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**Society for the Advancement of Material and Process Engineering**  
**GLOBAL PRACTICE 1.1**

**TITLE:** GOVERNANCE OF GLOBAL PRACTICES

**SCOPE:**

The "Global Practices" ("GPs") contain the standing procedures that have been adopted by the Global Board of Directors of SAMPE to reflect the practices of the Society. These practices are to be used in conjunction with the SAMPE Global Bylaws, which are the procedural documents for SAMPE and the Articles of Incorporation, the founding documents of the Society. In the event of a variance therewith, the Articles of Incorporation and the Bylaws of the Society shall supersede any such practice and the practice shall be changed to comply therewith.

Three levels of Global Practice are established and these differ in the scope of their application. The three levels are:

1. Practices that govern the procedures of all SAMPE units – Regions, Chapters, Clubs and Members. (Global Practices 1.X-1.X)
2. Practices that advise the procedures of all SAMPE units. These are, therefore, guidelines for the Regions, Chapters, Clubs and Members. (Global Practices 2.X-2.X)
3. Practices that govern the units within the Global Organization and are outside the Regions. (Global Practices 3.X-3.X)

**PRACTICE:**

- A. The Global Practices implement and give detailed instructions for carrying out the Bylaws.
- B. These Global Practices may only be modified by the Global Board of Directors unless otherwise specified. Modifications require a simple majority vote. Such changes shall become effective immediately upon adoption thereof unless specifically stated otherwise.
- C. These Global Practices shall be made available to all Members. They shall also be made available to the public on an individual basis upon written request. The Society reserves the right to charge a reasonable cost to comply.
  1. The Global Business Office publishes these practices and distributes copies and changes thereto to each Global Officer, Director and Committee Chair, and to the President of each Region. Requests for additional copies should be submitted to the Global Business Office.
  2. Copies of any or all of SAMPE's governing documentation on the website may be accessed via an Internet connection by any Member in good standing upon requesting the login name and password from the Global Business Office.

**Society for the Advancement of Material and Process Engineering**  
**GLOBAL PRACTICE 1.2**

**TITLE:** CREATION OF NEW REGIONS

**SCOPE:**

This practice governs all Society units.

The Global Bylaws state that new Regions may be created from time to time. These Global Practices outline the steps to be taken in establishing a new Region and the criteria that must be met to create that new Region.

**PRACTICE:**

- A. The following steps should be followed by the Global Organization in the process of developing and qualifying a new Region:
  1. Identify the key personnel and organization(s) in the Region and their willingness to support SAMPE.
  2. Define the importance/growth of composites and/or advanced materials and processes in the Region.
  3. Identify any government support. (Desirable but not essential.)
  4. Determine status and interest of current SAMPE Members.
  5. Analyze the potential for growth in Membership.
- B. Requirements to be met by a potential Region:
  1. Minimum time of operation as a SAMPE unit = 3 years.
  2. Minimum number of Members in the Region = 300
  3. Hold two (2) profitable and successful conferences/exhibitions in the Region.
  4. Hold one international conference/exhibition which rebates a minimum royalty of total revenues to the Global Organization as specified in the Bylaws.
  5. The application for Region status must list the names and Membership classification and Chapter or Club affiliation for all SAMPE Members.
  6. The application must list the geographical area proposed for the Region.
  7. The prospective Region organization must be legally formed and have Articles of Incorporation and/or Bylaws.
    - a. These Articles of Incorporation and Bylaws must be compatible with SAMPE Global Bylaws.
    - b. All Chapters and Clubs within the Region must agree to abide by the Articles and Bylaws, including the leadership stipulations.
  8. The prospective Region must be financially stable for at least one year and be willing to allow a SAMPE audit to ensure that current stability and continued financial status.

**Society for the Advancement of Material and Process Engineering**  
**GLOBAL PRACTICE 1.3**

**TITLE:** DISCIPLINE OF REGIONS

**SCOPE:**

This practice governs all Society units.

The Global Bylaws establish conditions under which a Region may be disciplined by resolution of the Board of Directors. However, to ensure that such action by the Board is done properly, the following Practices are to be followed:

