

Bylaws of the Medical Plastics Division of the Society of Plastics Engineers

READ AND UNDERSTOOD ACKNOWLEDGEMENT

I, _____,

Current Member of the Board of
Directors of the Medical Plastics
Division with term expiring at
ANTEC in year _____

Have Thoroughly read and
understood the Division Bylaws in
the Pages that Follow

Signature, date

To be forwarded to The MPD Secretary

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ARTICLE 1, PURPOSE

1.1 Purpose Statement

The purpose of the Medical Plastics Division (MPD) of the Society of Plastics Engineers (SPE) is to support the objectives of the Society at large as well as to serve the needs of the division membership, grow the organization, and help members better succeed in the medical device and healthcare products industry and execute the MPD Mission Statement.

1.2 Mission

We will be the leading platform for the scientific and engineering community to exchange technical information on medical applications using plastics and polymers.

1.3 Governance

The Medical Plastics Division shall be governed by these MPD specific Bylaws as well as the Bylaws of the Society of Plastics Engineers and will conduct business in compliance with the Society's policies concerning conflict of interest and anti-trust.

1.4 Management

The management of the Division shall be vested in its Board of Directors, composed of the Division Officers, the Councilor, and all directors. The chart in Appendix 2 shows the organization of the Board.

1.5 Bylaws Amendments or Changes

Changes to by-laws should be made by an ad-hoc committee composed of at least 2 MPD Board Members. The ad-hoc committee can prepare a draft document with by-laws amendments and propose this draft for consideration at a regular board meeting to begin an approval process. The Chair shall assure a Board meeting is scheduled to discuss the proposed amendments and that the draft is circulated to all Board Members (in writing, email) at least 7 working days in advance of the meeting. A proposed amendment or new bylaw shall be presented. To be adopted, the motion must pass by a two-thirds majority of the MPD Board Members voting.

ARTICLE 2, DIVISION REQUIREMENTS

- 2.1 Requirements** to maintain status as an Active Division are stated in SPE Policy Number 014 section III part C and are reproduced here for clarity.
- a. Elect at least the following Officers: Division Chair, Secretary, Treasurer, Councilor, and Membership Chair or Technical Program Chair. These positions must be held by at least four different people.
 - b. Report elected Officers to Headquarters at least annually.
 - c. File with SPE Headquarters the Annual Financial Report and a copy of any paperwork required by and submitted to appropriate government bodies state / commonwealth / province / national). For those Affiliates headquartered in the United States, this shall consist of IRS Form 990N, 990, 990EZ and/or Schedule A, if applicable.
 - d. Communicate to its Division members a minimum of three times per year (e-mails blasts, newsletters, election ballots, meeting notice/meeting, etc.).
 - e. Be represented by the Division Councilor or a Proxy at least half of the Council meetings held during the preceding twelve month period.

ARTICLE 3, ANNUAL BUSINESS MEETING

The Division shall hold an Annual Business Meeting at ANTEC at such time as designated by the Board. The Annual Business Meeting shall be open to the general membership of the Division.

ARTICLE 4, BOARD OF DIRECTORS

4.1 Eligibility

An individual must be a current member of the Society of Plastics Engineers and a primary or a secondary member of the Medical Plastics Division to be elected or appointed as a director or board member.

4.2 Nomination and Election

Candidates are elected to the Board of Directors by the MPD membership in the annual election. The annual election shall be conducted in the first quarter of the calendar year. New Board members shall read the By-Laws and complete the "Read and Acknowledged" declaration at the beginning of this document and be installed by the Division Chair at the annual business meeting at ANTEC.

4.3 Election and Appointment

The Division Chair can appoint directors for a one year term, at his/her discretion.

The total voting membership of the Board should be a minimum of 15 and a maximum of 30. As indicated in 4.6, Emeritus Board Members are not counted in the total voting membership.

At least five directors must be elected (not appointed).

Term of service for elected directors is three years, on a rotating basis so that five (5) positions on the board are filled by election each year.

