

# **THE POLYMER PROCESSING SOCIETY**

## **Constitution and Bylaws as amended at the Orlando, Florida, Annual Meeting May 8 - 11, 1988**

### **CONSTITUTION**

#### **ARTICLE I – Name**

The name of this organization shall be the Polymer Processing Society, Incorporated.

#### **ARTICLE II – Purpose**

The objective of this society is to foster scientific understanding and innovation in polymer processing by providing a forum for discussion and education. This purpose shall be advanced by an annual meeting of the international membership, local and regional meetings, publication of meeting proceedings, a journal and a monograph series, and sponsorship of educational seminars.

The Society encourages a broad fundamental approach to polymer processing through integration of various engineering and scientific disciplines. At the same time it recognizes the intuitive approach as a complementary thought process that leads to innovation and invention.

The scope of the Society's program encompasses all formulation, conversion and shaping operations applied to polymeric systems in the transformation from their monomeric forms to commercial products.

#### **ARTICLE III – Membership**

Any person or institution interested in the purpose of the Society may apply for membership by means of an application, made out in due form and submitted to the Secretary of the Society.

#### **ARTICLE IV – Officers, Executive Committee, and International Representatives**

##### **Section 1**

The officers shall consist of a President, a President-elect, a Secretary, a Treasurer, and Chief Editors (2) of the International Polymer Processing Journal and the Progress in Polymer Processing Series. The President-elect shall be considered the Vice-President.

## Section 2

The governing body of the Society shall be its board of directors, which shall be called the Executive Committee. They shall serve without pay.

## Section 3

The Executive Committee shall consist of the officers of the Society, the most recent living Past-President of the Society, and three Members-at-Large, plus the Membership Chair and the Webmaster, elected by the Society.

## Section 4

The terms of the officers and the Executive Committee shall be two years or until their successors are elected. The terms shall start at the beginning of the last day of the Annual Meeting held subsequent to the date of their election, and shall terminate at the beginning of the last day of the Annual Meeting in the year of expiration of their terms of office.

If for any reason the Annual Meeting is postponed more than three months or not held, the incoming officers and members of the Executive Committee will take office at noon on June 30 or December 31 of said election year, whichever date is nearer.

## Section 5

The Executive Committee shall be the legal representative of the Society. It shall have the power to expend the funds of the Society, or to invest the same, but shall not incur indebtedness beyond the assets of the Society. It shall transact all business of the Society not otherwise provided for specifically in the Constitution and Bylaws of the Society.

## Section 6

To provide for worldwide representation, the Executive Committee shall solicit nominations and shall appoint for annual terms at least six International Representatives, at least two each from geographical areas (1) from the 30° (west) meridian to the 60° (east) meridian (Europe, Africa, and the Middle East), (2) for the 60° (east) meridian to the 180° meridian (International date line) (Asia and Australia), and (3) from the 180° meridian to the 30° (west) meridian (North and South America).

# ARTICLE V – Nomination and Election of Officers

## Section 1

The Officers, President, President-elect, Secretary and Treasurer, will be elected every two years as will Members-at-Large of the Executive Committee. The Chief Editors and Regional Editors will be appointed by the Executive Committee for a period of four years.

#### Section 2

At least three months prior to an election, a Nominating Committee consisting of three members of the Society shall be appointed by the President. One of the three members of this Committee shall be designated by the President to act as Chairman. If for any reason the President cannot take this action, the Executive Committee shall appoint the members and Chairman of the Nominating Committee.

#### Section 3

The Nominating Committee shall, through its Chairman, report to the Secretary of the Society the nominees but no more than two nominees for each of the offices named in Section 1 of ARTICLE IV of this Constitution, and at least two nominees for membership-at-large on the Executive Committee as required by Section 3 of ARTICLE IV of this Constitution. A list of nominees will be sent to the membership at least two months prior to the Annual Meeting.

#### Section 4

The election of officers and the Executive Committee will take place at the business meeting scheduled during the Annual Meeting. Additional nominations from the membership will be solicited at the time of the election. To be elected, a candidate must receive a majority of votes cast.

#### Section 5

If for any reason the Annual Meeting is not held, the President shall direct the Secretary to conduct the election by mail.

### ARTICLE VI – Meetings

#### Section 1

An Annual Meeting of the Society for the purpose of conducting technical sessions or symposia and to transact business shall be held each year. The Executive Committee shall announce the time and place at least six months prior to the meeting.

#### Section 2

Additional meetings may be held as shall be determined by majority vote of the Executive Committee.

#### Section 3

Notwithstanding Section 1 of this Article, the Executive Committee may determine the existence of extraordinary conditions, requiring postponement or

abandonment of the Annual Meeting in any single year. If the Committee determines a postponement, it shall fix the time and place for the next meeting as soon as possible.