**PRACTICE:**

- A. Some specific conditions of non-compliance which may serve as the basis for a disciplinary hearing are:
  1. Gross violations of Bylaws or Practices,
  2. Failure to submit to the Global Business Office an annual Regional income statement for a two year period,
  3. Financial impropriety,
  4. Failure to elect and submit officers to the Global Business Office for two consecutive years,
  5. Failure to hold the minimum number of Regional Board meetings for two consecutive years,
  6. Failure to maintain a sufficient number of members to conduct meaningful Regional activities.
- B. A meeting shall be held between the officers of the Region and the Global Executive Cabinet for the purpose of understanding and clarifying the apparent conditions of non-compliance. The parties will make a good faith effort to determine if the non-compliances are real. If any non-compliances are confirmed during this meeting, a plan to correct those non-compliances will be established.
- C. If the plan to correct the non-compliances is not successful in resolving the issue(s), letters shall be sent to Chapter Directors in the Region explaining the position of SAMPE Global and asking for help of the Directors in resolving the issue(s).
- D. If the letters are not successful in resolving the issue(s), a formal hearing shall be held.
  1. A copy of the charges with notice of such hearing thereon shall have been sent by registered mail or email with receipt confirmation to the address of record of said Region, and
  2. A letter sent to each Member of record of the Region, not less than sixty days prior to the date of said hearing.
  3. Actions to terminate or discipline a Region require an affirmative vote of three-fourths of the votes cast at the Global Board meeting, a quorum present.
- E. Possible remedies and courses of action resulting from a vote to discipline the Region include the following:
  1. Stop sending the *SAMPE Journal* to the Region.
  2. Suspend the Region as a unit of SAMPE.
  3. Withdraw permission to use the SAMPE brand and logo.
  4. Suspend Membership for Members in the Region.
  5. Deny visa letters to Members from that Region who may want to attend SAMPE events.
  6. Other remedies that are consistent with the Bylaws and that might be productive in correcting the situation.
- F. Should a Region be disenfranchised, the funds of the Region will revert to the SAMPE Global Board of Directors.

**Society for the Advancement of Material and Process Engineering**  
**GLOBAL PRACTICE 1.4**

**TITLE:** SAMPE BRAND

**SCOPE:**

This practice governs all Society units.

This document governs the SAMPE brand including the use of the Society's logo.

**PRACTICE:**

- A. The SAMPE Global Board of Directors shall monitor and control the use of the SAMPE name, SAMPE logo and SAMPE brand.
- B. Design: The logo shall be as shown below. However, the precise definitions of the SAMPE logo are to be maintained at the Global Business Office.
- C. Applications: The design as shown must be used without changes by the individual Regions, Chapters and Clubs, as well as the Society.
  - 1. The color scheme can vary by Region. Regional colors must be approved by the Global Executive Cabinet.
  - 2. No other additions or deletions to the logo are authorized except that individual Regions, Chapters, and Clubs may develop their own logo that may incorporate the SAMPE logo. The identification of the Region or Chapter or Club can appear below the word "sampe".
  - 3. Whenever the SAMPE logo is used either alone or in combination with other elements, it must be used in its entirety and cannot be modified.
  - 4. All uses of the SAMPE logo, by Regions, Chapter, Clubs or any other entity, must be pre-approved by the SAMPE Executive Director.
- D. Use of the logo by businesses or by individuals must be as described above, must append the applicable relationship immediately below the SAMPE logo, and must be in a context related to material and/or process engineering. All such applications must be pre-approved by the SAMPE Business Office.



**Society for the Advancement of Material and Process Engineering**  
**GLOBAL PRACTICE 1.5**

**TITLE:** SAMPE WEBSITES

**SCOPE:**

This practice governs all SAMPE units.

This document addresses the creation, maintenance, and content of SAMPE websites.

**PRACTICE:**

**A. Control of SAMPE websites**

1. Any organization within SAMPE is eligible to create and host a website. Such websites shall be linked to the SAMPE Global website.
2. Language
  - a. All information on the Global and Global Committee websites shall be in English.
  - b. Region, Chapter, and Club websites in countries where English is not the principal language may be in either English or in the native language.
  - c. However, the Region, Chapter or Club home page must have an English translation or a clearly marked link to an English version.

**B. Webmaster**

1. The SAMPE Global Webmaster, a member or members of the SAMPE staff, shall be responsible for the administration of the SAMPE Global website and have oversight responsibility for other SAMPE websites.
2. The Webmaster of each regional SAMPE website, must notify the SAMPE Global Webmaster of its existence within thirty days following the site's creation.
3. Content of all SAMPE web sites is to be reviewed by the Global SAMPE Webmaster at least semi-annually. Any determination of inappropriate content will be resolved between the SAMPE Global Webmaster and the Webmaster of the site. If they cannot agree, the issue will be referred to the Global Executive Cabinet for resolution.
4. The domain names of sampe.org, sampe.net and sampe.com (in these forms or with capital letters or any form similar to these) are reserved for the SAMPE Global principal website. Other organizations within SAMPE obtaining their own domains are requested to follow the naming convention of "organizationsampe.org" (e.g., pastpresidentssampe.org or losangelessampe.org)

**C. Desired content of SAMPE websites**

1. The SAMPE logo and name shall appear on the home page of every SAMPE website.
2. The content of the Global SAMPE website shall be as follows:
  - a. An overview of SAMPE and its areas of interest.
  - b. Advantages of membership.
  - c. Programs for upcoming SAMPE conferences and exhibitions and other SAMPE events.
  - d. Names and contact information for all Global SAMPE Executive Cabinet officers.
  - e. Contact information for the SAMPE staff.
  - f. Contact and meeting information for chapters.
  - g. Information about SAMPE publications (proceedings, journals, etc.) and other books offered for sale by SAMPE.

