

SOUTH TEXAS SECTION
POLICY MANUAL

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SOUTH TEXAS SECTION BOARD OF DIRECTORS

1. The Section must have a functioning Board of Directors which is interested in the Section and capable of fulfilling the duties extended to it.
2. The Board of Directors is the governing body of the Section. The following responsibilities are specifically reserved to the Board and cannot be delegated.
 - (a) Establish and amend Section Policy Manual
 - (b) Adopt the annual budget
 - (c) Elect Section Officers
 - (d) Elect interim Councilor or interim Director
 - (e) Authorize special fund-raising activities
 - (f) Authorize requests for RETECs
 - (g) Approve appointments of Committee Chairman
 - (h) Approve annual audit and financial reports
3. The Board has the power to delegate responsibility for any other Section activity consistent with the SPE By Laws and Procedures. The Board should meet at least eight times per year; usually prior to regular monthly Section meetings.
4. One or two organizational meetings should be held during July or August to prepare for the following year.
5. The Board of Directors should be composed of ten elected Directors, the Councilor, the Section Officers and the immediate Past President.
6. Board meetings are open to any member of the society.
7. At the time of nomination, election and during the term, every Board member must be an SPE member of voting grade in standing. A Director who has served more than 1 1/2 consecutive terms shall not be eligible for re-election for one year.
8. It is advisable to elect to the Board of Directors members who have performed well on Section committees. However, any potential candidate who has shown an interest in working for the Section should not be overlooked.

9. Directors are elected to staggered three year terms. New directors are elected by vote of the membership from a slate of candidates proposed by the nominating committee and approved by the Board. Candidates with the highest number of votes fill the duty. The next two nominees, not elected to the board, but receiving the highest number of votes shall be designated first and second alternates. They will be accorded voting rights at any Board meeting where an absence of one or two regular directors exists. Their term of office shall be until the next regular scheduled election.
10. The Section Board of Directors shall declare an Officer's or Director's seat vacated upon receipt of his resignation in writing, or when he resigns at a Board meeting. The Board may declare an Officer's or Director's seat vacant whenever he fails to meet the eligibility requirements, fails to perform his duties, or for any other cause which in the judgment of the Board justifies his removal. Removal for failure to perform shall require a 2/3 majority vote of all Directors.
11. In the case of a Director vacancy, the first and second alternate, in that order, shall fill the vacancy. In the event that no alternate exists, the President will appoint a Section member who meets the qualifications outlined in Paragraph 7 of this section. All appointments will be approved by a majority of the Board. The alternate or appointee will fill out the remainder of the term.
12. Meetings of the Board of Directors shall be held at such places and times as may be designated by the President. A meeting shall be called upon the request of any five members of the Board. A quorum shall consist of a simple majority.
13. At least seven days' notice shall be given prior to each meeting. This notice requirement may be waived, provided that at least 3/4 of the Board members agrees to do so.
14. During the fiscal year the following essential functions must be completed:
 - (a) September - Approve annual audit and financial report.
 - (b) January - Elect officers.
 - (c) February - Complete nominations for Directors and (every third year) for Councilor.
 - (d) May - Organize for the following fiscal year.
 - (e) July - Approve the technical program; adopt annual budget.

15. Any changes to this manual must be made by approval of 3/4 majority of the Directors present at a regularly scheduled meeting. Further, the meeting agenda must make note that Policy Manual business will be discussed.