Term of service for an appointed director is until the next ANTEC MPD board of directors' meeting, at which time the position shall be filled by an elected director.

4.4 Duties and Responsibilities

Board members are expected to promote the objectives and the Mission of the Medical Plastics Division and the Society of Plastics Engineers, to perform their assigned duties, and to be present at all Board meetings, in person or via teleconferencing.

Board Members are expected to be active contributors to the Medical Plastics Division's Goals and attend board or committee meetings.

Only the Chair can grant a board member an "Excused" absence, if notified in advance (email, text, in writing, etc) and contingency arrangements have been made prior to the board meeting.

Excessive absenteeism (over 20% of meetings missed by unexcused absences) or lack of contributions to MPD Board matters can, at the discretion of the Chair, result in the position of the unexcused or inactive Board Member to be declared as vacant.

4.4.1 Fiduciary Responsibility of MPD Board Members:

- MPD board members each have a "fiduciary duty" with respect to overseeing the MPD's activities. The fiduciary duty of a board member encompasses the duty of care, the duty of loyalty, and the duty of obedience:

Duty of Care: requires a board member to act in good faith, in a manner he or she reasonably believes to be in the best interests of the organization and with the care an ordinarily prudent person would exercise in a like position under similar circumstances

Duty of Loyalty: requires a board member to act in the best interest of the MPD rather than in his or her own interest or the interests of his or her associates or employer. This duty also requires the board member to avoid or fully disclose potential conflicts of interest

Duty of Obedience: requires a board member to comply with all applicable laws and to act in conformity with SPE / MPD governance and policy documents

4.4.2 Conflicts of Interest Policy:

To define a Conflict of Interest situation, the MPD will follow SPE “Operating Policy #3 – Conflicts of Interest” as its overarching conflicts of interest policy: this policy covers all SPE members, all SPE volunteers, and all SPE Staff members.

For the MPD board of directors, the following principles embody the policy used:

1. Following the duty of loyalty to the MPD, a MPD board member who anticipates a conflict of interest situation must disclose the potential conflict of interest “the disclosed matter” to the MPD board or committee. The MPD board member may pre-emptively recuse themselves, or request that the MPD board make a determination of conflict. The MPD board will determine whether SPE should also be notified in accordance with their policy. Other than preliminary discussions to help the board understand applicable facts, the board member in a conflict of interest situation is expected to recuse themselves from any discussion or vote.
2. The MPD board, or committee, will assure that only board members without a conflict evaluate the disclosed matter to assess the potential conflict, and if deemed a Conflict of Interest, that the conflicted board member is excluded from the decision-making process.
3. Monetary examples of situations where Conflicts of Interest situations may arise include competing bids for services, appraisals, etc. where terms of the transaction should be fair market value or better and in the best interest of MPD, or where a MPD Board member will financially (directly or indirectly) gain from a transaction with MPD.

4. Conflicts of interest can also be ethical (non-monetary) in nature; For example: 1) a board member responsible for board elections might be running for re-election themselves, the board might seek to add an alternate ad hoc member to serve in this role or provide oversight to insure independence of elections, 2) a board member might be assigned to peer-review an article or articles authored by a direct business competitor, in this case the TPC might re-assign the review to another board member.
5. The board member or committee members that voted on the transaction or matter shall record their decision (and the basis for it) contemporaneously in the minutes of the board or committee, such that it is clear that no member with a Conflict of Interest determined the outcome.

4.4.3 Confidentiality Policy

Regarding confidentiality, the MPD follows all SPE operating policies regarding confidentiality and confidential disclosures. The confidentiality policy is implemented at the MPD level as follows:

Confidentiality is a Fiduciary Responsibility of board members: meaning that board members and board volunteers must act honestly and put the best interests of the organization ahead of their own interests. Respecting the privacy of our donors, members, volunteers, board members, and of the MPD itself is a basic value of the MPD.