- h. Advertisements and banners are permitted on SAMPE websites provided they are relevant to the membership of SAMPE. Acknowledgements of companies and links to the companies that provide support to the Regions, Chapters, or Clubs or are sustaining members are acceptable. Links from the SAMPE Global website to advertisers in SAMPE publications are also permitted.
- D. Links to and from SAMPE websites
  - 1. SAMPE Global intends to link to all other SAMPE sites.
  - 2. Region, Chapter, Club and committee website home pages must have a prominently displayed link to the Global SAMPE home page.
  - 3. Each website may provide links to other sites related to SAMPE or advanced material and processes activities.
- E. Login names and passwords
  - 1. Access to some information on the Global SAMPE website may require login names and passwords.
  - 2. Maintenance of the accessibility of the login name(s) shall be the responsibility of the Global Business Office.

**Society for the Advancement of Material and Process Engineering**  
**GLOBAL PRACTICE 1.6**

**TITLE:** GEORGE LUBIN MEMORIAL AWARD

**SCOPE:**

This practice governs all SAMPE units.

This document presents the rules to be followed and the basic requirements to be met for the selection of those who qualify for receipt of the SAMPE George Lubin Memorial Award.

**PRACTICE:**

- A. The Society for the Advancement of Material and Process Engineering hereby establishes the SAMPE George Lubin Memorial Award to provide recognition of individuals who have meritoriously fostered the advancement of material and process technology and/or enhanced the attainment of the objectives of the Society.
- B. Nominee Requirements
  - 1. Nominees shall have already attained national or international name recognition in the materials and processes field.
  - 2. Nominees are *not* required to be a member or a former member of SAMPE.
  - 3. Nominees must have provided significant contributions to the field of materials and processes over a broad spectrum in at least one of the following ways:
    - a. Actively working in the technology and making important technological contributions;
    - b. Promoting the application of advanced materials and materials technology to research or hardware applications for an extended period of time; or
    - c. Supporting the materials and processes community and fostering its objectives through legislative, education, or management actions.
  - 4. Examples of some significant contributions or achievements include but are not limited to:
    - a. Received national or international recognition via award from government, industry, or technical society.
    - b. Shown consistent and sustained high level of technical expertise in a materials or processes field as evidenced by authorship of technical publications and presentations and/or receipt of patents.
    - c. Performed as Congressional Fellow or as assistant to the Secretary or Undersecretary of Defense.
    - d. Elected chair, president or division manager of a Fortune 500 company.
    - e. Carried a major program to successful conclusion (e.g., program manager of B-1 program), or introduced a new material or process with high (demonstrated) expected usage potential to the materials community (e.g., developed pultrusion process).
    - f. Promoted to the highest science/technical position of a Fortune 500 corporation (e.g., chief engineer/scientist, fellow or advisory engineer).
    - g. As professor or faculty of a major university, successfully conducted material or process research studies that yielded basic scientific data pertinent to future hardware applications (e.g., superconductivity).
  - 5. A nominee for the George Lubin Award must be recognized for accomplishments over and above those cited in nominations for other SAMPE awards, if any.
- C. Nominations shall be by any of the following:



1. SAMPE Chapter in the nominee's locale
  2. SAMPE Member
  3. SAMPE non-member with concurrence of a SAMPE Chapter chair
- D. Selection for Award
1. The selection shall be presented to the Past Presidents committee for subsequent presentation to the Global Board of Directors (BOD). Concurrence will be by 2/3 of the votes cast by either of the following methods.
    - a. At a fully constituted Global Board of Directors meeting.
    - b. By responses of members of the Global BOD, provided that those responding represent a quorum of a fully constituted Global BOD meeting.
- E. Acknowledgment
1. The award will be announced by:
    - a. Letter to the recipient prior to the presentation
    - b. Letter to the SAMPE Chapter chair in the recipient's locale
    - c. Letter to the recipient's employer (preferably officer or high-ranking office)
    - d. Notice in the *SAMPE Journal*
    - e. Press release to media announcing selection for Lubin Award honor.
  2. Presentation
    - a. Presentation shall be made by the Global SAMPE George Lubin Awards Chair or his/her designate at a SAMPE International conference.
    - b. The award will take the form of that approved by the Global Executive Committee.
- F. Chair of the SAMPE George Lubin Award
1. The Chair will have a term of 3 years.
  2. The Chair will be nominated by the previous chair and will have previous experience on the Lubin Award committee
  3. The proposed Chair candidate must be approved by the Global Executive Vice President.
- G. Specific rules and award activities rules
1. The award is designated to be an annual award, but need not be made each year. Only one award may be given in a single SAMPE fiscal year.
  2. Nominations for the award must be submitted on the proper form (Enclosure 1) and must provide appropriate background information for evaluation.
  3. Nominations must be submitted to the Chair, SAMPE George Lubin Awards committee, no later than June 1 in the fiscal year before which the award is to be presented.
  4. The selection committee will consist of the following or their designates:
    - a. Immediate Past Global President
    - b. Chair of Fellows Nomination Committee
    - c. Global Executive Vice President
    - d. SAMPE George Lubin Award Committee Chair
    - e. Member-at-large in good standing in SAMPE who is nominated by the Committee Chair and approved by the Global Executive Vice President
  5. Suggested citation of not more than fifty (50) words shall appear on the nomination form.
  6. The selection committee will be reconstituted as required.
  7. The costs of the award recipient, including travel to the city of presentation and tuxedo rental costs for the ceremony will be borne by SAMPE. Lodging, meals, and registration fees for the International conference attendance by the recipient shall be borne by SAMPE.
  8. Unsuccessful nominations will be retained as active candidates for award consideration for a period of two (2) years beyond initial submitted.
  9. No posthumous George Lubin Award nominations will be considered.
  10. Selection of the George Lubin Award recipient shall be made by the selection committee using the criteria described in the selection guidelines (Enclosure 2).

**Enclosure 1**

**NOMINATION FOR SAMPE GEORGE LUBIN MEMORIAL AWARD**

This award is given in honor of George Lubin (1913-1984), who was a "giant" in the plastics industry. From the time he graduated from the City College of New York (1936), George was an innovator, educator, author, international consultant and lecturer who always searched for ways to do things better ... and succeeded.

Complete and mail nomination form to:

Chair, Lubin Award Committee  
SAMPE  
21680 Gateway Center Drive, Suite 300  
Diamond Bar, CA 91765-2435, USA  
Phone: +1-626-521-9460 • [sampe@sampe.org](mailto:sampe@sampe.org)

*Please type or print clearly and complete each section with sufficient detail that the committee can evaluate the strengths and contributions of the candidate:*

I/We nominate the following individual for the SAMPE George Lubin Memorial award:

1. Name\_\_\_\_\_

2. Company/Institution\_\_\_\_\_

3. Title\_\_\_\_\_

4. Business Address\_\_\_\_\_

\_\_\_\_\_

5. Email Address\_\_\_\_\_

6. Describe the specific achievements in the field of (or in support of) materials and processes upon which this nomination is based:

7. Describe the effect of the individual's achievements on the technology and progress of material and process field (please attach any related documentation of these achievements):

8. Provide examples which substantiate that the nominee has attained national or international name recognition in the material or process field, e.g., newspaper quotes, awards of recognition, etc.

9. Place of birth \_\_\_\_\_

10. Education (degrees, years granted, universities and locations):

11. Prior corporate or academic affiliations (include companies and institutions, titles, responsibilities and approximate dates of affiliation):

12. Professional society affiliations:

13. Professional honors and awards:

14. Citation (50 words or less)

15. List of publications, presentation, invited lectures, patents:

16. Identity of Nominator(s)

1. Principal Nominator \_\_\_\_\_

2. Company, Institution \_\_\_\_\_

3. Title \_\_\_\_\_ Phone # \_\_\_\_\_

4. Business Address \_\_\_\_\_

5. Email Address \_\_\_\_\_

6. Other Nominators

7. Name \_\_\_\_\_

Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

8. Name \_\_\_\_\_

Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

9. Name \_\_\_\_\_

Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

Note:

Supplemental pages may be provided, as appropriate, to support this nomination. Where supplemental pages are used, please refer back to the item number(s) on this form.

**Enclosure 2**

**GUIDELINES FOR SAMPE GEORGE LUBIN AWARD SELECTION**

Rating and Weighing System

Nominee's Name \_\_\_\_\_

	<b>Ranking and Weighing System Evaluation Criteria</b>	<b>Point Value</b>
1	Nominee's stature within the M&P field	20
	<i>Evaluate on basis of national or international reputation, degree of accepted expertise, etc.</i>	
2	Significance of achievement(s) from a technological sense	30
	<i>Evaluate in comparison to sole invention or breakthrough of technological importance, e.g. development of graphite fiber</i>	
3	Effect (impact) of achievement(s) upon the materials and processes profession	30
	<i>Determine if nominee's accomplishments had a lasting and significant impact upon the materials and processes profession, e.g., effective professorship at materials research department at major university or directorship of Government/industry laboratory</i>	
4	Significance of professional honors and awards	10
	<i>Evaluate overall importance of awards received by nominee. Do the awards represent recognition by professional peers, e.g., IR-100 award, etc.?</i>	
5	Quantity and quality of publications, presentations, patents, etc.	10
	<i>Examine scope and professional significance of patents, presentations, publications, etc.</i>	
	Total	100
	<b>SCORE</b>	

