



SPECIAL INTEREST GROUP

DEVELOPMENT AND PROCEDURES MANUAL

Society Of Plastics Engineers
14 Fairfield Drive
Brookfield, CT 06804
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Table of Contents

FOREWORD..... 3

CHAPTER I - ORGANIZING 4

 THE SPECIAL INTEREST GROUP DEFINED 4

 THE ADVANTAGES OF SIG AFFILIATION..... 5

 SIG POTENTIAL..... 5

 "PROTECTED PERIOD" 5

 THE STEERING COMMITTEE 6

 STEERING COMMITTEE MEETINGS 6

 THE FIRST MEETING..... 6

 SUBSEQUENT MEETINGS 7

 THE FIRST TECHNICAL PRESENTATION 8

 PLANNING FOR A TOPICAL CONFERENCE 9

 OTHER TECHNICAL PRESENTATIONS 9

 PETITION FOR ESTABLISHMENT 9

CHAPTER II - OPERATING 11

 DUTIES OF SIG OFFICERS..... 11

 DUTIES OF SIG COMMITTEE CHAIRS..... 11

 TERM..... 12

 FINANCES 12

 ACTIVITIES 12

 REPORTING..... 12

CHAPTER III -- THE SUCCESSFUL SIG 14

APPENDIX I: SPECIAL INTEREST GROUP CRITERIA 15

APPENDIX II: PETITION FOR SPECIAL INTEREST GROUP ESTABLISHMENT
..... 17

 PERTINENT COMMENTS CONCERNING PETITION FOR CHARTER 19

APPENDIX III: SUGGESTED SURVEY/INTEREST LETTER 20

APPENDIX IV: GOALS FOR THE FIRST GENERAL MEETING 21

APPENDIX V: DISCUSSION OF SPE FOR NEW PROSPECTIVE GROUPS 22

FOREWORD

The purpose of this manual is to set forth the procedures to be used in the development of a Special Interest Group (SIG) and the steps to be followed for SIG administration.

A Special Interest Group is a technical unit of the Society resulting from the voluntary organization of members having an interest in an emerging area of technology that shows prospects of growth within SPE and/or the plastics industry. A SIG's objective is to foster exploration of technical or scientific fields of interest that are new to SPE. In time, and if interest warrants, a SIG might develop into an official Division of the Society.

In projecting plans for SIG development, one indispensable requirement is the initiative and effort of a small group of individuals willing to develop, organize, and follow through on plans for the SIG. No matter how great the potential, SIG development activities cannot be carried out successfully where they are handicapped by lack of leadership and centralized organization. Before making any extensive commitments, those interested in forming a new SIG are requested to review this manual so that they will be fully aware of the duties their undertaking demands.

If the steps in this manual are followed, in the sequence outlined, the best use of energy and effort will be assured, and unnecessary work and concern will be eliminated.

Individuals undertaking SIG development activities are reminded that the Society's New Technology and Divisions Committee, and SPE Headquarters are most anxious to assist them in every way possible. It is hoped that they will not hesitate to request assistance whenever the need arises.

CHAPTER I - ORGANIZING

THE SPECIAL INTEREST GROUP DEFINED

A Special Interest Group is an aggregation of at least ten (10) individuals having an interest in an emerging area of technology that shows prospects of growth within SPE and/or the plastics industry, organized in accordance with regulations approved by the SPE Council. A SIG's objective is to foster exploration of technical or scientific fields of interest that are new to SPE. A SIG provides forums for the dissemination of information through meetings, publications, and other activities. A Special Interest Group enables members of like interests to participate jointly within the Society, transcending geographical boundaries. It provides opportunities and incentives for members with similar technical interests to gather together. In time, if interest warrants, a SIG might develop into a chartered Division of the Society.

SPE SIGs are self-governing bodies within the international Society and operate under the procedures provided in this manual. The objectives of SIGs are similar to and in harmony with the objectives of the Society as indicated in Article I, C-2, of the SPE Constitution:

The objective of the Society shall be to provide and promote the scientific and engineering knowledge relating to plastics. The objective shall be achieved by

1. Technical meetings at which formal and informal seminars are conducted for the presentation of scientific and engineering reports and papers, and for the discussion of problems related to the objective of the Society.
2. Scientific and engineering reports and papers and an Official Publication devoted to the dissemination of technical information relating to plastics.
3. Encouraging engineers and scientists to exchange technical information relating to plastics.
4. Cooperating with and encouraging educational institutions to establish technical and scientific courses relating to plastics and to maintain high standards of technical education.

