preferred to be held four times a year using the approximate schedule and required agenda items shown below. If only three meetings are held in a calendar year, it is the

responsibility of the chairperson to make sure all below items are still covered using a compressed format.

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|--|--|
| <p>(1) <u>Summer (August 1-15)</u></p> <ul style="list-style-type: none"> a) Committee Reports b) Secretary & Treasurer's Reports c) Council Report d) Update List of Members e) <i>Terry Golding Outstanding Achievement Award nomination and voting</i> f) <i>Finalize HSM and Fellow nominations and sponsors</i> g) <i>Review and publish goals</i> | <p>(2) <u>RETEC (Sept-Oct)</u></p> <ul style="list-style-type: none"> a) Committee Reports b) Secretary & Treasurer's Reports c) Council Report d) Decide on Location of RETEC to be held in 2 years e) Begin soliciting candidates for upcoming elections f) <i>Audit performed</i> |
| <p>(3) <u>Winter (January 1-21)</u></p> <ul style="list-style-type: none"> a) Committee Reports b) Secretary & Treasurer's Reports c) Council Report d) Elections for BOD Executive Committee and review slate of BOD candidates e) Elect Board secretary f) <i>Review and update communications plan for the calendar year</i> | <p>(2) <u>ANTEC (May)</u></p> <ul style="list-style-type: none"> a) Committee Reports b) Secretary & Treasurer's Reports c) Council Report d) Election results reported and new people present for training only. e) Appoint new committees if necessary. f) Propose/approve annual budget g) Elect committee chairs and treasurer h) Assign mentors |

When economic, weather, national security or other conditions exist that may limit attendance at a Board of Director's meeting, electronic participation may be permitted according to these policies. The Division Chairperson, consulting with the Executive Committee, will declare a meeting available for electronic participation at least four weeks in advance of the meeting date.

- 1) *Under extreme and unexpected conditions, a meeting may be declared electronic participation allowed within that four week period as necessary.

 - a. *Directors are encouraged to physically participate even when the electronic participation is allowed**
- 2) *In those cases where electronic participation is allowed, a quorum for the transaction of business at meetings remains as defined in Section I.B, with the number of those present counted whether the director is present physically or electronically.*
- 3) *When electronic participation is allowed, attendance is credited to the director whether they are physically or electronically present, and counts toward fulfilling the eligibility requirements of Section II.D.*

Voting at meetings shall be in accordance with this procedure and may include either or both physical and electronic voting mechanisms. Voting may include show of hands, voice affirmation, or electronic chat, whiteboards, e-mail or other means. Voting requiring secret ballot is achieved through paper ballots when members are physically present, and by single-person contact electronically or via telephone from the director voting to the director responsible for tallying votes. Proxy or absentee votes on issues raised at Board meetings are not allowed.

Board of Director Summer and Winter meetings must be scheduled for a minimum of three hours. Meetings held at ANTEC and RETEC must be scheduled for a minimum of two hours.

I. PREPARATION FOR MEETINGS

Written notice and the order of Business must be communicated to all Board members and Committee Chairperson at least three weeks ahead of each meeting. The order of Business (docket, agenda) is prepared by the Chairperson who also usually sets the meeting place.

Written committee or officer reports should be distributed in advance with the Order of Business if at all possible. Financial reports, the proposed budget, recommendations for amendments, and any recommendations on which advance study is desirable should be distributed with the Order of Business.

SECTION III

The Council Representative (Councilor)

As the elected representative to the Society's governing body, the Councilor provides the Division members a voice in the government of SPE.

A. QUALIFICATION

The Constitution requires that a Councilor be a voting member of SPE, and experienced in SPE activities at the Division, Section or Society level. The Councilor must attend meetings of the Division, its Board of Directors and Executive Committee (if any) of which the Councilor is automatically a member.

B. DUTIES

The Councilor is responsible both to the members of the Division and to the Society.

The Councilor will obtain clarification of policy, convey the Division's recommendations on specific problems or issues and when it will serve the Society's welfare, the Councilor will introduce "legislation", and see that the interests of his constituents are represented at every Council meeting. The Councilor will report on activities of the Society as discussed at the Councilor's meeting at each CAD BOD meeting.

For the Society, the Councilor will objectively apply the needs and opinions of his constituents to Society problems. Decisions must be based on serving the welfare of the Society as a whole, and the science of plastics, even when they might conflict with the opinions of constituents. The Councilor must inform the Society's Officers about pertinent Division activities and problems.

An important responsibility is to serve on SPE committees when called upon. The CAD Councilor will serve as the official CAD member on the Division's Committee that meets when Council meetings are scheduled.

SPE Bylaw Article 8.5.2 provides for removal of a Councilor who fails to perform these duties.

C. ELECTION

The Councilor is elected for a three-year term by members of the Division, as provided in *SPE Bylaw Article 8.1.2*. The Councilor is elected by the Division Board of Directors under three conditions:

- 1) To represent a newly chartered Division for a term of one year or less pending election of a Councilor by the members.
- 2) To fill the vacated term of a Councilor. (*SPE Bylaw Article 8.2.4*)
- 3) To serve temporarily in place of a regular Councilor who has been elected an officer of SPE. (*SPE Bylaw Article 8.2.4*)

D. LENGTH OF SERVICE

Councilor who has served two consecutive elected terms is ineligible for election to Councilor for three years (*SPE Bylaw Article 8.2.1*). Council Representative is eligible for re-election, at the completion of one elected term.

E. ATTENDANCE AT COUNCIL MEETINGS

The Councilor is expected to attend all Council meetings. When he cannot attend, he is expected to authorize an alternate (or proxy) to represent him *or her as outlined in SPE Bylaw Article 6.2.5*. The *proxy* must also be a voting member of SPE and of the Division.

To authorize an alternate, the Councilor must contact the Executive Director stating the alternate's name and address, and the Council meeting he will attend. This information should be received by the Executive Director at least one week prior to the meeting.

A travel stipend up to the budgeted amount can be provided to the Councilor for travel to SPE Council Meetings.

F. NUMBER OF COUNCIL MEETINGS

Four regular Council meetings are held annually. The first is held during the Annual Technical Conference for organization of the Society. The second is held in the fall, usually October or November. The third is held in February or March for election of Officers, and the fourth is also held at ANTEC to adopt the annual budget. Other business may be brought up at these regular meetings.

Additional Council meetings may be called by the SPE President upon the written request of at least six (6) Councilors. At the first regular (ANTEC) Council meeting the President submits a calendar listing the dates and sites of these meetings.

G. Councilor's Reports

It is the Councilor's responsibility to report the plans and activities of the SPE Executive Committee and Council.