SOUTH TEXAS SECTION COUNCILOR

1. The Councilor is expected to attend all Council meetings or appoint an alternate or proxy to represent the Section. As the Section's Councilor, he/she shall obtain clarification of existing policy, make recommendations, introduce new policies, and convey information concerning pertinent Section activities.
2. As a member of the management of the Society, the Councilor shall act in the best interest of the Society as a whole. His/her decisions shall be based on an objective analysis of the need or opinions of all members of the Society, not only the members of his/her Section.
3. The Councilor shall report to the Section Board of Directors all significant activities of the Council or the Society's Executive Committee. When appropriate, he/she shall arrange to have a member of the Society's Executive Committee or Executive Office Staff visit the Section and attend Board meetings.
4. The Councilor shall report to the Section members all important Society actions and activities. The Section newsletter is usually the best vehicle. Reports may be given at Board or Section meetings.
5. In the event that neither the Councilor nor the Alternate can attend a particular Council meeting, the Councilor should appoint a proxy. The proxy may be any voting member of the Section.
6. The terms of office for Councilor shall be three years.
7. The Councilor is elected from a slate of at least two qualified candidates.
8. The second place candidate is designated Alternate Councilor. A designated Alternate Councilor is necessary to fill the duties of the Councilor when the latter is unable to attend council meetings.
9. The Alternate Councilor will replace the Councilor in case of a vacancy, and complete the remainder of his term. In the event that both positions become vacant, the President shall select a new Councilor from among Section members in good standing. This person will complete the remainder of the term. The appointment will require approval of a majority of the B.O.D.

SOUTH TEXAS SECTION PRESIDENT

1. The President shall appoint a Chairman for each committee before the summer organizational Board meeting. The President will approve appointments of Committee members by the Chairman.
2. The President or his delegate will preside at the Board of Directors' meetings. Committees conduct their business prior to the regular board meetings and submit recommendations to the President for addition to the meeting agenda. Any lengthy reports are to be forwarded to board members prior to board meetings. The President will supply all board members with an agenda prior to each Board meeting.
3. The President is required to see that the decisions of the Board are carried out and that each officer and committee chairman understands the responsibilities of his office.
4. The incoming President will chair an audit committee made up of the outgoing and incoming Presidents and the incoming Treasurer, with the outgoing Treasurer participating as an ex officio member. This committee will audit the financial records in June of each year and report to the Board no later than the Summer Board Meeting.
5. The Nominating Committee will nominate and the Board will elect the next year's officers at the February Board Meeting.
6. The President will provide the Board with a calendar of the upcoming year's events and a list of addresses and phone numbers for officers and Board members at the summer Board meeting.
7. The President shall have the right to appoint a sufficient number of proxy Directors to allow for the obtaining of a quorum at any regularly scheduled B.O.D. meeting. The business, at such meetings where proxy Directors exist, shall not cover the items stated in Paragraph 2 of the Board of Directors section of this manual.
8. In the event that a vacancy occurs in any of the other officer positions, the President shall nominate a replacement from one of the remaining officers or board members. The nomination shall require approval of a majority of the Board of Directors.

SOUTH TEXAS SECTION PRESIDENT-ELECT

1. The President-elect shall succeed to the presidency at the expiration of the President's term of office or to fill a vacancy in the office of the President occurring during the term of the President-elect.
2. The President-elect shall preside at any meeting in the absence of the President.
3. The President-elect shall carry out any duties assigned to this office by the Section By Laws, Rules or Operating Procedures.
4. The President-elect will normally act as Program Chairman, unless the President makes an alternate assignment.
5. During his term of office, the President-elect shall formulate goals for his forthcoming administration. He shall make judicious plans and following the Section election in the spring of his term, he shall make appointments in order to achieve those goals.
6. The President-elect will be responsible for Section awards: including the President's recognition, secretarial appreciation and outstanding member.

SOUTH TEXAS SECTION PAST PRESIDENT

1. The immediate Past President will be a member of the Nominating Committee and the Education Committee.
2. The Past President will be a voting member of the Board.

SOUTH TEXAS SECTION VICE-PRESIDENT

1. The Vice-President shall preside at any meeting in the absence of both the President and the President-elect.
2. If both the offices of President and President-elect are vacated, the Vice-President shall assume the duties of President until such time as the Board may elect a new President.
3. The Vice-President is normally the Newsletter Editor unless otherwise designated by the President. The President or the Board may assign other duties.