Special Interest Groups are a technical unit through which the Society can meet this objective.

THE ADVANTAGES OF SIG AFFILIATION

An SPE member can achieve both technical and personal growth through affiliation with a Special Interest Group. Active participation in the affairs of a SIG affords the member a unique opportunity to keep abreast of the latest developments in his/her field of technical competence and interest. At the SIG level, the member comes in contact with other individuals whose professional endeavors are closely allied with his/her own. In addition, a member's technical and administrative capabilities may be enhanced by serving in various areas of SIG operations and participating in its programs.

SIG POTENTIAL

Since the objective of a SIG is to foster development of areas new to SPE, and possibly to the industry, there may be just a few members interested at first in taking part in the activity. No one can predict the potential of a new technology at an early stage, but the viability of a group organized to explore it depends more on its enthusiasm and willingness to work than on its size. Therefore, it has been determined that only ten (10) individuals are necessary for the establishment of a Special Interest Group.

One of the requirements in the Petition to form a SIG is a clear, complete statement of its objectives. Emphasis should be on new areas not covered by existing groups within SPE. In most cases, the statement will discriminate between established Divisions, other SIGs, and the proposed new SIG. However, should the scope of a petitioning SIG be viewed as infringing upon an existing Division, the two parties must resolve it or submit it for adjudication by the Divisions and New Technology Committees.

"PROTECTED PERIOD"

For a two-year period from the date of its formation, no external activity is required of a SIG. This is called the "protected period." Internal activity within its membership, such as meetings, circular letters, discussions and planning, is required, however. This type of activity will be included in the semi-annual reporting made by the SIG Chair to the SPE Liaison, Leadership Services. (See Pg. 16 for a discussion on external SIG activities.)

THE STEERING COMMITTEE

There must be one responsible, readily accessible person - the Chair - to head each SIG. In most instances, the ten (10) individuals responsible for formation of the SIG will comprise the Steering Committee, and the SIG Chair may delegate additional duties to them. Individuals desirous of serving on the Steering Committee who are not presently members of the Society are not required to apply for membership upon accepting appointment to the group, but may wish to do so. Steering Committee members should inform their corporate management of their interest in organizing a SIG, seeking their concurrence and possibly their assistance, particularly in secretarial and mailing operations.

Each committee member should bring to his management's attention the many advantages this type of activity will afford his company.

STEERING COMMITTEE MEETINGS

THE FIRST MEETING

In all likelihood, the first meeting of a SIG Steering Committee may follow a Focus Group Meeting at ANTEC. The Focus Group should have included a discussion on the interest and potential in the SIG's area of technical expertise.

If a program to explore the selected area was not devised at the Focus Group Meeting, it should be the first order of business at the first Steering Committee Meeting. The program can take many different directions, depending upon the maturity of the selected area. If there is already substantial industrial interest and many people willing to be involved, the program can be broad, multi-faceted, and early external activities like ANTEC sessions and TopCon sponsorship planned.

If the subject area is still in its early stages, and interest in it expressed by a minimum number of people, an internal program with only one or two thrusts may be all that can be implemented properly. Either way, the Committee should compile a list that will include all interested individuals (most of whom will have signed a SIG Petition at the Focus Group Meeting) and the names of appropriate companies suggested by Steering Committee members. A survey letter (Appendix III) should be prepared and mailed to all on the list. This letter will serve as the first general announcement of intentions to form a SIG.

The committee should plan to convene frequently during the initial formation period, by teleconference, letter or in person, to keep itself aware of response to the survey letter. Answers to key questions, even the percentage of respondents and the promptness of replies may be significant.