Upon receiving the minutes of the Executive Committee and Council meetings, the Councilor should report to the Division members. This should be accomplished in both the Board meeting and the Division newsletter.

H. REPORTING DIVISION ACTIVITIES

The Executive Committee relies on the Councilor to assure that information on Division activities is reported promptly and regularly to the Society. Following are some specific tasks. The Councilor must assure:

- 1) That the Division Secretary is sending minutes of all Board and Executive Committee meetings to the Executive office.
- 2) That the Treasurer's reports are sent on time to the Executive Office and IRS as required.
- 3) That SPE Officers are invited to attend Board meetings.

SECTION IV

Division Officers

The officers of a Division consist of the Chairperson (Section V), Chairperson-elect (Section VI), Secretary (Section VII), and Finance Chair (Section VIII). For continuity of policy, the Immediate Past Chairperson will be included among the Officers. The Division Councilor, the Division Treasurer, and the ANTEC TPC and RETEC TPC will be included as members of the Executive Committee.

A. ELECTION OF OFFICERS

The officers are elected annually at the January or winter meeting and no later than April 1st. Election is by secret ballot or by affirmation as appropriate, at a regular meeting. All officers serve for a term of one year, beginning at the conclusion of the Annual Technical Conference following their election.

To be eligible for election as a Division Officer, a candidate must be a member of the Division Board of Directors at the time of *their* nomination and election. The Council Representative may not serve as a Division Officer during his term as Councilor. After completing one full term, the Division Officer may be elected to no more than one additional successive term.

B. NOMINATIONS

Nominations are determined by CAD order of succession (Section IV-E) and by submittal of candidates' names by board members from the floor.

C. VACATED OFFICE

The Board of Directors may declare an office vacated upon receipt of the Officer's resignation in writing or orally submitted either to a Board Officer or at a Board meeting. The Board may declare an office vacated whenever the Officer fails to meet the eligibility requirements, fails to perform his duties, or for any other causes which in the judgment of the Board justifies his removal.

When a vacancy occurs, the Board shall elect an interim Officer to complete the unexpired term. The method of election shall be the same for election to a full term.

D. DUTIES OF OFFICERS

In addition to *their* responsibilities as a Division Officer, each Officer shall perform such duties as the Chairperson may delegate. Specific responsibilities normally performed by each Division Officer are described in Sections V through VIII, under the title of that office.

E. SUCCESSIONS OF THE EXECUTIVE OFFICERS OF CAD BOARD OF DIRECTORS

It has been the practice of CAD to use the following line of succession for nomination of Board officers:

- 1) The Board Secretary is elected by a vote of the BOD.
- 2) The BOD Secretary succeeds the Finance Chair.
- 3) The BOD Finance Chair succeeds the Chairperson-elect.
- 4) Chairperson-elect will succeed the Chairperson who becomes Immediate Past-Chairperson.

The above order of succession will be followed as closely as possible unless the appointee declines the nomination, or resigns from the board or a nominee from the floor defeats the normal successor in the BOD officer elections held at the Winter BOD meeting. Also, if the normal successor on the BOD has not met the requirements of the previous office as determined by the BOD Executive Committee, that person's name will not be put in nomination for the next office.

In the event that the normal successor declines the next BOD officer position, replacement candidates (2 minimum) will be nominated by the Chairperson of the BOD and they must be either a current member of the BOD or a re-elected, experienced BOD member. The election of this person will follow normal confirmation proceedings, which will include nominations from the floor.

SECTION V

Division Chairperson

- A. The Chairperson of the Division presides at all meetings of the Board of Directors, Executive Committee and the Division membership. He appoints all Committee Chairpersons and delegates the responsibility for every Division operation, and is responsible for performance.
- B. The Chairperson must submit an Annual Report to the Divisions Committee which establishes the due date, format and subject matter of such a report.
- C. The Chairperson has a yearly discretionary fund that can be used to meet emergency needs of the division without prior approval of the BOD. The total amount of that fund is included in the current year's Annual Budget. Spending of these discretionary funds is reported at the next regularly scheduled BOD meeting.
- D. The Chairperson will submit nominees (2 minimum) to run for the vacant offices on the board. A vote is needed to confirm the election of one of these nominees which may include nominations made from the floor.
- E. The Division Chairperson is responsible for explaining the duties and requirements of each officer of the board and committee chairpersons. The Division Chairperson is also responsible to see that Division operating rules are followed in all Division activities.
- F. The Division Chairperson is responsible for preparing goals for their term and having those goals reviewed and published by the end of July.*

SECTION VI

Division Chairperson-Elect

- A. The Chairperson-elect shall assume the office of Chairperson in case of a vacancy for any cause and shall assume the duties of the Chairperson during his absence or disability. The Chairperson-elect shall perform such duties as the Chairperson or as the Board may delegate. The Chairperson-elect shall succeed the Chairperson at the expiration of the Chairperson's term.
- B. The Chairperson-elect's first responsibilities are to be familiar with the Chairperson's duties and currently aware of the Chairperson's activities and plans. He must be always ready to step into the Chairperson's shoes and be able to carry out his duties with a minimum of adjustment.
- C. The Chairperson-elect serves as the chairperson of the Elections Committee.
 - 1) *The Chairperson-elect is also responsible for ensuring that mentors are assigned to newly elected Directors preferably at the ANTEC meeting, but at least prior to the Summer meeting.*

SECTION VII

Division Secretary

A. Responsibilities of the Secretary are to:

- 1) Maintain and issue all Division records, except those of the Treasurer, including minutes of all Board meetings and Executive Committee meetings when needed.
- 2) Maintain the roster of all officers, committees and delegates and issue an updated roster with each BOD meeting minutes.
- 3) *Ensure that all Division operating rules and procedures are updated as they are changed by vote during a BOD meeting. The Secretary can complete the updates themselves or delegate this task.*
- 4) Conduct and maintain a record of all correspondence necessary to accomplish these tasks.

B. DISTRIBUTION OF MINUTES

A draft of the Board minutes should be distributed promptly to all members of the Board whether present or not, and the SPE Executive Office. Executive Committee minutes, if required to document action by this committee, are also distributed to BOD members either separately or with the BOD meeting minutes.

C. THE DIVISION ROSTER

The second important function of the Secretary is to maintain the Division Roster. This roster should agree with the master roster maintained at the SPE Executive Office. In the CAD, the Membership Chairperson will maintain the roster under the direction of the Secretary.

The Division roster may be used as a mailing list. Each SPE member has a personal responsibility for the accuracy of their record. Any change in a member's record status is made at the request of the member or in agreement with the member.