A. Selection Methodology

1. Each nominee shall be evaluated individually and given a numerical point rating (100 = maximum) by each member of the selection committee, based solely on information provided in the nomination form.
2. The selection committee members shall convene at a meeting, or telephone conference call, to discuss their results and determine whether or not to select one of the nominees for the Lubin Award. Only a simple majority vote from the selection committee for acceptance of a nominee is necessary.

**Enclosure 3**

**George Lubin Award**



**Society for the Advancement of Material and Process Engineering**  
**GLOBAL PRACTICE 1.7**

**TITLE:** SAMPE MORT KUSHNER LIFETIME ACHIEVEMENT AWARD

**SCOPE:**

This practice governs all Society units.

This document describes the procedures and practice for selecting and awarding SAMPE's Mort Kushner Lifetime Achievement Award, formerly known as the Space Award.

**PRACTICE:**

- A. This award need not be given unless the service to the Society over many years merits its award. No more than one award may be made within a fiscal year.
- B. The recipient is selected by the Global Executive Cabinet by two-thirds majority.
- C. The award is in the form of a clock or timekeeping device that is chosen based on the tastes and interests of the recipient. The award will be inscribed appropriately. The award is to be presented by a member of the Global Executive Cabinet in an appropriate environment and is intended to be a surprise to the recipient.

**Society for the Advancement of Material and Process Engineering**  
**GLOBAL PRACTICE 1.8**

**TITLE:** SAMPE FELLOW AWARD

**SCOPE:**

This practice governs all Society units.

This practice presents the rules to be followed and the basic requirements to be met for the selection of SAMPE members as recognized Fellows of the global society.

In the paragraphs that follow, more detailed description of a SAMPE Fellow is provided as well as all the requirements for submitting and evaluating nominations and for making the award.

**PRACTICE:**

- A. SAMPE hereby establishes the honor of Fellow of the Society to provide recognition of members for distinguished contributions in the fields of materials and processes over an extended time period and to develop a broadly based forum for technical and professional leaders to serve as advisors to the society.
- B. Fellow Definition
  1. The individual has a personal reputation and has exhibited outstanding accomplishments over an extended period of time in some phase of materials and processes science or engineering.
  2. The individual will have shown a broad and productive achievement in production, manufacturing, management, design, development, research or education as evidenced by:
    - a. Outstanding performance in the field of employment as recognized by the nominee's significant contributions in the materials and processing field.
    - b. Sustained high level of performance in the nominee's field over a period of years (preferably over a 10+ year period) in carrying out responsibilities.
    - c. Personal innovative ability to solve problems related to production, manufacturing, marketing, research or development.
    - d. Personal ability to manage, direct personnel in the field of research, marketing management, or education to be beneficial to the materials and processes field
    - e. Publication of papers, articles, and books.
    - f. Development of inventions and the granting of patents to the nominee.
    - g. Participation in and contributions to SAMPE at local, regional and/or global levels.
- C. Nominee Requirements
  1. The individual must have five years of continuous membership as an individual Member or as the voting Member of a sustaining membership at the time of nomination to become a Fellow.
  2. Must be a recognized leader in the materials and processes area
- D. Nomination Procedure
  1. Nomination must be done by one of the following:
    - a. SAMPE Fellow
    - b. SAMPE Global Officer
    - c. SAMPE Region, Chapter, or Club through their executive committee.
    - d. Any six SAMPE members at large.
  2. Nominations must be submitted by the date indicated so that the review process can be accomplished by the dates required to assure adequate review and approval.