A SIG cannot create a new field, no matter how arduously its members scour the grassroots. But failure to sense the pulse of what the survey tells may keep SPE from getting into a

promising field on the ground floor, or may cause the Society to expend much effort in a direction that has no promise. In this regard, the committee members should make a point of enlisting the aid of early respondents to the solicitation, inviting their participation in all future meetings, so that from survey return evaluations and members' opinions, the initial technical activities can be planned. At this stage, interest in the SIG's affairs may have attracted SPE members who are not signed up for the SIG, or people who are not even SPE members.

Although affiliation with the Society is not of first priority in the early stages of SIG development, by the time the protected period has elapsed, the SIG should have so established itself as a forum for the emerging technology that it can require all participants to be SPE and SIG members. At no time, however, can an Officer of the SIG be other than an SPE member or member-in-process.

SUBSEQUENT MEETINGS

The SIG Coordinator (the Executive Committee member responsible for the New Technology Committee) and the Society's Liaison, Leadership Services should receive advance notice of all subsequent meetings of the Steering Committee (c/o SPE, 14 Fairfield Drive, Brookfield, CT 06804). These two individuals will be the main contacts between the SIG and the Society, offering help and support in the formation process.

The agenda at the second meeting should concern itself with the appointment of temporary Officers/Committee Chairs and the time schedule for the first formal technical presentation.

As the purpose of a SIG is to explore new fields related to plastics/polymers, the group may be small at first. Its organization can be as simple as a Chair alone. The point is to carry out the program decided upon. Naturally, the more people involved, the more ambitious the program that can be implemented. If the group chooses to appoint Officers, the following posts are suggested:

- Chair
- Chair-elect*
- Secretary

The following Committee Chairs should be also be appointed:

Technical Program*
Membership
Publicity

* The Chair-elect and Technical Program Chair positions may be combined.

All SIG Officers should either be members of SPE or should submit applications for membership upon acceptance of office.

Those appointed to the above offices shall act as the SIG Board of Directors for a two-year period. They should become familiar with the Constitution, Bylaws and Rules of the Society and the Special Interest Group Development and Procedures Manual. This literature will be sent to them upon confirmation of their appointment to office to the Liaison, Leadership Services at SPE Headquarters.

The main duties of these officers are summarized in Chapter II of this manual.

THE FIRST TECHNICAL PRESENTATION

Careful planning should characterize each aspect of this presentation, as it will have a decided influence upon the future of the SIG. It must be presented to demonstrate to those attending the benefits of membership in SPE and the professional advantages of maintaining a SIG (or developing a Division) in the area of technical expertise.

The most advantageous place for the first technical presentation would be at ANTEC (Annual Technical Conference), the annual meeting and the major multi-subject technical conference of the Society. The ANTEC is an international meeting and covers a broad spectrum of technical disciplines relative to plastics. It is held during the first week of May, or as close to that date as possible. The technical program is scheduled for a maximum of five days with typically eight to twelve concurrent sessions, if the program content and facilities make this desirable and possible. Technical displays are also held in conjunction with ANTEC.

In preparing for ANTEC, there are three main sources of information and assistance: the ANTEC Technical Program Chair's Guide, SPE Headquarters, and the SPE Conference Policy and Planning Committee.

The Conference Policy and Planning Committee is a standing committee of SPE with a membership composed of people who have had extensive conference experience. They are familiar with the problems involved in planning technical conferences and are a good source of information.

The ANTEC Technical Program Committee Chair's Guide is designed to assist SIG Technical Program Chairs in planning and developing the ANTEC program. It contains information on scheduling, timing, and responsibilities for all involved.

Initial contact should be made with the Conference Manager at SPE Headquarters to obtain assistance in the planning stages of this first technical presentation.

PLANNING FOR A TOPICAL CONFERENCE

A Topical Conference (TopCon) is a one- or two-day technical meeting featuring a program based either on a single subject or several closely integrated subjects and designed to appeal to a particular segment of the plastics industry. Topical Conferences may include management topics. Sponsorship for a TopCon can be shared with an SPE Section or Division. A Topical Conference is designed to draw attendance on a regional, rather than a local or international, level.

Once interest has been demonstrated by good attendance at the first technical presentation (at ANTEC, for example), the SIG might consider holding a Topical Conference. Complete information is available in the Topical Conference Chair's Manual, available from the SPE Conference Manager.