The SPE Executive Office supplies to the Division upon request mailing lists and/or mailing labels of both primary and secondary Division members. This list is normally used for Newsletters, elections and RETEC mailings.

SECTION VIII

Division Finance Chair

- A. The Finance Chair position rotates on a yearly basis as part of the chair progression of officers of the Division.
- B. The duties of the Finance Chair include:
 - 1) Chairing the Finance Committee which includes the treasurer plus other Board members as identified.
 - 2) Ensuring audits are conducted and documented once per year.
 - 3) Ensuring the annual budget for CAD is prepared and approved at the ANTEC meeting.
 - 4) Monitoring line items during the fiscal year.
 - 5) Directing the activities of the Division Treasurer.
 - 6) Propose financial policies to the BOD as necessary.
 - 7) Has overall financial oversight and responsibility for the CAD.
- C. In addition, the Finance Chair will assume the duty of assuring that documents to *support Division Awards such as the Pinnacle award* are completed and turned in on time. The actual writing of the report can be delegated to another BOD member.

SECTION IX

Division Treasurer

- A. A Division Treasurer is elected as part of the Committee Chair elections at the ANTEC BOD meeting. Therefore, the candidate for Treasurer must be a current Board of Director in good standing.
- B. The Treasurer is responsible for gathering, disbursing, and managing the Division's funds, and should be prepared at all times to submit a complete and accurate statement showing the current financial status of the Division. The treasurer may not chair any financial committees such as Finance or Endowment.
 - 1) Authorized signatures on CAD BOD accounts will include the treasurer, Endowment Committee Chair and the Councilor.
- C. Other duties of the Treasurer include responsibility to:
 - 1) Receive and deposit all funds, regardless of source, paid into the Division.
 - 2) Disburse funds as authorized by the Board in accordance with established budgets.
 - 3) Maintain financial records and prepare reports for Executive Committee and Board meetings.
 - 4) Prepare an annual financial report for Division records and transmit it in writing to the Division membership.
 - 5) After proper audit, submit the Division financial report to the Executive Office on forms provided for that purpose by November 15th at the latest.
 - 6) Prepare and submit the income tax forms (IRS Form 990) as required annually (by November 15th) and submit a copy to the Executive Office.
 - 7) With the Finance Committee, prepare and submit to the Executive Committee and the Board of Directors, at their ANTEC meeting an annual budget.
 - 8) Other duties as set forth by the Division Finance Chair.
- D. *SPE maintains information including reporting requirements, instructions, forms, example forms and other information regarding the duties of the Division Treasurer. This information is found on the SPE website.*

SECTION X

Technical Program Committee

A. SCOPE AND PURPOSE

It is the responsibility of the Technical Program Committee (TPC) to organize and solicit papers for all CAD sponsored technical programs. The TPC will report its activities at each Board of Directors meeting. Separate TPC meetings may be held in order to organize its many activities and its presentation to the Board of Directors (BOD).

The determination of technical program themes and sites shall be confirmed by a vote at any appropriate BOD meeting.

B. ORGANIZATION AND COMPOSITION

The TPC membership, at a minimum, will consist of the following fourteen people:

- 1) ANTEC Technical Program Chairperson (TPC)
- 2) RETEC Technical Program Chairperson (TPC)
- 3) Immediate past ANTEC session chair
- 4) Current year ANTEC session chair
- 5) Current year + 1 ANTEC session chair
- 6) Current year + 2 ANTEC session chair
- 7) Immediate past RETEC session chair
- 8) Current year + 1 RETEC session chair
- 9) Current year + 2 RETEC session chair
- 10) Four at-large BOD members (could be co-chairs of any of above sessions)
- 11) CAD Chairperson

The ANTEC TPC and RETEC TPC are considered co-chairs of the overall Technical Program Committee.

C. MEETINGS

The TPC will meet as frequently as necessary to conduct and organize its business, but the committee is required to present a summary of its programs at all regularly scheduled Board meetings. It is strongly suggested that the co-chairpersons schedule two other TPC meetings per year where organizational and training matters can be discussed in greater detail.

D. DUTIES

The TPC responsibilities are to organize technical programs and solicit speakers for the following minimum annual events:

- (a) a one day session at ANTEC
- (b) a two day RETEC.

These programs should be planned (site, Event Chairman and theme) at least two years in advance of the event to allow sufficient time to develop a quality program. Other special events can be approved by a vote at any BOD meeting.

Ex-BOD members who are retired or may be unemployed are provided complementary RETEC registration. Current BOD members requiring financial assistance to attend these events will be handled on an individual basis.

E. TPC co-Chairpersons

- 1) The ANTEC TPC and RETEC TPC, as co-chairpersons, shall preside over all TPC meetings and presentations to the BOD as well as arrange for any special meetings.
- 2) Follow-up on the organization and progress of each technical program and report progress to the BOD.
- 3) Assure that the TPC is fully staffed with members.
- 4) Provide training for Event Chairperson and their assistants so that they understand the necessary timetables and needs for their programs.
- 5) Alert the BOD of any program problems or needs.
- 6) The RETEC TPC will be responsible for appointing a RETEC Site Committee that will normally consist of at a minimum the RETEC TPC, a TPC member, and a past Board Chairperson. This committee will offer suggestions and make initial contacts with local sections or other divisions at least two years before the planned RETEC. These suggested sites will then be voted on at a BOD meeting with the site with the largest number of votes being declared the winner.
- 7) Both the ANTEC TPC and the RETEC TPC are members of the CAD Executive Committee.
- 8) The ANTEC TPC focuses on all upcoming ANTEC programs, primarily looking for ways to improve our ANTEC sessions. This person helps develop ways to solicit papers and looks for other Divisions to host joint sessions. The ANTEC TPC brings stability and continuity to the overall technical program effort for ANTEC.
- 9) The RETEC TPC focuses on all upcoming RETEC programs. This person offers support and guidance for other members acting as General Chairs and/or Program Chairs at upcoming RETECs. The RETEC TPC brings stability and continuity to the overall effort of running a successful RETEC event.

F. Technical Paper Reviews for ANTEC and RETEC

- 1) The session chair for each program is responsible for ensuring that each paper to be presented receives at least two independent reviews prior to incorporation into the program.
- 2) These reviews must occur in such a way that all papers are reviewed in a timely fashion and that all papers meet SPE and CAD guidelines for quality and lack of commercialism.
- 3) Volunteers for these paper reviews come from the *Technical Content Review Committee*.

SECTION XI

Technical Content Review Committee

A. PURPOSE

It is the responsibility of the Technical Content Review Committee to ensure that technical papers and technical articles related to the coloring and appearance of plastics are technically correct and follow the guidelines set forth in this section as well as referenced documents.