3. Suggested citation of not more than fifty words must appear on the nomination form..

E. Selection Process

1. Fellow Selection Committee

- a. Individual members and chair of the Fellow Selection Committee shall be selected and appointed by the Global President. The Executive Vice President is an ex-officio committee member and does not vote in the selection process.
  - b. The committee shall be made up of six (6) Fellows plus the Executive Vice President (ex officio). The committee chair shall ensure global make-up of the committee to include Fellows representatives from regions and chapters worldwide.
  - c. The tenure for members of the awards selection committee shall be three years with two of the members being replaced each year.
2. Nomination forms are submitted to the Fellow Selection Committee for evaluation and distributed by the committee chair to the members of the Fellow Selection Committee.
  3. The selection committee will review nominations only submitted on the proper forms or proper electronic format.
  4. Nomination evaluations must be returned to the chair, Fellow Selection Committee, by the date established annually by the chair sufficiently in advance of the date at which selected candidate recommendations are submitted to the Executive Cabinet and Past Presidents committee for approval.
  5. Nominations shall remain valid for three years.
    - a. After the three-year valid period, re-nomination cannot be considered for five years.
  6. Any nominee who does not receive at least one “accept” vote shall be dropped from further consideration in the current year.
    - a. The nominee can be reconsidered after a 5-year waiting period (with a new nomination).
  7. No more than six new fellows shall be inducted at any one ceremony.
  8. All information on nominees will be held in strictest confidence and no information will be transmitted on any pending nomination. Individuals desiring to know the names of members held in nomination should submit prospective candidates’ names in writing and they will be notified only if there are duplications.
  9. If at all possible, individuals in nomination or in consideration for nomination should not be contacted personally or in writing or in any way advised of the pending nomination. Advanced knowledge of an individual’s pending nomination can lead to embarrassment for all parties concerned.
  10. Posthumous nominations will only be considered if submitted within one year of death.

F. Report of the Fellow Selection Committee

1. The committee shall, at least 30 days prior to scheduled consideration by the Global BOD for approval of new SAMPE Fellows submit to the SAMPE president a report including nomination form and background information on the chosen nominees, as well as the rationale and documentation for selection. The names of nominees shall also be submitted to the Past Presidents committee for their approval prior to the above mentioned BOD meeting.
2. A concise statement, in fifty words or less, of the recipient’s accomplishments shall be composed by the selection committee for inclusion on the award certificate. This statement should be part of the report to the President.
3. The evaluations are returned to the chair for tabulation and numerical analysis.
4. Electronic communication is then typically used to finalize the selections.

G. Approval Method

1. The committee’s selections for induction shall be sent to the Global President and the Past Presidents Committee for approval.
2. Subsequently, those approved shall be submitted to the Global Board of Directors (BOD) for their approval at least two months prior to the presentation of the award. BOD approval will be done by one of the following methods:
  - a. By a majority vote of the Directors at a fully constituted Global BOD meeting.

- b. By a majority response (polling can be electronic or by mail) of the Global BOD provided that those responding represent a quorum of a fully constituted BOD meeting.
- H. Acknowledgement
  - 1. The candidate nomination shall be announced by:
    - a. A letter to the newly elected SAMPE Fellow
    - b. Notices to Region President, Chapter/Club Chair and to the person signing the nomination form.
    - c. Notice to the new Fellow's employer (preferably an officer or high ranking official)
    - d. Notice to *SAMPE Journal*
- I. Formal Presentation
  - 1. Nominees are invited to the Fellows dinner held at an international conference of the Global society that is typically at a North American conference. Under exceptional circumstances recognition may be held at another international conference but this shall be a rare occurrence. New Fellows are seated as honored guests. Formal evening dress is prescribed for these new Fellows. (If posthumous, a member of the family or designated representative will substitute for the new Fellow.) All previously awarded Fellows and their spouses are invited to each dinner each year. Formal dress is optional for this group.
    - a. It is the desire of SAMPE to present the award personally at the annual awards event for appropriate recognition. However, in extenuating circumstance, the individual need not be present to receive this award
  - 2. The presentation shall be conducted in a format determined and reviewed annually by the Global Executive Cabinet.
  - 3. SAMPE pays for the dinners for new Fellows and their spouses, the Global Officers and their spouses, the Immediate Past Global President, the conference general chair(s) and program chair(s) and their spouses and any invited special guests.
- J. Physical description of the award
  - 1. Fellow award recipients will receive a lapel pin inscribed with SAMPE Fellow, a Fellow award, and a citation certificate plaque designed specifically for the purpose. Samples of the award, citation certificate plaque and lapel pin are included as Enclosure 6.
  - 2. Fellow selection procedure chart (1 page)
  - 3. Nomination for Fellow form (3 pages)
  - 4. Citation form (1 page)
  - 5. Fellow selection guidelines (2 pages)
  - 6. Fellow candidate form (1 page)
  - 7. SAMPE award, citation certificate plaque and lapel pin (1 page)

Click here for **ENCLOSURE 1** – Guide to Fellow Selection Procedure, 1 page

Click here for **ENCLOSURE 2** - Fellow Nomination Form, 3 pages

Click here for **ENCLOSURE 3** - Fellow Citation Form, 1 page

Click here for **ENCLOSURE 4** - Fellow Selection Guidelines and Procedures, 2 pages

Click here for **ENCLOSURE 5** - Fellow Candidate Evaluation, 1 page

**Enclosure 1**

**GUIDE TO FELLOW SELECTION PROCEDURE**

**DEADLINE:** 75 days prior to BOD consideration of Selection Committee recommendations

- Source of nominations: chapters and members.
- Acknowledgement sent to individuals submitting nominations, with copy to chapter chairs.
- Dossiers checked to qualify nominees: 5 years continuous membership; verify: address, company affiliation, chapter affiliations, membership status.
- Nominees checked against candidate file: Fellow list.