#### ARTICLE VII – Reports

The Secretary of the Society shall report to the membership at the Annual Meeting on the activities. The Treasurer of the Society shall report to the membership of the Annual Meeting on the financial condition of the Society. Abstracts of these reports shall be distributed to the membership.

#### ARTICLE VIII – Sections

##### Section 1

Members residing in any region may, with the approval of the Executive Committee, organize a local Section for the more active furtherance of the object of the Society as stated in Article II. The Executive Committee shall have power to review and to approve or disapprove the Bylaws proposed for the Sections.

##### Section 2

Any local Section may be dissolved “for cause” at the discretion of the Executive Committee.

#### ARTICLE IX – Amendments to the Constitution

Amendments to this Constitution may be made by a 2/3 vote of those voting in an e-mail ballot submitted to the membership after the members attending a regular Annual Meeting of the Society have voted to submit such amendment to an e-mail ballot. E-mail ballots shall be sent to the membership by the Secretary within three days after this meeting. Ballots shall be returned to the Secretary, and to be valid must be received by the Secretary within three days after this meeting. Amendments so approved shall become effective immediately upon certification of approval by the Secretary to the Executive Committee and to the membership except that amendments which change the status of officers shall become effective when the new officers are declared elected.

#### ARTICLE X – Dissolution of the Society

Dissolution of the Society may be accomplished by a 2/3 vote of those voting in a letter ballot submitted to the membership after the Executive Committee has voted to submit the question of dissolution to the membership of the Society. Letter ballots shall be sent to the membership by the Secretary within

thirty days after the Executive Committee so decides. Ballots shall be returned to the Secretary, and to be valid must be received by him within 90 days after the decision of the Executive Committee. Dissolution shall become effective immediately upon certification of approval by the Secretary to the Executive Committee and to the membership.

In the event of dissolution of the Society, the Executive Committee of the Society shall, after paying or making provision for the payment of all the liabilities of the Society, dispose of all the assets of the Society exclusively for the purposes of the Society in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization or organizations under Section 501 (c) 3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), as the Executive Committee of the Society shall determine. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the Society is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

## BYLAWS

### ARTICLE I – Duties of Officers and Executive Committee

#### Section 1

The President of the Society shall exercise general care and supervision over the Society subject to the direction and approval of the Executive Committee, and shall do and perform all acts usually incident to the office of President. The President shall maintain the archives of the Society.

#### Section 2

The President-elect shall assist the President in the performance of the latter's duties. In the event of the absence of the President, or his inability to serve, the President-elect shall act in his stead. He shall perform such other duties as are assigned to him by the President or by the Executive Committee.

#### Section 3

The Secretary shall keep the records of the Society, including minutes of all meetings, appointments, committees, and membership files.

He shall be responsible for the official correspondence of the Society.

#### Section 4

The Treasurer shall account for all monies of the Society.

He shall be the disbursing officer of the Society and shall approve all expenditures by the Society upon authorization of the Executive Committee.

He may be required to give bond for the faithful discharge of his duties, to the extent as may be required by the Executive Committee.

He shall prepare an annual budget and present it to the members at the Annual Meeting.

He shall prepare an annual report detailing the expenditures and receipts of the Society in accordance with ARTICLE VII of the Constitution.

#### Section 5

The Chief Editor of the International Polymer Processing Journal will have primary responsibility for editing the Society's Journal and working relationships with the publisher. He will be responsible for the journal budget provided by the publisher.

The Chief Editor of the Progress in Polymer Processing Series will have primary responsibility for editing the series. The Chief Editor will be advised by a Progress in Polymer Processing Advisory Board and will appoint volume editors.

#### Section 6

The Executive Committee shall be empowered to make working rules of order for the control and operation of the Society. All rules and regulations so made shall terminate with the expiration of tenure of office of the officers promulgating them, unless continued by incoming officers constituting the succeeding Executive Committee.

In the event that an officer of the Society dies or resigns before the completion of his term of office the Executive Committee shall appoint a successor to complete his unexpired term, subject to the provision stipulated in Section 2 of ARTICLE I of the Bylaws that the President-elect shall succeed if the office of the President becomes vacant.

The Executive Committee shall have the power to overrule or modify the action of any officer of the Society.

### ARTICLE II – Quorum

The quorum of the Society shall be the number present at a regularly scheduled business session of the Society. A quorum of the Executive Committee, and of all other Committees, shall be a majority of said committee.

### ARTICLE III – Dues and Privileges

#### Section 1

Regular Members of the Society shall pay annual dues, payable in advance. Each member shall receive the official publications of the Society.

#### Section 2

Members delinquent in dues six months after the official date of renewal shall be declared suspended and their names removed from the official roster of the Society. Suspended or resigned members are reinstated upon payment of dues.

#### ARTICLE IV – Membership

An individual shall be considered a member of the Society upon receipt of a completed membership application by the Secretary and payment of dues.

The International Representatives will be the official representatives of the Society in their respective regions and will be members of the Technical Program Committee.