B. ORGANIZATION

The Division Chairperson will appoint, with confirmation by the Division BOD, the Chairperson of the Technical Content Review Committee. The Committee Chairperson in turn will solicit members for the committee membership from the ranks of the BOD or CAD membership. This committee was formerly known as the Paper Review Committee.

C. DUTIES

The Technical Content Review Committee ensures that technical papers and technical articles to be published and/or presented are technically correct and follow the guidelines set forth herein. The committee critiques submitted papers and articles, and provides timely and tactful feedback to authors. They ensure that the information is informative, factual, educational and entertaining. Reviewers function in an unbiased, objective manner and balance their comments commensurate with the mission of the Society.

1) ANTEC Sessions

- a. *Communicate and work with the ANTEC conference chairperson to review submitted papers quickly so the authors can meet deadlines of the intended session.*
- b. *Reviews are conducted using the current version of the SPE "Write Now" brochure as the standard.*
- c. *Papers and presentations at ANTEC may contain some degree of commercial content as allowed by SPE and documented in the "Write Now" brochure and other written ANTEC guidelines.*

2) RETEC Sessions

- a. *Communicate and work with the RETEC technical program co-chairs to review submitted papers quickly so the authors can meet deadlines of the intended session.*
- b. *Reviews are conducted using the current version of CAD TPC-001 as the standard.*

3) CAD News/Website Technical Articles

- a. *Communicate and work with the editor of the newsletter or the website committee to review papers quickly for publication.*
- b. *Articles are reviewed for technical content and presence of commercialism.*

4) Other Publications

- a. *Any CAD member may be contacted from SPE or an outside publisher to review a technical article related to the coloring or appearance of plastics. Those requests should be forwarded to the Technical Content Review Committee chairperson to initiate the review process.*

- b. Communicate and work with the publisher to review submitted articles quickly so the authors can meet deadlines set forth by the publisher.*
- 5) Reviewers are selected by the Technical Content Review Committee chairperson or designee. Each paper or article must be reviewed by at least two independent reviewers.*
- 6) Reviewers shall provide specific comments in their feedback such that authors can clearly understand what change(s) is needed, providing examples where possible.*
 - a. Reviewers must stick to factual data driven feedback, avoiding critique that may be construed as commercial or competitive considerations.*
 - b. Papers/articles are reviewed in accordance with the "Paper Review Form" evaluating:*
 - i. Originality: Does the paper/article contain sufficient new results, new applications or new theory?*
 - ii. Quality: Is the paper/article of good quality, free from errors, misconceptions or ambiguities?*
 - iii. Clarity: Is the paper/article clear, concise and does it give sufficient authentic references?*
 - iv. Graphics: Are tables/figures clear and relevant with accurate descriptive captions?*
 - v. Grammar: Is the English satisfactory?*
 - vi. Title: Is the title appropriate, descriptive and reflective of the content?*
- 7) The Technical Content Review Committee is responsible for managing archiving Author Release Forms for CAD RETEC conferences and articles published by CAD.*
 - a. SPE is responsible for managing and archiving release forms for ANTEC conferences and any SPE publications*
 - b. Third party publishers are responsible for managing and archiving release forms for articles published by them.*

SECTION XII

Membership Committee

A. PURPOSE

It is the responsibility of the Membership Committee to monitor and encourage growth **and retention** of CAD membership by its activities. *This is accomplished by monitoring the Division roster as well as conducting periodic surveys to monitor the performance of CAD.*

B. ORGANIZATION

The Division Chairperson will appoint, with confirmation by the Division BOD, the Chairperson of the Membership Committee. The Committee Chairperson in turn will solicit members for the Committee membership from the ranks of the BOD or CAD membership.

1. *The Membership Committee encompasses the surveys and other member related activities provided by the former Public Interest Committee.*

C. DUTIES

Membership Committee duties are outlined by the SPE in the "Membership Chairpersons Guidelines" *found on the SPE website*. The current practice of the CAD is to do the following activities.

- 1) Maintain accuracy of the Division roster that is supplied by SPE.
- 2) Welcome new members by letter *either directly or through SPE*.
- 3) Follow membership demographics and trends.
- 4) *Follow-up with delinquent members of their unpaid dues as determined.*
- 5) *Actively support retain-a-member programs.*
- 6) *Recruitment of new members, forwarding contacts to SPE.*
- 7) *Develop an understanding of the target new members pool.*
- 8) *Develop and execute periodic surveys.*

D. SURVEYS

The Membership Committee is responsible for developing and executing periodic surveys to provide feedback to the BOD. Theses surveys are intended to:

- Ø *collect feedback on the effectiveness of CAD functions, services, and activities*
- Ø *solicit areas of improvement or new directions for CAD*
- Ø *communicate to the BOD where and how future efforts should be directed*

Surveys can be conducted at CAD RETEC conferences, through mailings, or electronically on the website. The committee develops appropriate survey content, collects and analyzes data, and presents results with recommendations when possible.

SECTION XIII

Finance and Audit Committees

A. PURPOSE

The Finance Committee is the Division's fiscal advisory group. It is responsible for the preparation of the annual budget, for the *preparation* of budgets for special Division activities, for maintaining a continual review of Division financial status, for recommendations regarding unusual expenditures, for advice on investment of surplus funds, etc.

B. DUTIES

Specifically, the Finance Committee will submit the proposed budget of Division income and expenses for the next fiscal year to the Executive Committee *followed by review and approval of the BOD* at the ANTEC meeting.

In preparing the budget, the Finance Committee will follow the aims of stated Society fiscal policy. It will be responsible for inclusion of realistic figures in the budget, aware of the Division's limitations in income and balance this against needed expenditures, emphasizing those that promote the aims of SPE. After *approval* of the budget by the Board, any changes require re-approval by the BOD.

The Finance Chair must insure that the Treasurer files on time the properly completed Internal Revenue Form 990 with the District Director of Internal Revenue and the annual financial statement with the Executive Office of the Society.

C. ORGANIZATION

The Finance Committee shall consist of at least three members. The Finance Chair, the Treasurer and *the Endowment Committee Chairman are required members of the Finance Committee.*

D. AUDIT COMMITTEE

The Finance Committee must, at the close of the fiscal year, request the Audit Committee to examine the Treasurer's books and to verify their accuracy. This audit must occur prior to the end of the *RETEC* meeting.