The following is an *approximate* timeline for the selection process:

**ELEVEN MONTHS PRIOR**

Fellow Selection committee mailing: For review: (1) Fellow nominees (2) Award description (3) Procedures and guidelines for Fellow selection (4) Rating and weighing system (5) Member profile (6) Sample forms: evaluation, citation, nomination

Preliminary screening of all valid candidates; additions and/or deletions are made by committee in preparation for ratings.

**TEN MONTHS PRIOR**

Evaluation of dossiers by selection committee; ratings and recommendations returned to chair to be tallied and averaged.

Fellow selection committee conference call: review and make selections from candidate rating summary for awards committee approval.

**EIGHT MONTHS PRIOR**

Report to the President. Nominees forwarded to: Past Presidents committee and Board of Directors approval. Select awards banquet speaker.

**SIX MONTHS PRIOR**

Letter to newly elected Fellows; announcement of Fellows to chapters, employers and *SAMPE Journal*

**FIVE MONTHS PRIOR**

Prepare Fellow certificates and/or plaques.

**FOUR MONTHS PRIOR**

Prepare Fellow announcement for *SAMPE Journal*.

**100 DAYS PRIOR TO PRESENTATION**

Letter re: dinner details to Fellows.

**AWARDS PRESENTATION**

Fellow Awards Dinner

**Enclosure 2**

**FELLOW NOMINATION FORM**

**FOR SAMPE VERIFICATION**

Date of First Submission of Nomination \_\_\_\_\_

Years Eligible \_\_\_\_\_

5 Year Member \_\_\_\_\_

**Return to:**

Chair, Fellow Committee  
SAMPE  
21680 Gateway Center Drive, Suite 300  
Diamond Bar, CA 91765-2435, USA  
+1.626.521.9460 ▪ sampe@sampe.org

**Nominated by (designate point of contact):**

SAMPE Officer \_\_\_\_\_  
Chapter \_\_\_\_\_  
SAMPE Fellow \_\_\_\_\_  
Six Members \_\_\_\_\_  
NOT A MEMBER \_\_\_\_\_  
Less than 5 continuous years \_\_\_\_\_  
Board Member \_\_\_\_\_

**SECTION A**

1. Candidate's name \_\_\_\_\_

If deceased, date of death: \_\_\_\_\_

2. Address \_\_\_\_\_

\_\_\_\_\_

Phone Number \_\_\_\_\_

E-Mail \_\_\_\_\_

3. Company/Institution Affiliation \_\_\_\_\_

4. Years SAMPE member \_\_\_\_\_ SAMPE chapter \_\_\_\_\_

**5. Nominators**

a. SAMPE Chapter \_\_\_\_\_

Chapter Chair \_\_\_\_\_

b. SAMPE Fellow \_\_\_\_\_

c. SAMPE Officer \_\_\_\_\_

d. Six regular members of SAMPE:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

**6. Citation:** A concise supporting statement (50 words or less) as to why the nominee should be selected as a Fellow of SAMPE. This statement will form the basis for the official citation should the nominee be selected. NO testimonial letters, please.

**7. Academic Background:** (Institution, Major and Minor, Year, Degree or Certificate)

**8. Employment History:** (Companies, Positions, Years)

a. Summarize major contributions in these positions.

## SECTION B

*Below, outline the candidate's highlights in each category in the space provided. On separate sheets, thoroughly document the candidate's accomplishments in each area. List all attachments furnished. Identify attachments with the appropriate item numbers used on this form and with the name of the nominee.*

**9. Major Accomplishments and Contributions:** (Nominee's most significant contributions to which his/her name or work is associated. When and where was the work done and its significance, e.g., development of new materials, processes, inventions, applications, markets, and commercialization of products?)

**10. Sustained Professional Growth:** (Evidence that the nominee has sustained a high level of performance over the years in carrying out duties and responsibilities in industry, government, teaching or publishing in contrast to the major outstanding contributions stated above.)

**11. Innovations:** (Innovative solutions to problems related to production, marketing, management, research, education, publishing or new business and applications development.)

**12. Development of People:** (Provide evidence of candidate's contribution to the development of people in research, production, marketing, management or education, sales or publishing to the benefit of the materials field.)

**13. Society and Chapter Contribution:** (Nominee's significant contribution to International SAMPE and/or its chapters, e.g., committees served, offices held, etc.)