SOUTH TEXAS SECTION TREASURER

1. 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.
2. The Treasurer shall disperse funds in accordance with the annual budget or as otherwise authorized by the Board of Directors.
3. An invoice or other written instrument should be received before any payment is made.
4. The Treasurer shall prepare an operational budget and cash flow estimate from various committees: House, Newsletter, Education and awards (including speakers gifts). Presentation to be made at summer organizational meeting.
5. Expenditures not included in the annual budget must be approved by a 2/3 majority of the Directors.
6. All payments should be made by check. Checks may require the signatures of two officers. The board may authorize three signatures, with any two employed for a given check.
7. Petty cash will be used for last minute, minor expenditures.
8. The Treasurer shall prepare an accurate account of all Section funds received or paid out and a statement of the current financial status. A statement shall be prepared for all regularly scheduled Board meetings. Approval of the Treasurer's report shall be an order or business at the Board meeting.
9. At the close of the fiscal year, the Treasurer shall prepare an annual financial report. This report, together with supporting documents, shall be examined and verified by the Section Audit 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, sooner if possible.

SOUTH TEXAS SECTION SECRETARY

1. 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 also to be forwarded to the attention of the Section/Division Coordinator at the SPE Executive Office. Approval of these minutes shall be an order of business at the Board meeting. The Secretary shall advise the President if he is unable to attend a Board meeting so that a substitute may be appointed.
2. The Secretary conducts Section correspondence as directed by the Officers and Board.
3. The Secretary shall retain Section records during his term as designated by the Board:
 - Officer List and Calendar
 - Section Correspondence
 - Section Minutes
 - Policy Manual
4. The Secretary shall maintain the Section's equipment, records, and office supplies and is responsible at the beginning of the year for ordering stationery listing Officers and Board members.
5. Other duties may be assigned by the Board, Section By Laws, Rules or Operating Procedure.
6. The outgoing Secretary should pass on to the incoming Secretary the current year notebook, retained records and usable stationery and supplies.

SOUTH TEXAS SECTION PROGRAM COMMITTEE

1. The Program Committee shall be responsible for securing suitable speakers for all regular Section meetings, considering the technical interests of the Section members in making its selections.
2. SPE publishes a Speakers List, two copies of which are sent to Section Presidents in May of each year. This list contains the names, addresses and topic areas of persons willing to speak at Section meetings, and can prove to be a valuable source for speakers.
3. Determination of the equipment requirements of each speaker and arrangements to secure the equipment are the responsibility of Program Committee. He/she will inform House Committee of these needs.
4. Detailed information on the program for the forthcoming meeting must be provided to the Newsletter and Public Interest (Publicity) Committees.
5. The Committee shall be responsible for the proper introduction of all speakers at meetings.
6. Guest Speakers - Speakers should be instructed beforehand on how long they are to talk. Speakers should always be told not to let their talks become too commercial. If your speaker talks too long, thank him formally and adjourn the meeting so that those who wish to leave may do so. Then state that everyone is welcome to stay for more questions if they wish.
7. The President-elect will normally be the Program Committee Chairman.

SOUTH TEXAS SECTION NEWSLETTER COMMITTEE

1. In order to communicate with the membership on all Section activities and also on the international level, a newsletter is vital. The Newsletter Committee shall publish notices of forthcoming regular Section meetings, other technical meetings and social functions. Other significant news should be included, such as election results, appointments, actions of the Board, recognition of accomplishments of Section members, lists of new members and the annual financial report.
2. The newsletter should be mailed to all Section members so it will be received seven to 14 days prior to the announced meeting date.
3. The Newsletter Committee shall cooperate with the Section Secretary or Membership Committee (as applicable) to keep the Section mailing list current and accurate.
4. Responsibility for entering the annual Newsletter Award Contest rests with this committee.
5. A committee member responsible for advertising should be appointed.
6. Local companies in the plastics industry or related to it, should be solicited for advertising to defray the expenses of publishing the Newsletter.
7. The Board shall set rates for advertising space. The Committee shall see that all advertisers are invoiced with remittance made to the Section Treasurer.
8. The space for advertising should be limited to 50% of the page published.
9. The Vice-President will normally be the Newsletter Editor.

SOUTH TEXAS SECTION AWARDS COMMITTEE

1. The Awards Committee shall procure or prepare suitable awards in recognition of outstanding service to the Section. Potential recipients include the Past President, retiring Officers and Directors, educators, speakers and industry leaders.
2. The President-elect will normally be chairman of this committee.