OTHER TECHNICAL PRESENTATIONS

It may be desirable and/or advantageous for the SIG to hold a joint meeting with another technical society or a university for purposes of technical programming. Contact should be made with the SPE Conference Manager to obtain approval for this type of meeting prior to any commitment being made. The Topical Conference Procedures Manual will also prove to be a useful tool, outlining site arrangements, and organizational details.

PETITION FOR ESTABLISHMENT

At such time as indications are in evidence of the need for new/emerging technologies to be incorporated into the SPE structure, a Petition for SIG Establishment may be prepared.

The petition (Appendix II) must be signed by at least ten individuals, all of whom have indicated a willingness to serve the SIG for a two-year period. At the time of presentation of the petition, the group must:

1. Present a clearly defined scope for the SIG.
2. Present a list of the Society members petitioning for the establishment of the SIG including their addresses.
3. Identify a responsible head who is willing to serve for two years, or indicate the name of the person who will head the group in its second year.

The selection of a SIG name is important. It should be kept short and should be as descriptive of the area of technical expertise as possible.

The appointed Chair should forward the petition to SPE Headquarters for processing accompanied by a letter including additional substantiating data. SPE Headquarters will validate the signatures appearing on the petition and will request the Chair of the New Technology and Divisions Committees to have the petition placed on their next agendas. The petition must have the approval of the New Technology Committee; establishment of the SIG will be by vote of the Divisions Committee.

Following approval, the SIG will proceed in accordance with operations outlined in the Special Interest Group Development and Procedures Manual. Chapter II is a brief summary of these procedures.

CHAPTER II - OPERATING

DUTIES OF SIG OFFICERS

The Chair will direct all activities of the group. He will preside at meetings of the Board and will appoint Chairs of standing committees and temporary committees, working with them to assure proper and expeditious conduct of SIG affairs. He will submit a semi-annual report to the Leadership Services Department (to meet September and March committee reporting schedules). He will be a non-voting member of the Divisions Committee and attend its meetings.

The Chair-elect will preside in the absence or at the request of the Chair and will perform such duties as the Chair or the Board may delegate.

The Secretary will keep minutes of all meetings. As the chief liaison between the group and SPE Headquarters, he will maintain an up-to-date roster of group members and potential members which he will file with SPE Headquarters, with subsequent notifications of changes or revisions as necessary. He will also notify SPE Headquarters of the names and addresses of the officers and committee members of the SIG. He will ensure that the SIG Coordinator is placed on the mailing list of the SIG to receive a copy of all member communications.

DUTIES OF SIG COMMITTEE CHAIRS

The Technical Program Chair, with the assistance of a committee, is responsible for the SIG's technical activities. Guided by the manuals available from SPE Headquarters, he determines topics; solicits, reviews, and approves papers; schedules the programming; obtains moderators for sessions; and arranges for the evaluation of the individual presentations as well as the overall program.

The Membership Chair, with the assistance of a committee, will promote SIG and Society membership within the technical area of expertise.

The Publicity Chair, with the assistance of a committee, will promote the potential SIG through news releases, flyers, or the publication of a newsletter.

TERM

The term of office for all Officers and Committee Chairs shall initially be for the two year protected period. Office terms may be changed to one year for all subsequent years of a SIG's existence.

FINANCES

To meet expenses incurred in the initial development activity, the Board may seek financial assistance from SPE Headquarters. Once a SIG is approved, a \$100 a year budget for ordinary expenses is automatically authorized.

Extraordinary funding of up to \$1,000 a year for such purposes as advance TopCon costs or advance costs for joint conferences with other societies may be requested. These requests should be directed to the Liaison, Leadership Services at SPE Headquarters.

In an effort to keep financing simple for the Special Interest Group, the office of Treasurer has been omitted. As noted above, monies can be requested from SPE Headquarters for both ordinary and extraordinary expenses. (For such undertakings as TopCons, financial accounting is required.) All monies earned by SIGs are to be deposited in a special SIG fund maintained by SPE Headquarters. Funds will be credited to the SIG depositing them. If the SIG becomes a Division, or joins a Division, the funds are turned over to them. If the SIG continues as a SIG, the funds stay in the SIG pool to be drawn upon for their activities. If the SIG becomes inactive, the funds credited to them will remain in the SIG pool for use by all SIGs.