It is the policy of MPD that board members and board volunteers will not disclose confidential information belonging to, or obtained through their affiliation with MPD to any person, including their relatives, friends, and business and professional associates, unless the MPD chair, executive committee or board of directors has authorized disclosure. Specific policy embodiments include:

- Personal and financial information is confidential and should not be disclosed or discussed with anyone without permission or authorization from the MPD Chair or executive committee
- The membership chair will solely hold membership information that specifically identifies MPD members (for example personal identification such as name, membership number, etc.) or an alternate designate per the MPD conflicts of interest policy (for example in the case where the membership chair is running for election or re-election)

This policy is not intended to prevent disclosure where disclosure is required by law.

Board members and board volunteers of the MPD may be exposed to information which is confidential and/or privileged and proprietary in nature. Board members and board volunteers will demonstrate professionalism, good judgment, and care to avoid unauthorized or inadvertent disclosures of confidential information (for example, refrain from leaving confidential information contained in documents or on computer screens in plain view).

It is the policy of MPD that confidential information must be kept confidential both during and after volunteer service. Volunteers and members, including board members, are expected to return materials containing privileged or confidential information at the expiration of service.

Unauthorized disclosure of confidential or privileged information is a serious violation of this policy and will subject the person(s) who made the unauthorized disclosure to appropriate discipline, including removal/dismissal.

4.4.4 Document Retention

Officers of the MPD Board are required to retain all documentation related to Division Bylaws, Division correspondences or financial transactions of the Division. Documents pertaining to financial transactions (auditor reports, receipts, invoices, tax forms) are to be preserved for at least 10 (ten) years and be available for audit purposes. The Chair, or optionally the Past Chair, will ensure the transition of documents in the event of personnel changes in the MPD Board.

4.4.5 Whistle Blowing

It is the responsibility of all board members, officers and volunteers to report concerns about violations of the Medical Plastics Division By Laws. Violations may be reported in good faith on a confidential basis to committees or Board Members, and appropriate action and/or corrective measures are expected by Board Members. If a complainant is not comfortable approaching MPD Board Members, then violations may be reported to the Society of Plastics Engineers.

4.5 Board Meetings

4.5.1 Frequency and Locations

The board shall meet at least five times per year. One Board meeting shall

be held every year at ANTEC, where all Board members are encouraged to attend in person. Other meetings may be held by teleconference.

4.5.2 Quorum

A quorum for a meeting will be met if at least 50% of the Board Members + 1 are in attendance (physically or by teleconference) at the time of roll call.

4.5.3 Approval or Election

Unless otherwise specified, approval or election shall always be a majority vote of the Board present if a quorum is present.

4.5.4 Rules of Order

The rules contained in "Robert's Rules of Order" shall govern meetings, including but not limited to Annual Business Meeting, Board and Committee meetings, of the Division in all cases in which they are applicable, and in which they are consistent with the applicable Federal, State and Local Laws.

4.5.5 Order of Business

The agenda for the Board meeting shall be distributed by the Division Chair at least three days before the meeting date.

4.6 Emeritus Board Member

The purpose for Emeritus Board of Director Members is to give the opportunity for MPD members that have served for many years in different roles and provide advice for the growth of the MPD division. These members should be active in SPE and in their field of expertise so that their guidance can help steer the division in the right direction.

Emeritus Board Members will be nominated by the Division Chair with approval by the Board of Directors, and will not have any voting rights. Ideally, a very small number of members (1-3) will qualify for this designation and the position is not necessary to fill in case there are no qualified members.

ARTICLE 5, OFFICERS

5.1 Division Officers

The Chair, vice-Chair, Secretary, Treasurer, Councilor, and the Past Chair shall act as the Officers of the Division.

5.1.1 Terms of Office

All officers shall serve one-year term (excepting the Councilor; see 5.7) starting at the ANTEC Board meeting. Under special circumstances, the Officers of the MPD may serve for more than one consecutive term if agreeable to the officer and approved by the Board.

5.2 **Vacancies and Partial Term Appointments**

When an Officer's position is vacant due to inability to serve, the Division Chair shall appoint a replacement to serve the remaining term subject to approval by the Board.