Specific duties of the Awards Chairman:

- 1) Purchase all awards given during an SPE calendar year. Submit receipts for cost of awards to the Treasurer for reimbursement. The Awards Chairman will decide the appropriate gift, plaque, trophy, etc. for the awards listed below and submit the list to the Board of Directors for approval at the first meeting of the Board during an SPE calendar year.
- 2) Present an award to the Past President for his services during the past year.
- 3) Present an award to each secretary that helped with the running of the section during an SPE calendar year. Solicit names of secretaries deserving those awards from the Board of Directors.
- 4) Present an award to the South Texas Section "Man/Woman of the Year". Solicit nominations for the section and have the section vote for their choice when they elect new board members. This award should go to the man or woman who contributed the most to the South Texas Section during a current SPE calendar year.
- 5) Present an award to the member of the section who signed up the most new members during an SPE calendar year. This award should be made at the last meeting of the year.
- 6) Present a "Most Outstanding Paper" award when the South Texas Section sponsors a RETEC or similar program.
- 7) Obtain and present appropriate speakers' awards.

SOUTH TEXAS SECTION EDUCATION COMMITTEE

1. The Education Committee shall identify needs of Section members for education programs in plastics or related fields and strive to provide opportunities to fulfill these needs.
2. The 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.
3. The Committee may select seminars appropriate for Section members and make arrangement for their presentations.
4. The Committee will select candidates for educational awards offered by the Section.
5. The Committee is expected to formulate proposals for Board consideration in response to requests by institutions for financial aid.
6. The Committee shall have responsibility for any Section property related to educational activities, such as signs or training aids.
7. This Committee has the responsibility for initiating development of Student Chapters of SPE at institutions within their geographical area and maintaining contact once such Chapters are established.
8. Communications should be established with the Society's Education Committee, which runs the annual Section Education Award Contest. All sections are encouraged to enter this competition.

SOUTH TEXAS SECTION PUBLIC INTEREST COMMITTEE
(PUBLICITY CHAIRMAN)

1. The purpose of this committee is to inform the public as well as Section members on issues pertaining to the plastics industry on a local and international level.
2. The Public Interest Committee shall establish contact with local media persons and the Public Relations and Promotion Director of the Society.
3. The Committee shall prepare and distribute to the appropriate personnel details on all newsworthy Section activities. Any regular Section meeting or conference shall be announced in advance if non-members will be admitted. Photographs of speakers, award presentations, donations, etc., should be provided to the media and to the Section/Division Coordinator at the Executive Office for publication in the Section/Division Newsletter.
4. The Committee is responsible for the Sections copy of "The World of Plastics" film.
5. The Committee will have an active program of showing "The World of Plastics" film to schools, industry, organizations, etc.

SOUTH TEXAS SECTION MEMBERSHIP COMMITTEE

1. The Membership Committee shall strive to recruit new members of SPE and retain present members. The Committee shall have a supply of membership application forms available at all regular Section meetings, seminars, technical conferences, etc.
2. The Membership Committee shall be responsible for personal contact with each delinquent member to request that he become a member in good standing again by payment of dues; at least one contact per delinquent should be made prior to October 1st (the first RAM deadline is October 31st).
3. The Membership Committee may be responsible for welcoming all new Section members and inviting them to participate actively in Section functions.
4. The Committee in combination with the Newsletter editor is responsible for maintaining the Section's membership list.
5. The Committee should study the manual on Section membership activities available from the Membership Promotion Manager of the Society. The Committee shall maintain regular contact with the Society's Membership Committee.