Should a decision be made to charge a nominal fund for SIG affiliation, such funds will be placed in the special SIG fund for use by all Special Interest Groups.

ACTIVITIES

During the two-year "protected period" (see Pg. 2), no external activity is required of a SIG. Internal activity within its membership, such as meetings, circular letters, discussions and planning, is expected, and will be included in the semi-annual reporting to the Liaison, Leadership Services made by the SIG Chair.

External activities expected from SIGs are ANTEC symposia, TopCon programming, seminar and workshop participation, and collaborative conferences with other technical societies. Since the intent of forming a SIG is to foster exploration of new technical or scientific fields of interest to SPE, forms of activity other than these may be acceptable.

REPORTING

The SIG Chair shall submit a semi-annual report to the Liaison, Leadership Services (to meet reporting schedules of September 1st and March 15th of each fiscal year). The SIG Report Form can be found in Appendix VI of this manual.

CHAPTER III -- THE SUCCESSFUL SIG

The successful, well-organized SIG operates in harmony with the Rules of the Society, fulfilling its objective of service to its members and to the industry. Regularly scheduled technical programming, carefully planned in advance, will stimulate interest in the SIG.

Every SIG officer and committee member must be familiar with and willing to accept the obligations of office. There should be continuous liaison between the officers, committees, and the international Society.

There is no separation between SIGs and international operations. They are interdependent each upon the other. The SIG Chair, through his/her membership on the Divisions Committee, is the SIG's voice in the affairs of the Society. In order to fulfill SPE's objectives, the SIG and SPE Headquarters must not lose sight of the fact that all members must be served.

SPE is an association of individual members bound together by a mutual interest in plastics engineering and science. The member is SPE's life's blood and it is to the member that all efforts must be directed. In the course of SIG operations, service is rendered best through constant promotion of membership and presentation of technical programs of topical and general interest.

APPENDIX I: SPECIAL INTEREST GROUP CRITERIA

1. SCOPE - A prerequisite to establishing a Special Interest Group (SIG) is a clear and definitive statement of what the group is trying to do. This will be circulated, and will be valuable to other SIGs to discriminate among them, and to Divisions to determine whether a SIG is a potential subdivision.
2. PETITION - Another prerequisite to establishing a SIG is the submission of a written petition to the Divisions Committee. The petition will contain the SCOPE and will identify a responsible head and at least ten (10) individuals who are willing to serve for two years, or to designate at the outset another responsible head willing to serve the second year. The head(s) and all signatories will automatically be considered members of the SIG by virtue of the appearance of their names on the petition. A nominal fee may be charged each member; such monies would be placed in a special SIG fund for use by all Special Interest Groups.

The petition must have the approval of the New Technology Committee; establishment of the SIG will be by vote of the Divisions Committee.

3. REPORTING - All SIG operations shall be coordinated by the Liaison, Leadership Services, who is an ex officio member of the New Technology and Divisions Committees. The Liaison, Leadership Services will ordinarily attend meetings of both committees to provide liaison. A designated member of the Executive Committee will serve as SIG Coordinator. Responsibilities of the Director and/or Coordinator follow:
 - a. The Liaison, Leadership Services shall see that all petitions contain scope, required number of members, and suitable plans. It is expected that most SIGs will arise from Focus Groups, and will be known to the New Technology Committee. In some cases, however, the judgment of the Coordinator will be drawn upon to speak to the suitability of a potential SIG.
 - b. Liaison, Leadership Services: See that the SIG heads all submit semi-annual reports (September 1st and March 15th deadlines).
 - c. Liaison, Leadership Services and SIG Coordinator: Receive copies of all member communications from each SIG.
 - d. Liaison, Leadership Services: Maintain a copy of the roster of each SIG.
 - e. Manager, Section/Division Services: Validate requests for ordinary or extraordinary funds, together with recommendations.

- f. Liaison, Leadership Services and SIG Coordinator: Determine when a SIG has failed to meet its viability requirements and recommend its termination.
4. FUNDS - By approving the petition to form a SIG, the Divisions Committee automatically authorizes \$100 a year budget for ordinary operating expenses. The bills should be submitted to SPE Headquarters.