5.3 **Division Chair**

The Division Chair shall also serve as the Chair of the Division Board and shall preside at all Board meetings. In the event the Chair is unable to attend to his/her duties, the Chair-elect shall perform those duties including presiding at the Board meetings (see also article 5.4.1.1).

5.3.1 Responsibilities and Authority

5.3.1.1 Meeting Organization

The Division Chair shall, in consultation with the Board, schedule the time and the place of each Board meeting and shall provide the members with an agenda at least three days before the date of the meeting.

5.3.1.2 Committee Chair Appointments

The incoming Division Chair shall appoint Committee Chairs annually at or prior to the Board Meeting at ANTEC and assign activities.

5.3.1.3 Division Goals and Objectives

The Chair shall prepare a list of goals and objectives for the Division covering the upcoming year between ANTEC meetings.

5.3.1.4 Events and Newsletter

The Chair shall provide the Board and the Newsletter Editor with a calendar of the year's planned events, preferably at the first Board meeting after ANTEC. He/she shall also provide a message for the Division members to the Newsletter Editor for publication in each issue of the Division newsletter well before the publication deadline.

5.3.1.5 Annual Report

The outgoing Division Chair shall issue an Annual Report at the end of his/her term and present it to the Board at the

ANTEC meeting. Subsequently, he/she shall install the Incoming Chair. The Chair assumes duties and responsibilities of Past Chair. The new Division Chair shall then install the newly elected Officers and preside over the remainder of the meeting.

5.4 Chair-Elect (or Vice Chair)

5.4.1 Responsibilities and Authority

5.4.1.1 Special Duties

The Chair-elect shall perform the duties of the Division Chair in case of absence, vacancy, or disability of the Chair. He/she shall perform other tasks, as assigned by the Division Chair.

5.4.1.2 Committee Responsibility

The Membership Committee and the Education Committee shall report to the Chair-elect. He/she shall coordinate and support all activities of the committees reporting to him or her and submit a report at every Board meeting in the event of absence of Committee chair(s).

5.5 Secretary

5.5.1 Responsibilities and Authority

5.5.1.1 Minutes

The Secretary shall record the attendance and minutes of all Board of Director meetings and distribute them following the date of the meeting.

5.5.1.2 Correspondence

The Secretary shall conduct Division correspondence as required and retain records for the current year, including all correspondence, and minutes.

5.5.1.3 Record Archives

The Secretary shall keep the archival copy of the bylaws current and distribute the copies to new Board members and to others as required.

5.5.1.4 Board Roster

The Secretary shall maintain a roster of Board members with addresses and phone numbers.

He/she shall monitor Board Meeting attendance; notify the Board of those members who have missed more than one meeting in a year; and update the roster at each Board meeting.

5.5.1.5 Financial Audit

The Finance Committee shall have the MPD financial records reviewed annually and report the results and conclusion of the review at a Board Meeting.

An external audit shall be done when directed by the Board or at least every 10 years. He/she shall engage an outside agency that specializes in this activity and submit the proposal to the Board at the ANTEC meeting. The results of that audit are to be presented to the Board when available.

5.6 Treasurer

5.6.1 Responsibilities and Authority

5.6.1.1 Financial Record Keeping

The Treasurer shall collect and record all funds received and disbursed as approved by the Board. He/she shall present a “status report for the current financial year” at each Board meeting.

5.6.1.2 Authorization

The Treasurer shall require receipts and approval from appropriate officer before paying the creditors. Disbursements shall be made only against a regular, approved budget item. Disbursements for unbudgeted expenditures must be approved by the Board. All withdrawals/disbursements of funds must be signed by the Treasurer.

5.6.1.3 Incoming Checks

The treasurer shall inform all concerned that incoming checks shall be made payable to “Medical Plastics Division, SPE”.

5.6.1.4 Investment of Funds

The Treasurer shall maintain an operating fund and invest excess funds conservatively while ensuring maximum returns. Division funds shall be held in FDIC insured checking or savings accounts in a bank, in money market funds, certificates of deposit, or similar low risk financial instruments.