The Audit Committee is appointed by the incoming Finance Chairperson and is comprised of that person plus two other BOD members. The other members cannot be a member of the Finance Committee during the period audited, or the Treasurer. The incoming Finance Chairperson serves as lead auditor since they were not part of the Finance Committee during the period being audited. After examining the Division's books using standard accounting procedures, the Audit Committee submits its report to the Finance Chairperson who is responsible for informing the Treasurer, and the Board, if the books fail to balance, and to follow all details to the resolution of the situation. Audit results are reported during the BOD meeting and recorded in meeting minutes.

SECTION XIV

Education Committee

A. PURPOSE

To promote the CAD and serve the industry by supporting the compilation and dissemination of technical information to the membership in various forms of presentation.

B. ORGANIZATION

The Division Chairperson will appoint, with confirmation by the Division Board of Directors, the Chairperson of the Education Committee. The Committee Chairperson will in turn appoint members, who are currently in good standing in the Division, to this committee.

C. DUTIES

The Division's Education Committee has the following responsibilities and such other specific assignments as may be given or approved by the Division Board of Directors.

- (1) Identify needs for courses at all levels of education, including undergraduate, technician level and continuing education and help develop courses to meet these needs.
 - a. *Using a Technical Resource Sub-committee, develop "canned" presentations for use at Section meetings, Division conferences, webinars, or other outreach opportunities.*
- (2) Provide speakers and instructors for such courses and arrange for plant visits where required as part of the courses.
 - a. *Ensure that the SPE Speaker's List contains members of CAD for color related presentations.*
- (3) Suggest secondary school programs, both vocational and academic, that will further the Division discipline.
 - a. *Continue to provide educational support Terra Community College.*
 - i. *Participate on the Terra Advisory Board*
 - b. *Identify other schools to partner with in developing color technology courses and/or full coloring of plastics curriculum.*
- (4) *Ensure technical resource activities such as Ask PIP or other web based information centers are adequately staffed.*
- (5) Provide and evaluate educational symposia and seminars at Society meetings.

D. OPERATING GUIDELINES

All Division education activities shall fall within the framework of the Societies' Education Program policies.

Section XV

Communications Committee

A. PURPOSE

The Communications Committee is responsible for all planned communications from CAD. This includes but is not limited to such vehicles as CAD News, CAD website, and other CAD publicity. The mission of this group is to provide professional, timely, and informative content to our membership directly, and to those in our industry.

B. ORGANIZATION

The Communications Committee is an umbrella committee encompassing three sub-committees: Newsletter, Website, and Publicity. The Division Chairperson will appoint, with confirmation by the Division Board of Directors, the Chairperson of the Communications Committee.

- 1) The Chairperson of the Communications Committee may also serve as Chairperson of the Publicity Committee.*
- 2) The Chairperson of the Communications Committee may not concurrently serve as Chairperson of either the Newsletter or Website Committees, to achieve dissociation with sponsored, published content.*
- 3) Members of the Communications Committee would include the Chairpersons of the sub-committees, plus any other members of these sub-committees as warranted.*
- 4) The Communications Committee is responsible for external communication of CAD activities and achievements provided by the former Public Interest Committee.*

C. DUTIES

The Chairperson of the Communications Committee is responsible for preparing and executing the annual CAD Communications Plan. This plan should be reviewed by the BOD at the winter meeting for the upcoming calendar year, and may be found in the toolbox section of the CAD website.

D. NEWSLETTER COMMITTEE

The Newsletter Committee is responsible for the content and the publication of the CAD NEWS newsletter. Its purpose is to inform the general membership of CAD activities and color technology. Content should emphasize CAD technical programs, BOD activities and decisions, and new or existing plastics color technology. The SPE newsletter award contest criteria, if available, should be used as a guide for general newsletter content.

- 1) The Division Chairperson and the Communications Committee Chairperson will appoint, with confirmation by the Division Board of Directors, the Chairperson of the Newsletter Committee who serves as editor.*
- 2) The number of issues of CAD NEWS published during the year, the content of those issues, the delivery method, and other information is found in the CAD NEWS Content/Publishing Guidelines document.*

- a. *The CAD NEWS Content/Publishing Guidelines document should be reviewed annually at the Winter BOD meeting.*
 - b. *These guidelines should comply with any SPE publication guidelines and requirements.*
 - c. *This document may be found in the toolbox section of the CAD website.*
- 3) *Specific duties of the Newsletter Editor include:*
- Ø *Oversee layout of issue*
 - Ø *Work with the Sponsorship Chairperson to ensure all sponsored spaces are included and all artwork is correct*
 - Ø *Ensure that all technical articles are reviewed by the Technical Content Review Committee prior to publication*
 - Ø *Utilize other committee members to review general content prior to publishing as required*
 - Ø *Communicates with the publisher regarding edits, printing and mailing/distribution as appropriate.*
 - Ø *Ensures that an electronic version is forwarded to the Website Committee for posting.*

E. WEBSITE COMMITTEE

The CAD Website Committee is responsible for managing the appearance, functionality, and content of the specad.org division website and the CAD content on 4spe.org. Its mission is to provide a professional appearing, up-to-date and interesting global internet window into the activities, plans and accomplishments of CAD that will excite members, provide educational benefit and encourage membership and support of the SPE in general and CAD specifically. This may include, but is not limited to, posting of past, present and future CAD RETEC information, best papers, current organizational contacts, scholarship information, educational opportunities and materials, and links of interest to members and guests concerning the color and appearance of plastics.

- 1) *The Division Chairperson and the Communications Committee Chairperson will appoint, with confirmation by the Division Board of Directors, the Chairperson of the Website Committee.*
- 2) *Specific duties include:*
 - a. *Communicate and work with the web hosting provider to maintain and update the specad.org website*
 - b. *Manage any other domains owned by CAD*
 - c. *Design and manage the look and flow of the website*
 - d. *Manage and maintain all content on the website including:*
 - Ø *Content specified on the CAD annual Communications Plan*
 - Ø *Organizational contacts*
 - Ø *Upcoming and historical conference and meeting information*
 - Ø *Newsletters*
 - Ø *BOD minutes*
 - Ø *Scholarship information*
 - Ø *Awards History*
 - Ø *CAD Toolbox*
 - Ø *CAD Store*
 - Ø *Photo Galleries*
 - Ø *Any other relevant information as deemed appropriate*
 - e. *Coordinate and communicate efforts with the other Communications Committee sub-committees.*

- f. *Support other CAD committees with web communication requests (pages, polls, voting, registration, etc).*

F. PUBLICITY COMMITTEE

The Publicity Committee is responsible for coordinating external communications from CAD including, but not limited to, SPE Newsbriefs, SPE eblasts, SPE CAD blasts, and advertisements. The Publicity Committee is not necessarily responsible for content, but rather provides the vehicle to promote CAD activities for other committees. Examples include CAD RETEC announcements, call for papers, scholarship availability, and elections.