Extraordinary funding of up to \$1000 a year for such purposes as advance TopCon costs or advance costs for joint conferences with other societies may be requested. These requests should be directed to the Liaison, Leadership Services for validation.

5. OFFICERS - There must be one responsible, readily accessible person to head each SIG. Any duty of the head may be delegated to members, but the head remains the point of communication for the SIG and bears responsibility for its actions.
6. ACTIVITIES - For a two-year period from the date of its formation, no external activity is required. Internal activity within its membership is expected, such as meetings, circular letters, discussions and planning. This will be included in the semi-annual reporting to the Liaison, Leadership Services.

External activities expected from SIGs are ANTEC symposia, TopCon programming, seminar and workshop participation, and collaborative conferences with other technical societies. Since the intent of forming a SIG is to foster exploration of new technical or scientific fields of interest to SPE, forms of activity other than these may be acceptable.

7. TERM - If a SIG produces no suitable external activity after the two-year protected period, or within any year beyond the protected period, or if there is failure to report as required, the SIG may be declared terminated by joint action of the Divisions and New Technology Committees upon recommendation of the Liaison, Leadership Services and SIG Coordinator. Notice of 60 days will be given; beyond this time, the SIG cannot be reactivated without repeating the original petition.

APPENDIX II: PETITION FOR SPECIAL INTEREST GROUP ESTABLISHMENT

The undersigned herewith petition the Divisions Committee of the Society of Plastics Engineers for approval of the establishment of a Special Interest Group of the Society.

The Special Interest Group will be known as the _____
Special Interest Group of the Society of Plastics Engineers, and will embrace the following scope: (describe briefly)

The following names are those of SPE members in good standing, SPE members-in-process, or individuals who have an interest in this area of technology and SPE. (Submit completed petition to: Liaison, Leadership Services, Society of Plastics Engineers, 14 Fairfield Drive, Brookfield, CT 06804.)

PRINT NAME HERE

ADDRESS

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

(Additional names may be put on reverse side)

Signed _____
Chair Protem Date

Approval granted: _____
Divisions Committee Chair Date

Approval granted: _____
New Technology Committee Chair Date

PERTINENT COMMENTS CONCERNING PETITION FOR CHARTER

Sufficient space must be provided for the required minimum of ten (10) signatures.

Petitions must have the approval of both the New Technology and the Divisions Committees. They meet approximately three times during the SPE year (usually October, February and May). The completed petition must be forwarded to SPE Headquarters one month prior to these meeting dates in order to arrange for signature validation and the inclusion of the petition on the meeting agendas. Mail to:

Liaison, Leadership Services
Society of Plastics Engineers
14 Fairfield Drive
Brookfield, CT 06804

The following materials may be obtained from SPE Headquarters:

Constitution and Bylaws
SIG Development and Procedures Manual
Criteria for SIG Establishment and Petition Forms
Membership Applications

APPENDIX III: SUGGESTED SURVEY/INTEREST LETTER

Dear _____:

Although you may not presently be a member, you are probably familiar with the Society of Plastics Engineers. The primary objective of the Society is the promotion of scientific and engineering knowledge relating to plastics. Its objective is achieved by:

1. Technical meetings.
2. Scientific and engineering reports and an Official Publication.
3. Encouraging engineers and scientists to exchange technical information relating to plastics.
4. Cooperating with and encouraging educational institutions to establish technical and scientific courses relating to plastics.

The value of association with SPE becomes more and more evident as the expansion of the plastics industry continues, especially in the area of *(insert your SIG interest here).

We are pleased to report that the Society has offered us facilities for forming a Special Interest Group in this area, provided a sufficient number of persons indicate their interest in participating in such a group. The chief activity of the SIG is its technical programming, at which it presents and discusses technical papers dealing with plastics and allied subjects. In addition, SIG activities provide an opportunity for meeting socially with persons whose professional interests are similar.

In order to get an idea of the SIG potential in this area of technology, we would appreciate your completing and returning the enclosed (postcard/form). We would be happy to receive any suggestions or comments you may wish to submit with regard to the establishment of this SIG.