5.6.1.5 Assistant Treasurer

The Assistant Treasurer with check-writing authorization for all the Division’s accounts may be designated by the MPD Board. The Assistant Treasurer’s signature shall be included on the bank signature cards.

He/she shall act on the Board’s behalf at any time when the Treasurer is unavailable to attend to his/her duties.

5.6.1.6 Record Keeping

The Treasurer is the custodian of the financial records of the Division. Treasurer shall maintain a treasurer's journal, in keeping with recommendations made by SPE.

5.6.1.7 Budget

The Treasurer, or optionally the Finance Committee Chair, shall present a budget proposal for the coming fiscal year at the winter meeting, for comments and discussions. A revised budget, based on the outcomes of the winter Board meeting, shall be re-submitted to the Board at the ANTEC meeting for final adjustments and approval.

5.6.1.8 Government & SPE Obligations

The Treasurer shall prepare and submit completed IRS form 990 by 15 November of each year and comply with all other IRS reporting requirements. He/she shall complete the Annual Financial Report and submit to SPE HQ by 15 November of each year or as required by SPE.

5.6.1.9 Final Report

Together with the Finance Committee, the Treasurer shall prepare a final report for the current year ended, which is presented at the first meeting following the end of the fiscal year (June 30). The final report is subject to professional audit arranged by the Finance Committee (see also article 6.12).

5.7 Councilor

The Councilor is the elected representative of the Division to the SPE Council, the governing body of the Society. The Councilor is elected for a three-year term. According to the SPE bylaws, a person cannot serve for more than two three-year terms consecutively.

5.7.1 Election

The Candidate for Councilor is nominated by the Nominating Committee. Self-nominations are allowed as write-ins in the space provided on the ballot for the purpose. Councilor is elected by the membership of the Division during the annual Division election (sec 4.2) for a three-year term as per SPE bylaws.

5.7.2 Responsibilities and Authority

Apart from the duties to the SPE Council, the Councilor also has obligations to the Division Board. The Councilor must attend Division Board meetings. Absences can be excused by the Division Chair. The Councilor shall provide a written report of the business conducted at the Council meeting to the Division Secretary and the Newsletter Editor. The Councilor shall convey MPD Board's recommendations and concerns to the Council,

introduce legislation, and see that the interests of the Division are represented at the Council meetings.

5.7.3 Expenses

This office can have significant travel expenses. The Board may vote to approve payment for councilor travel expenses as a budgeted line item.

5.7.4 Proxy

If for some reason the Councilor is unable to attend a Council meeting, he/she shall be entitled to give written proxy to another SPE member from the Medical Plastics Division for the purpose of representing the Division with full rights of a Councilor on any question before the Council.

5.7.4.1 Proxy Appointment

The appointment of a proxy shall be made by the Councilor. If the Councilor is not available to provide a written proxy, the appointment may be made by the Chair of the Division. No person may name himself or herself as proxy. If the Division Chair is to act as proxy, the written proxy must be provided either by the Councilor or by the next in succession in the Division (e.g. Chair-elect, Secretary etc.). Proxy authorization must be timely obtained and forwarded to the Council Representative of Staff for the Society.

5.7.4.2 Alternate Councilor

The MPD Board may choose to facilitate the appointment of a proxy by presenting an Alternate Councilor as a choice to the Councilor. The Board may designate an Alternate Councilor who may be available as a proxy if requested by the Councilor.

5.8 Past Chair

5.8.1 Responsibilities and Authority

The Immediate Past Chair of the Division shall serve as the chair of the Nominating Committee. The Awards and Recognition Committee Chair shall report to the Past Chair. He/she shall coordinate and supports all Awards and Recognition Committee activities and submit a report of all committees reporting to him/her at every Board meeting in event of the absence of committee member(s). The Past Chair will serve as Assistant Treasurer; see section 5.6.1.5. As Assistant Treasurer, the Past Chair is a Member of the Finance Committee (see 6.12)

5.8.2 Nominating Committee

The Nominating Committee is responsible for:

- Recording nominations to the MPD Board of Directors, Councilor and Officers of the MPD Board of Directors.