- 1) *The Division Chairperson will appoint, with confirmation by the Division Board of Directors, the Chairperson of the Publicity Committee.*
 - a. *If the Publicity Committee Chairperson is not also the Communications Committee Chairperson, then the Communications Committee Chairperson will co-appoint the Publicity Committee Chairperson with the Division Chairperson.*
- 2) *Specific duties include:*
 - a. *Timely external communications as outlined on the CAD Communications Plan.*
 - b. *SPE Newsbriefs*
 - i. *Sent to primary and secondary CAD members*
 - ii. *Currently limited to 12/year*
 - c. *SPE eblasts*
 - i. *Sent to CAD members and other specified e-mail lists*
 - ii. *Currently limited to 3/year*
 - iii. *Generally used for conference announcements*
 - d. *SPE CAD eblasts*
 - i. *Sent by CAD ourselves outside of SPE.*
 - e. *Advertisements (examples)*
 - i. *CAD RETEC ads in Plastics Engineering magazine and other publications*
 - ii. *CAD RETEC button in Plastics News*
 - iii. *Others as identified*
- 3) *The committee requesting external publicity provides the Publicity Committee with the content.*
 - a. *The Publicity Committee may make recommendations on layout/format changes which are more suitable for the intended publicity vehicle.*
- 4) *The Publicity Committee executes the publicity on behalf of CAD.*

Section XVI

Sponsorship Committee

A. PURPOSE

The Sponsorship Committee is responsible for obtaining sponsorships for all CAD activities with sponsorship opportunities. This includes but is not limited to CAD RETEC, CAD NEWS, and CAD Web-site. The mission of this group is to solicit sponsorships in a professional and timely manner, using a process that is unbiased and provides equal opportunity for sponsors.

B. ORGANIZATION

The Division Chairperson will appoint, with confirmation by the Division Board of Directors, the Chairperson of the Sponsorship Committee.

C. DUTIES

The Sponsorship Committee will solicit sponsors for the various activities within CAD. Sponsorships are generally solicited for CAD RETEC, CAD NEWS, and the CAD Web-site. Sponsorships generally are monetary, but may also include hosting an entire event (no money to CAD) or a physical item to be used as a raffle give-away or other purpose.

D. CAD RETEC SPONSORS

Solicitations for CAD RETEC sponsors generally occur from April to August for the CAD RETEC held in September/October of that same calendar year. Sponsorships are generally divided into three giving levels: Platinum (highest), Gold and Silver (lowest).

- 1) Solicitations are made either by mail, e-mail or by phone to prior sponsors and targeted new sponsors*
- 2) General sponsor requests are included in the CAD RETEC brochure, on the CAD web-site, and in other CAD RETEC advertisements if timing is appropriate.*
- 3) Sponsoring companies are allowed and encouraged to sponsor specific CAD RETEC events such as receptions, meals, breaks or other conference activities.*
- 4) The Sponsorship Committee ensures that company logos are received on time for any printing, and are of the correct format and size.*
- 5) The Sponsorship Committee determines appropriate recognition of the sponsor at CAD RETEC, including any signage or recognition during the Awards Luncheon.*
- 6) The Sponsorship Committee ensures that the funds are received from the sponsor, and forwards the funds or credit card information to the Division Treasurer.*

E. CAD NEWS SPONSORS

Solicitations for CAD NEWS sponsors generally occur during the 4th quarter of the current calendar year, for the CAD NEWS to be published in the upcoming year. CAD Web-site sponsor solicitation

also occurs at the same time. CAD NEWS sponsors are guaranteed three issues of sponsorship within the calendar year. Fees can be pro-rated for any new sponsorship received during the calendar year where one or more issues have already been issued. Sponsorships are generally divided into size of published/printed area based on giving levels.

- 1) Solicitations are made either by mail or by phone to prior sponsors and targeted new sponsors*
- 2) General sponsor requests are generally included in one or more issues of CAD NEWS and posted on the CAD web-site.*
- 3) The Sponsorship Committee ensures that company information is received on time for any printing/publishing, and is of the correct format and size.*
- 4) The Sponsorship Committee reviews any printed CAD NEWS for correct sponsor information prior to printing and distribution.*
- 5) The Sponsorship Committee ensures that the funds are received from the sponsor, and forwards the funds or credit card information to the Division Treasurer.*

F. CAD WEB-SITE SPONSORS

Solicitations for CAD Web-site sponsors generally occur during the 4th quarter of the current calendar year, for inclusion on the web-site for the upcoming year. CAD NEWS sponsor solicitation also occurs at the same time. CAD Web-site sponsors are guaranteed twelve months of sponsorship within the calendar year. Fees can be pro-rated for any new sponsorship received during the calendar year.

- 1) Solicitations are made either by mail, e-mail or by phone to prior sponsors and targeted new sponsors*
- 2) General sponsor requests are generally included in one or more issues of CAD NEWS and posted on the CAD web-site.*
- 3) The Sponsorship Committee ensures that the company logo is received on time and is of the correct format and size.*
- 4) In addition, the Sponsorship Committee ensures that a link to the company's website is supplied and functional.*
- 5) The Sponsorship Committee ensures that funds are received from the sponsor, and forwards the fund or credit card information to the Division Treasurer.*

Section XVII

Awards Committee

A. PURPOSE

The CAD Division will have an Awards Committee which shall be responsible for identifying contributions of particular significance to theory or practice occurring within its field of interest and developing appropriate recognition by the Division or the Society.

B. ORGANIZATION

The Division Chairperson will appoint, with confirmation by the Division Board of Directors, the Chairperson of the Awards Committee.

C. DUTIES

Establish an Awards Committee of at least five BOD members to review and vote on Best Paper Awards for CAD ANTEC and CAD RETEC presentations. One award will also be available for a worthy Student Best Paper award which is reviewed each year.