SOUTH TEXAS SECTION HOUSE COMMITTEE

1. The House Committee shall select a suitable facility and menu for each regular Section Meeting, subject to any constraints stipulated or voted by the Board.
2. The House Committee shall be responsible for the sale of dinner tickets at regular meetings, at a price set by the Board; all monies collected shall be turned over to the Section Treasurer who is responsible for payment of all bills.
3. The House Committee may be responsible for the procurement and awarding of door prizes.
4. With the exception of plant tours, meetings are to be held within Metropolitan Houston. Meeting locations will be arranged to be consistent with maximizing program attendance.
5. The Section wishes to maintain the practice of giving one (or more) donated speakers' gifts per regular meeting. If donations are not received, the cost will come from Section funds.
6. On a monthly basis, meal costs and meeting location data for the next three meetings are to be sent to the Newsletter Chairperson by the printer due date.
7. The House Chairperson is to arrange for a meeting room to accommodate the program speaker, including audio, visual aids. If required, a meeting room at the same location for the Board of Directors meeting should be arranged. Exceptions are the annual Christmas Spouses Night and the Golf outings.
8. The House Committee will be responsible for the 35MM projector and screen owned by the Section.

SOUTH TEXAS SECTION NOMINATING COMMITTEE

1. The Nominating Committee shall nominate eligible candidates for Section Officers, Directors and Council Representative.
2. The Nominating Committee shall consist of the President, President-elect, Past-President and Councilor. The President-elect will be the chairman of the committee.
3. The Section Nominating Committee shall nominate eligible members for each vacancy for the next fiscal year. Vacancies may be due to completions of terms, resignations or removals from office. Nominations are required annually for Officers and Directors and every third year for Councilor.
4. Nominations - The Section Nominating Committee shall nominate at least one and not more than three candidates for the offices of President-elect, Vice-President, Secretary and Treasurer. Nominees must be members in good standing and must indicate their willingness and ability to serve if elected. All candidates must be members of the Board of Directors at the time of nomination; Directors completing their terms in that year are still eligible. The Nominating Committee shall report to the Board orally or in writing by January 15.
5. Any Director may make officer nominations from the floor. They shall be accepted if seconded and if the nominee gives his consent.
6. Whenever more than one nomination for an office is made, election shall be by secret ballot. A simple majority of votes cast shall determine election to office; no proxy ballots should be permitted. With more than two candidates - if the first ballot does not produce a majority, the candidate receiving the least number of votes shall be dropped. This procedure shall be followed on each succeeding ballot until a candidate receives a majority. In the event of a tie vote with two candidates, balloting shall continue for not more than three ballots. After three tie ballots, the officer shall be selected by lot or by the flip of a coin.
7. Officers shall be elected in the following order: President-elect, Vice-President, Secretary and Treasurer. All terms shall be one year, from July 1 to June 30.

8. The Section Nominating Committee shall nominate at least two eligible voting members of the Section for the office of Councilor in the year of expiration of the Section's Councilor's three-year term. In the event of a vacancy in the seat of Councilor more than one year prior to expiration of the term, the Section Nominating Committee shall nominate at least two eligible voting members of the Section. The Committee shall report to the Board by February 1.
9. Nominations for Councilor shall be considered at a meeting of the Board of Directors held on or before February 15. Nominees of the Nominating Committee may be accepted or rejected by majority vote. Additional nominations may be made from the floor, if seconded and if the nominee gives consent.
10. At least two, but not more than three Councilor candidates shall be selected by the Board. If more than three candidates are nominated, balloting of the Board shall be conducted. The process of elimination described in Item 6 shall be followed until only three candidates remain.
11. A councilor who has served more than 1 1/2 consecutive terms shall not be eligible for re-election within three years.
12. Nominations - Nominations for Directors shall be carried out at the time and in the manner prescribed for Councilor. Names of candidates shall be listed alphabetically or in a random manner (determined by drawing of lots). Voters shall be instructed to vote for "up to (the number of positions vacant)", and spaces for the same number of write-in votes shall be provided.
13. The Section Secretary shall send ballots by first-class mail to all voting members affiliated with the Section.
14. Councilor ballot shall show:
 - Name of Section
 - Instructions to "Vote for One"
 - Names of candidates
 - Information on candidates, as prescribed by the Board (usually position, education, experience, SPE activities)
 - Space for one write-in vote
 - Envelope for return of ballot to the Secretary
 - A notice that polls shall close at a given deadline

15. The Section Election Inspectors Committee shall count all ballots before April 15th. The candidates receiving the greatest number of votes shall be elected. The Committee shall report the results of the balloting to the Section Secretary. He shall notify the successful candidates before April 15th. The Committee should retain ballots for at least 30 days; ballots shall be delivered to the Board of Directors for examination if so ordered.