An organizational meeting, contingent upon the response to this survey, is being planned and details will be forwarded to you later.

We would be grateful if you would bring this notice to the attention of those of your associates likely to be interested in this project.

May we count on your participation?

APPENDIX IV: GOALS FOR THE FIRST GENERAL MEETING

The following will be an outline of the objectives to be accomplished at the first general meeting of a prospective SIG. This meeting will most likely be a Focus Group Meeting held in conjunction with ANTEC. While not necessarily in the order of importance, the following have been found to be most important.

1. Explain the purposes, benefits and requirements of a new SIG in the particular area of technical activity.
2. Obtain signatures on the Petition for SIG Establishment. The Steering Committee should sign the petition before the meeting so that all efforts can be concentrated on other prospective members.
3. Introduce members of the Steering Committee and obtain the names of volunteers to help in the formation process.
4. Inform those present of plans for the SIG for at least the coming year, preferably for the coming two years.
5. Learn from the attendees what specific topics and areas of interest they wish to see covered in forthcoming technical presentations (at the next ANTEC for example). This information should be used as a guide for the next technical presentation.
6. Although membership in the Society is not a requirement for SIG participation, this is a good time to encourage SPE membership. Applications may be passed out for completion and should be returned to SPE Headquarters. If an individual wishes to complete the application on site, a minimum of \$10 must be attached in order for the application to be processed. The member will be invoiced for dues after election to membership. (Note: the SIG Chair should promptly mail applications and checks/money to SPE Headquarters, or, in the case of an ANTEC, turn both in to an SPE staff representative at the ANTEC registration booth.)

APPENDIX V: DISCUSSION OF SPE FOR NEW PROSPECTIVE GROUPS

It has been found helpful to convey several basic ideas and concepts to new prospective groups with respect to SPE. It is helpful to put this information together in a brief ten or fifteen minute talk followed by questions and answers. SPE staff members can help by giving this talk, or a member of the Steering Committee can use the following information in the preparation of a speech.

Q. What size is SPE?

A. SPE is an international technical Society now numbering more than _____ members. They are divided into _____ geographical Sections in the United States, Mexico, Canada, Asia, and Europe, and _____ technical Divisions which are international in scope.

Q. Why a Special Interest Group?

A. To make it possible for more people to learn of new/emerging technologies in plastics, to advance the profession, and to acquaint others with the scope and potential of our products and our industry - specifically in (list area of technical expertise) . Through this professional activity, we hope to offer valuable information to our members, to help keep them abreast of new developments and help them to be of greater value to their firms and to themselves. Meetings of this type also afford the opportunity to ask questions directly of the speakers, who are recognized as authorities in their chosen field.

Q. What is required to form a SIG?

A. Ten (10) signatures of individuals interested in this area of technology on a Petition for SIG Establishment constitute the basic requirement.

Q. Who can sign a petition?

A. SPE members now in good standing, those persons who have membership applications in process, or those persons who have an interest in this area of technology and SPE.

Q. What charges are involved in SPE membership?

A. With the application for membership, a \$10.00 initiation fee must be submitted. Upon election to membership, the member will be invoiced for his dues based upon a rate of \$100.00 per year.

Q. What happens to the dues?

A. Approximately 31% of the dues will be used to cover the cost of the subscription to PLASTICS ENGINEERING, which is the official publication of the Society.

Approximately 13% is rebated in the form of cash to SPE Sections and Divisions.

Approximately 56% is used to run the Society.

Q. Can this group function before being officially established?

A. Yes, this group can function, and as a matter of fact, is encouraged to do so.

Q. When can petitions be voted?

A. Petitions must have the approval of both the New Technology Committee and the Divisions Committee. They meet approximately three times during the SPE year (usually September, January and May). The completed petition must be forwarded to SPE Headquarters one month prior to these meeting dates in order to arrange for signature validation and the inclusion of the petition on the meeting agendas.

APPENDIX VI: SIG REPORT FORM

SIG _____

SUBMITTED BY _____ YEAR _____

AREA	GOALS	ACCOMPLISHMENTS
Technical Programming		
Publications		
Intra-Society Activities		
Inter-Society Activities		
Educational Activities		
Membership		
Other		