1) *Best Paper Awards*

- a) *Awards Chairperson or designee will coordinate evaluation and tally results from grading presentations at ANTEC and RETEC sessions. In addition, if there are any student papers, they arrange for at least two reviewers to attend and rate those papers as well.*
- b) *Announce winners at a BOD meeting, and no later than the Summer Meeting prior to the Awards Luncheon*
- c) *Arrange for plaques to be made showing the event, presentation title and name of speaker*
- d) *Ensure the Division Treasurer is aware of the winners and supplies the check with the appropriate honorarium amount*
- e) *Notifies the winners and confirms whether they will attend the Awards Luncheon at the upcoming CAD RETEC*

2) *Honored Service Member and Fellow of the Society.*

- a) *Be aware of society awards and submit nominations of worthy CAD Division members – Honored Service and Fellow, to the BOD no later than at the summer meeting.*
- b) *Obtain two sponsors for each and identify the division champion (generally the Awards Chairperson or designee) at the summer meeting.*
- c) *The persons nominated for each award must complete their information quickly (generally by the end of August), as it will be used by the sponsors and division champion.*
- d) *Sponsors will provide a letter validating the information provided by the candidate, and the importance of their service and/or contribution to the Division and/or industry.*
- e) *The Awards Chairperson or designee acts as the division champion and collects nominee information and sponsor letters, and completes all forms including a Division critique, if required. This person submits the required information to the Society prior to the deadline established by the Society.*
- f) *Nominees are notified directly by the Society whether they have achieved the award.*

- i) *This notification generally occurs in January/February of the next calendar year.*
 - ii) *If successful, the winners are invited to the SPE Awards Banquet held in conjunction with ANTEC in that same year, to receive their award from the Society.*
 - g) *The Awards Chairperson arranges for an acrylic tower to be made highlighting successful granting of either Fellow or Honored Service Member status.*
 - h) *Recognition of this achievement along with the presentation of the acrylic tower by CAD occurs at the next CAD RETEC Awards Luncheon following the presentation by the Society at ANTEC.*
 - i) *The Awards Chairperson ensures that the recipient will be present at the CAD RETEC Awards Luncheon, or makes other arrangements to deliver the acrylic tower.*
 - ii) *Recognition of this achievement must still occur at the CAD RETEC Awards Luncheon whether the winner is in attendance.*
- 3) *Terry Golding Outstanding Achievement Award*
- a) *Nominations are solicited at the ANTEC meeting and no later than the summer meeting.*
 - b) *If more than one nominee is made, the award can be decided by a majority vote at the summer meeting, or multiple winners can be awarded.*
 - c) *The Awards Chairperson arranges for the Society certificate to be printed and signed by SPE officers. The certification should be framed if not done so by SPE.*
 - d) *Recognition of this achievement along with presentation of the certificate occurs at the next CAD RETEC Awards Luncheon.*
 - i) *The Awards Chairperson ensures that the recipient will be present at the CAD RETEC Awards Luncheon, or makes other arrangements to deliver the certificate.*
 - ii) *Recognition of this achievement must still occur at the CAD RETEC Awards Luncheon whether the winner is in attendance.*
- 4) *Other Awards*
- a) *Current year ANTEC Chairperson and current CAD RETEC Chairperson*
 - i) *ANTEC and CAD RETEC Chairpersons are recognized with an acrylic tower*
 - ii) *For example, the 2009 CAD RETEC Awards Luncheon would recognize the 2009 ANTEC and 2009 CAD RETEC Chairpersons*
 - b) *CAD Division Officers based on position which ended at the current year ANTEC meeting*
 - i) *Outgoing CAD Chairperson receives a clock and a past-chair lapel pin*
 - ii) *Chair-elect receives a gift card and a chairperson lapel pin*
 - iii) *Financial Chair and Secretary receive a gift card*
 - c) *Outgoing BOD members*
 - i) *Those that completed their term at the current year ANTEC meeting receive a gift card, regardless whether they were re-elected or not.*
- 5) *The Awards Chairperson or designee makes the awards presentations at the CAD RETEC Awards Luncheon. This includes highlighting the achievements for the special awards including Best Papers, Honored Service, Fellow and Terry Golding Outstanding Achievement awards.*
- 6) *Suggest and implement special awards to CAD members who have contributed technical or organizational improvements to the Coloring of Plastics Industry or to the CAD itself.*
- 7) *Provide list of winners to Communications Committee for publication. Update records of award winners on the website annually.*

Section XVIII

Elections Committee

A. PURPOSE

The Elections Committee will have the responsibility for nominating candidates for Division Councilor (once every three years) and Board of Directors.

B. ORGANIZATION

The BOD Chairperson-elect will be the Chairperson of the Elections Committee. The committee chairperson will, in turn, appoint the necessary members for this committee.

C. DUTIES

- 1) Solicit potential nominations of new people as well as determine if outgoing Councilor and BOD members wish or can run again. This solicitation should begin at the RETEC meeting prior to the elections.
- 2) Prepare a slate of nominees for the winter BOD meeting where a review and confirmation vote will be taken on the acceptability of this slate of Councilor (if required) and BOD nominees.
- 3) Once confirmation of the slate of nominees is made, the Elections Committee must prepare a ballot that will be available to each member of the CAD, and should include a biographical sketch of each nominee.
- 4) The election should be timed so that the Elections Committee Chairperson can report all results no later than one month prior to ANTEC or by April 2nd.
- 5) On or just after April 2nd, the Elections Committee Chairperson should notify all candidates of the election results.
- 6) It is also the responsibility of the Election Committee to inform potential candidates of their future responsibilities and to be sure that these candidates have the support of their company's management to commit to these responsibilities. All candidates must be members in good standing of SPE and the Color and Appearance Division. Councilor and BOD candidates must also be voting grade members of SPE which means at least a full member Grade.

Section XIX

Endowment Committee

A. PURPOSE

The purpose of the Endowment Committee is to create and maintain a fund with a minimum balance of \$250,000 with the sole purpose of awarding scholarships to college students who have demonstrated or expressed an interest in the coloring of plastics industry.

B. ORGANIZATION

The Division Chairperson will appoint, with confirmation by the Division Board of Directors, the Chairperson of the Endowment Committee who in turn can appoint members to the committee.

C. DUTIES

The Endowment Committee chairperson ensures that the following guidelines are met:

- 1) A minimum balance of \$250,000 is to be in the fund before any funds can be disbursed, and no grant can be issued which would lower the balance below \$250,000.*
- 2) The CAD Board can authorize the fund or any portion of the fund to be converted to the CAD Treasury at any time money is needed in CAD operations.*
- 3) The CAD Endowment Committee will review applications and recommend scholarships to be granted.*
- 4) The CAD Board will approve scholarship grants.*
- 5) The CAD Endowment Committee will review the scholarship process annually at the Summer BOD meeting.*

D. SCHOLARSHIP PROCESS

The Endowment Scholarship Program offered by the CAD awards up to five scholarships each year to students who have demonstrated or expressed an interest in the coloring of plastics industry. The students must be majoring in or taking courses that would be beneficial to a career in this industry. This would include, but is not limited to, plastics engineering, polymer science, coloring of plastics, chemistry, physics, chemical engineering, mechanical engineering, industrial design and industrial engineering. All applicants must be in good standing with their colleges. Financial need is considered for most scholarships.