16. The Committee will issue a written report of election proceedings for inclusion in the permanent records of the section.

SOUTH TEXAS SECTION POLYOLEFINS COMMITTEE

1. The Polyolefins Committee shall be responsible for organizing and running a Polyolefins RETEC during February or March of every odd numbered year.
2. The Section President shall appoint a General Chairman no later than 20 months prior to the next scheduled conference. The General Chairman appointment must be approved by a majority of the Board of Directors.
3. The General Chairman shall select the remainder of the committee, which will consist of a minimum of: 1) Program Chair, 2) Housing Chair, 3) Registration Chair, 4) Exhibit Chair, 5) Secretary, 6) Treasurer, 7) Printing Chair, and 8) Publicity Chair. Other chairs may be added at the discretion of the General Chairman.
4. The Polyolefins Committee shall be eligible to receive seed money to cover operating expenses incurred prior to generating revenues. The Polyolefins Committee financial records shall be kept separate from those of the Section.
5. The General Chairman or his designated representative, shall report to the Board of Directors on the status of the Committee's business.
6. Members of the Polyolefins Committee must be members in good standing with the Section or the Thermoplastics, Materials and Foams Division as long as the Division continues as a co-sponsor of the conference.
7. The General Chairman shall submit to the Board of Directors a final report on the conference no later than June of the year in which the conference was held.
8. All surplus revenues due the Section, must be deposited with the Section Treasurer by the time of the final report. It is permissible to retain a minimum amount of seed money to keep the bank account active for the next Polyolefins Conference.

Appendix A

GUIDE TO RUNNING A SECTION MEETING

1. The regular meetings of each Section should be held in locations centrally located to the membership. The Section, under the leadership of its President and Board of Directors is responsible for seeing that it functions according to the Constitution and By-Laws as set up by the International Organization.
2. Meetings are normally held on the third Monday of each month from September through May.
3. The normal schedule is as follows:
 - 6:00 p.m. - Social Hour
 - 7:00 p.m. - Dinner
 - 8:00 p.m. - Program
 - 9:00 p.m. - Adjournment
4. Social Hour
 - President and Officers must be on time
 - Never allow a Board of Directors meeting to extend into the Social Hour
 - Instruct all Officers and Directors to circulate and talk with anyone standing alone. Always introduce new members to the President and other Officers. See that a new member is guided into conversation with other members
 - Do not allow Officers or Directors to gather by themselves and form "cliques".
5. Fill head table in order of this priority:
 - A. President
 - B. Program Chairman (=President-elect)
 - C. Speaker(s)
 - D. Visiting International Society Officers or Staff Members
 - E. Vice-President (=Newsletter Editor)
 - F. Treasurer
 - G. Secretary
 - H. Past President
 - I. Councilor

- J. House Chairman
- K. Education Chairman
- L. Public Affairs Chairman

6. Stay on schedule. If you have stated dinner will be at 7:00 p.m., avoid any delays beyond just a few minutes. You will receive no complaints on a five or ten minute delay, but let it go until 7:30 p.m., and some members just will not come back.
7. Always have a written agenda for yourself! If you don't, you run the risk of forgetting an announcement or introduction, or of giving the wrong date. Make sure that everyone making announcements knows when they will talk.
8. Introduce head table participants and any special guests.
9. Unless the attendance is over 100, ask everyone to rise and introduce themselves and their company. For larger groups, introduce guests and officers, as a minimum.
10. The President should give normal announcements on coming meetings and any special new events.
11. The Committee Chairman or an Officer should make special announcements on any Committee activities; keep them brief, not more than two or three minutes in total. If people in the audience are to make announcements, they should be seated near the head table and come to the podium. Don't call on too many people for announcements - they can become very boring for your audience.
12. Consider letting your Vice-President or another officer run a meeting. It's good experience.
13. Turn the program over to your Program Chairman to introduce your speaker(s).