- Coordination of elections of MPD Members to the MPD Board of Directors.
- Coordination of elections of the position of Councilor by MPD members.
- Coordination of the selection of MPD Officers by the Board of Directors.

ARTICLE 6, COMMITTEES, SUBCOMMITTEES AND AD HOC COMMITTEES

6.1 Establishment of Committees

The Division Chair may establish, subject to Board approval, such special committee(s) as may be deemed necessary for the proper conduct of the Division's affairs. Committees specifically named in these Bylaws shall be established as provided herein.

6.2 Terms of Committee Chairs

Unless otherwise specified in this document, the terms of committee chair or members are annual, coinciding with the terms of the MPD officers.

6.3 Longevity

Except for the committees and subcommittees as defined by these bylaws, a committee (ad hoc committee) shall exist from the time of its appointment until its charter is completed, or until the end of the term of the person appointing it (generally the Chair of MPD), whichever occurs first.

6.4 Committee Expenses

Any expense of committees must be authorized by MPD Board before being incurred. Upon approval, the Treasurer shall include the expenses appropriately as a line item in the annual budget. All Committee Chairs shall submit and present a plan of proposed activities and expenditures, if any for the year, at the Fall Board meeting. Committee expenses shall not exceed the approved budget. In special circumstances, the Board can authorize expenses that exceed the budgeted amounts.

6.5 Appointments

Unless otherwise specified in the bylaws, Division Chair shall appoint each year,

subject to Board approval, chairs of all committees, Subcommittees and ad hoc committees. The Division Chair, at his/her discretion, may delegate the authority to appoint a Subcommittee chair to the chair of the committee to which the Subcommittee reports. Unless otherwise specified in the bylaws, all committee members shall also be appointed by the Division Chair, subject to approval by the Board. The Division Chair, at his/her discretion, may delegate the authority to committee chairs to appoint members of their committees. Board approval shall still be needed for such appointments. **Membership of committees is not limited to the Board members. Any SPE member may be appointed as committee member by the Chair subject to the approval of the Board.**

6.6 Reporting Relationships

Committee reporting relationships are indicated on the 'Officer and Committee Organization Chart' at the front of this document.

6.7 Technical Committee

6.7.1 Technical Director

6.7.1 Responsibilities and Authority

6.7.1.1 Technical Programs

He/she shall coordinate and support all technical programs of the Division.

The Technical Director shall report on all technical programs being sponsored/supported by the Medical Plastics Division at Board meetings.

6.7.1.2 Committee Responsibilities

Provide resources, support, and advice to all committee members in development and execution of technical program planning.

6.8.1 Membership

The Technical Director shall serve as the Chair of the Technical Committee. All technical program organizers are to be considered as members of this committee and may expect resources and support as requested.

6.8.2 Responsibilities and Authority

6.8.2.1 Technical Programs

The Technical Committee shall be responsible for initiating and organizing new technical programs that are consistent with the MPD mission and objectives. Examples include but are not limited to ANTEC, TOPCON(s), MINITEC(s), MD&M, webinars, and

other presentations.

6.8.2.2 Liaison

Liaise with other groups, which may be outside the MPD or outside SPE, with approval from the Division Chair, to coordinate joint programs involving the Injection molding technology.

6.7.2 ANTEC Technical Program Committee

This committee shall be chaired by the TPC-ANTEC. The Committee Chair is appointed by Division Chair, subject to Board approval, for a one-year term. The candidate for TPC- ANTEC would have, preferably, served as Vice TPC-ANTEC for at least one year.

6.7.2.1 Membership

The membership of the committee shall consist of the 1st Vice TPC and 2nd Vice TPC and any other member appointed by the Division Chair. Technical Director will be an ex-officio member of this committee. The person appointed as 1st TPC would have, preferably, served as 2nd Vice TPC.