Undergraduate and graduate scholarships generally range up to \$4,000 annually. Scholarships are awarded for one year only, but applicants may apply for a re-award for each year they are enrolled in school.

1) Scholarship Eligibility

- a) Applicants for these scholarships must be full-time undergraduate students in either a four-year college or a two-year technical program or enrolled in a graduate program.*
- b) All applicants must be graduates of public or private high schools.*

2) *Scholarship Criteria*

- a) *Applicants must have a demonstrated or expressed interest in the coloring of plastics industry.*
- b) *Applicants must be majoring in or taking courses that would be beneficial to a career in the coloring of plastics industry.*
- c) *An applicant must be in good academic standing with his or her school.*
- d) *Preference is given to student members of SPE and also to students who have a parent(s) as a member of the Color & Appearance Division of the SPE.*
- e) *Financial need of an applicant will be considered for most scholarships.*

3) *Application Procedure*

- a) *Applicants complete an application and return it to the Endowment Committee Chairperson.*
- b) *All applications submitted must include:*
 - i) *A completed application form.*
 - ii) *Three recommendation letters: two from a teacher or school official and one from an employer or non-relative.*
 - iii) *A high school and/or college transcript for the last two years.*
 - iv) *An essay by the student (500 words or less) telling why the applicant is applying for the scholarship, the applicant's qualifications, and the applicant's educational and career goals in the coloring of plastics industry.*

4) *The Endowment Committee uses a point system to rank applicants in an unbiased manner. This point system is documented in the Criteria for Acceptability document found in the CAD website toolbox.*

- a) *The Endowment Committee Chairperson will use the Criteria for Acceptability document to assign points to each application.*
- b) *The Endowment Committee Chairperson will solicit input for this review from other committee members as appropriate.*

5) *The Endowment Committee will make recommendations for scholarships (grants) no later than at the summer meeting for approval by the BOD.*

6) *All scholarships will be paid directly to the recipients' schools. The Color & Appearance Division Endowment Scholarship Program will not award scholarships to applicants who are not qualified and reserves the right to not award a scholarship in a given year if it so chooses.*

Section XX

International Committee

A. PURPOSE

The purpose of the International Committee of CAD is to support expansion of SPE into other countries and regions of the world.

B. ORGANIZATION

The Division Chairperson will appoint, with confirmation by the Division Board of Directors, the Chairperson of the International Committee, who will in turn appoint members to this committee.

C. DUTIES

This committee monitors and supports activity relating to the coloring and appearance of plastics outside of North America. These efforts may include:

- 1) Expanding CAD services outside North America*
- 2) Promoting international SPE membership and growth*
- 3) Attempt to preempt any formation of similar organizations such as CAD in other regions*
 - a) Try to make SPE CAD the one organization for color on an international basis.*
- 4) Be the liaison for SPE Additives & Color Europe Division (ACE)*
- 5) Support sister divisions starting up in other countries/regions*
- 6) Manage translation of technical resources documents to languages other than English*

Section XXI

Strategic Planning Committee

A. PURPOSE

Develop a long range plan for CAD activities to ensure the ongoing health and prosperity of the Division. The goal is to provide a 10 year strategic plan taking into account changing external conditions.

B. ORGANIZATION

The Division Chairperson will appoint, with confirmation by the Division Board of Directors, the Chairperson of the Strategic Planning Committee, who will in turn appoint members to this committee. This committee generally includes the current CAD Executive Committee, CAD past chairpersons, and other interested current BOD members.

C. DUTIES

The Strategic Planning Committee should meet, if practical, four times per year either in person at scheduled BOD meetings or via conference call. Activities include but are not limited to:

- 1. Review the current Strategic Plan with the BOD at the summer meeting*
- 2. Develop and maintain the CAD Mission Statement to adapt to changing goals of the Division*
 - a. The CAD Mission Statement can be found on the CAD website.*
- 3. When developing plans or reviewing the mission statement, the committee should consider such factors as:*
 - a. Changes in geographical structure of industries*
 - b. Changes in demographics*
 - c. Changes in expectations of young professionals*
 - d. Changes in business environment (time, increased responsibilities, travel costs, etc)*

Section XVIII

Color Advisory Committee

A. PURPOSE

The Color Advisory Committee of CAD monitors activities of and provides support to other industry groups or private organizations that deal with or request help regarding the color and appearance of plastics. Private organizations are limited to those companies who may provide calibration or collaborative testing for equipment or processes typically used in the coloring of plastics industry. This group can only review and comment on typical practices used in industry, and can not comment upon nor participate in any manner in the development, by any organization, of industry standards.

B. ORGANIZATION

The Division Chairperson will appoint, with confirmation by the Division Board of Directors, the Chairperson of the Color Advisory Committee, who will in turn appoint members to this committee.

C. DUTIES

- 1) The Color Advisory Committee is a standing committee of CAD that does not typically meet regularly. As the committee becomes aware of outside activity, or when support is requested of CAD that falls under this committee, it becomes active and responds to these events.*
- 2) The Committee generally monitors the activity of other industry groups such as the Society of Automotive Engineers (SAE), Detroit Colour Council (DCC), Inter-Society Color Council (ISCC), International Commission on Illumination (CIE), International Standards Organization (ISO), and ASTM. When there is a new or proposed revision to an existing industry practice which affects the coloring of plastics industry, the Color Advisory Committee tries to review and provide feedback of those practices as they are able.
 - a) If timing permits, the industry practice should be reviewed at the next BOD meeting, with a response formulated based on the majority of the BOD input.*
 - b) If timing does not permit, the Color Advisory Committee should provide input back to the outside industry group with as much BOD input as possible. The practice reviewed and the response formulated should be reported at the next BOD meeting.*
 - c) These reviews are limited to industry practices and can not include review of industry standards.**
- 3) Other industry groups or private organizations may approach CAD directly to provide input as they develop practices related to the coloring of plastics.
 - a) Private organizations should be limited to those companies who may provide calibration or collaborative testing for color related equipment or coloring processes.*
 - b) These requests should be reviewed at a BOD meeting, with the response formulated based on the majority of the BOD input.**

Section XXIII

Special Committees

A. PURPOSE AND SCOPE

Special Committees can be appointed by the BOD or Division Chairperson to fill either limited or long term goals vital to the CAD.

B. ORGANIZATION

The Division Chairperson will appoint, with confirmation by the Division Board of Directors, the Chairperson of any special committee who will in turn appoint members to this committee.

C. DUTIES

In order to get an approval for a special committee, a clear set of duties must be included in the proposal along with a time table to accomplish these duties if possible.