6.7.2.2 Responsibilities and Authority

6.7.2.2.1 ANTEC Technical Program

The Committee shall be responsible for all aspects of the Division's technical program at ANTEC including but not limited to follow-up with the authors and schedule presentations at ANTEC; solicit volunteers to serve as moderators at ANTEC and attend the SPE matrix meeting to finalize the overall technical schedule at ANTEC.

6.7.2.2.2 Paper Review

The TPC-ANTEC, with the consent of the Committee members, shall select the site of the paper review meeting each year. Read all the papers submitted to the Division for presentation at ANTEC, rank them and select candidate/candidates for best paper award/awards.

6.7.2.2.3 Acceptance of Papers

Follow SPE guidelines for acceptance of technical papers and accept papers that further the objective and mission of the IMD, and reject those that do not. Document the reasons for rejection of papers, and offer helpful suggestions to the authors of the papers that are reviewed.

6.8 Communications Committee

6.8.1 Membership

Membership of the Committee shall consist of the Committee Chair, the Newsletter Editor, the Website Editor, the Division Historian and any other member appointed by the Division Chair.

6.8.2 Responsibility and Authority

6.8.2.1 Knowledge Sharing

The Communications Committee shall facilitate global sharing of the Medical Plastics Division activities, data, information, and analysis through the MPD newsletter and MPD website, as well as through the development of new communication products.

6.8.2.2 Committee Activity Report

The Committee shall provide to the Newsletter Editor an updated summary of the activities of all MPD committees (e.g. Technical Program committee and Finance Committee) to be included in each newsletter.

6.8.2.3 Public Relations

The Committee shall be responsible for all Division communication including important MPD business information, as directed by the Board, to maximize MPD membership value and sponsorship revenue generation.

6.8.2.4 MPD Newsletter

The Communications committee shall have responsibility for issuing at least three Newsletters per year, preferably four issues per year, one each quarter of the calendar year (e.g. January, April, July, October). Solicitation for content and for sponsorship, invoicing and collecting sponsor fees shall be the responsibility of the Communication committee.

The **Newsletter Editor** shall be responsible for the content of the newsletter, including copy editing, organization, and page layout, as well as timely distribution of each finished issue of the newsletter. The MPD Newsletter is subject to approval from the Chair prior to dissemination.

6.8.2.5 Website Maintenance

The **Website Editor** shall maintain the Division website either through

SPE Headquarters or by a separate independent website host with link to the main Headquarters website. The Communication committee shall be responsible for creation, selection, and organization of website content. Website content should include but not be limited to past events, planned upcoming events, news, technology, awards, and past issues of the Division

newsletter.

6.8.2.6 Division Historical Archives

The Division History Committee shall be a subcommittee of the Communications Committee. The Division History Committee should consist of at least the Historian and, preferably, another member to act as vice-historian. The Committee shall record significant information including but not limited to the names and pertinent details of the MPD Board Officers, MPD Fellows, MPD Honored Service Members, Best Paper Award recipients, etc.

6.9 Membership Committee

6.1 Membership

The membership of the committee shall consist of the Committee Chair and at least one additional member from the Board.

6.2 Responsibility and Authority

6.2.1 Member Focus

The Membership Committee shall maintain an updated membership list, promote Division membership growth, contact and welcome new members of the Division and organize events for the membership.

6.2.2 International Growth

The Committee shall strive to help SPE establish a robust and growing presence in targeted international markets that can be sustained by revenues from sales of memberships, and educational programs and products. The Committee shall assess how the MPD can best support the international initiatives through communications at the Board meetings, the Division newsletter, Council meetings, ANTEC and SPE events.

6.10 Education Committee

6.10.1 Membership

Membership of the Education committee shall consist of the Committee Chair and at least one additional member of the board, typically the chair-elect.

6.10.2 Responsibility and Authority

The Committee shall assess the educational needs of the membership, encourage education in the field of Medical Plastics, and promote the formal and informal education of the MPD membership.

6.10.3 Student Activities

The Committee shall help high school or collegiate level students who

have expressed an interest in the medical plastics industry. This may be in the form of travel assistance to ANTEC or other technical meetings of the Division, or in the form of awards to undergraduate speakers.

6.11 Awards and Recognition Committee

6.11.1 Membership

Membership of the Awards Committee shall consist of the Committee Chair and at least two additional members of the board.

6.11.2 Responsibility and Authority

6.11.2.1 Division Recognition

The Committee shall recognize individuals for their outstanding work for the Division and for the advancement of the medical plastics technology and industry, and honor them with awards and/or plaques. Contributions are acknowledged by awarding the title “Most Valuable Person” or “Outstanding Member.”

6.11.2.2 SPE Pinnacle Award

The Committee Chair shall be responsible for ensuring that all the requirements are met for the SPE Pinnacle award and complete all formalities required by SPE for the award. In case of deficiencies, he/she shall notify the appropriate Division members, so that the Pinnacle compliance award can be obtained the following year.

6.11.2.3 SPE Communications Award

The Committee Chair shall collaborate with the Communications Committee Chair to ensure that all the requirements are met for the SPE Communications award and all formalities required by SPE for the award are completed.

6.11.2.4 Fellow and Honored Service Member

The committee shall identify worthy candidates from the membership of the Medical Plastics Division for the distinction of Fellow and/or Honored Service Member of SPE and encourage them to submit nomination form for the special membership grades. The committee shall compile a list of such candidates for Board approval and upon approval, champion their candidacy through the election process.

6.11.2.5 Best Presentation at MPD-ANTEC

The Awards Committee and the Technical Program Committee shall collaborate to identify and recognize the best podium presentation made in a session of the Medical Plastics Division at ANTEC. Recognition and appreciation should be expressed appropriately.

6.11.2.6 Procurement and Availability

The Committee shall procure all plaques, certificates etc. in a timely

manner, including those for officer service, speakers, session moderators and others as directed by the Board. The Committee shall also be responsible for the availability of all award materials at the appropriate award ceremonies.

6.12 Finance Committee

6.12.1 Membership

The Finance Committee shall at minimum consist of the Committee Chair, the Treasurer, Past Chair (assistant Treasurer) and two Medical Plastics Division Board Members.

6.12.2 Responsibility and Authority

The Finance Committee reports to the Treasurer and oversees that MPD bylaws are respected in all financial transactions. The Finance Committee also has responsibility to assure regular financial reports for MPD Board meetings (prepared by the Treasurer) and assure periodic audits of MPD Finances and timely filings of documents with the applicable tax authorities. The Finance Committee is required to propose to the MPD Board an annual Budget. The MPD Board approval is required for Budgets.

The Finance Committee shall have the MPD financial records reviewed annually and report the results and conclusion of the review at a Board Meeting.

An external audit shall be done when directed by the Board or at least every 10 years. He/she shall engage an outside agency that specializes in this activity and submit the proposal to the Board at the ANTEC meeting. The results of that audit are to be presented to the Board when available

Appendix 1: Terms and Definitions

Board: The Board of Directors of the Medical Plastics Division of the Society of Plastics Engineers.

Chair: An appointed or elected leader for the Division, committee, or subcommittee.

Committee: any committee formally defined in the MPD by-laws or one created by need (i.e. ad hoc committees)

Conflict of Interest: any situation that might compromise the ability of an MPD board member to act in best interest of the MPD rather than in his or her own interest or the interests of his or her associates or employer.

Division: The non-profit corporate entity known as the Medical Plastics Division of the Society of Plastics Engineers.

HSM: Honored Service Member of the Society of Plastics Engineers.

MPD: The Medical Plastics Division of the Society of Plastics Engineers.

MPD Board Member: an SPE member in good standing that has been duly elected by the MPD membership body or appointed by the MPD President

Membership: Members of the Society of Plastics Engineers that list the Medical Plastics Division as their primary or secondary division.

MINITEC: Mini Technical Conference

Officer: An officer and Board member of the Medical Plastics Division

Society, SPE: The Society of Plastics Engineers

TOPCON: Topical Conference

TPC-ANTEC: The Technical Program Chair for the Annual Technical Conference

Appendix 2 Organization of the Medical Plastics Board of Directors