*Note: Please fill this form out completely. This is the only paper that the selection committee will see to evaluate the nominee. Do not assume that your nominee is so well known that it is not necessary to include some data. Fellow selection will be made only on the data presented.*

## FELLOW CITATION FORM

+1.626.521.9460 ▪ [sampe@sampe.org](mailto:sampe@sampe.org)

[illegible]



**Enclosure 4**

**FELLOW SELECTION GUIDELINES AND PROCEDURES**

**A. Rating and Weighted System, Guidelines and Criteria**

<u>Rating and Weighted System</u>	<u>Point Values</u>
1. Major Accomplishments/Contributions	60
2. Sustained Professional Growth	30
3. Innovations	30
4. Development of People	50
5. Society/Chapter Contributions	<u>40</u>
Total	210

- As a guide to maintain some degree of consistency, your median rating should be approximately 150 points.
- You should make your own decision on where your "accept–defer" cut–off point is to be.
- A number of criteria will enter into the evaluation process. These include sensitivity to matters such as:
  - a. Care not to overload with retirees.
  - b. Deferring candidates currently on the SAMPE Executive Cabinet.
  - c. Deferring candidates without complete dossiers.
  - d. Working toward a distribution of Fellows similar to the Society's membership profile.
  - e. Concern for "relativity", i.e., worthiness compared to others in the same organization and/or specific field.

6. A candidate may be considered on a technical or non-technical basis. Do not discriminate against non-technical candidates who have sound credentials.

**B. Procedure**

1. Establish a deadline for submission of candidates. Dossiers must accompany these submissions.
2. Establish a meeting date for the selection committee at least two months after the above deadline.
3. Submit a list of all candidates to all members of the selection committee.
4. Selection committee members review the dossiers and return them with recommendations for acceptance or deferral, if possible, within two weeks from the date of receipt, but in no case

later than two weeks prior to the meeting date.

5. The chair will prepare a list of candidates for the committee meeting which would show committee member recommendations and ratings. The members who did the rating would remain anonymous. A format similar to the following would be used:

## **RATING**

NOMINEE NAME		RECOMMENDATIONS						(COMMITTEE MEMBER NUMBER)	
Accept	Defer	1	2	3	4	5	6		
John Jones		3	3	185	178	195	102	92	89

6. At the selection committee meeting, each candidate should be reviewed and voted upon by the committee. The votes on each candidate should be tallied. This preferably should be a secret vote to avoid personality clashes. In controversial cases, it might prove desirable for additional review on the night after the first day of the meeting and a report of the findings the following day. For this reason and others, one two-day meeting, rather than two or more one-day meetings is suggested. These meetings may be held by teleconference, so long as sufficient time is allotted for evaluation and discussion prior to final selection.

**Enclosure 5**  
(Confidential, when completed)

**FELLOW CANDIDATE EVALUATION**

Return to:  
Chair, Fellow Program  
SAMPE  
21680 Gateway Center Drive, Suite 300  
Diamond Bar, CA 91765-2435, USA  
+1.626.521.9460 ▪ sampe@sampe.org

Return by: \_\_\_\_\_

From \_\_\_\_\_

Candidate \_\_\_\_\_ Eligible \_\_\_\_\_

Evaluation	Possible Points	Points Awarded
1. Major Accomplishments/Contributions	60	_____
2. Sustained Professional Growth	30	_____
3. Innovations	30	_____
4. Development of People	50	_____
5. Society/Chapter Activity	40	_____
	TOTAL	_____

Recommendation

Accept \_\_\_\_\_    Defer \_\_\_\_\_    Reject \_\_\_\_\_

(To be filled in by committee member)

*As a guide to maintain some degree of consistency, your median rating should be approximately 150 points. You should make your own decision on where your "accept–defer–reject" cut-off points are to be. The reject criteria should only be used for totally unacceptable candidates.*

## Enclosure 6

### Fellow Award, Citation Certificate Plaque and Lapel Pin

#### Fellow Citation Certificate Plaque and Fellow Award



#### Fellow Lapel Pin



**Society for the Advancement of Material and Process Engineering**  
**GLOBAL PRACTICE 1.9**

**TITLE:**     AKIO SHINDO MEMORIAL AWARD

**SCOPE:**

This practice governs all SAMPE units.

This document presents the rules to be followed and the basic requirements to be met for the selection of those who qualify for receipt of the SAMPE Akio Shindo Memorial Award.

**PRACTICE:**

- A. The Society for the Advancement of Material and Process Engineering hereby establishes the SAMPE Akio Shindo Memorial Award to provide recognition of individuals and group(s) who have meritoriously fostered the advancement of material and process technology and/or enhanced the attainment of the objectives of the Society.
- B. Nominee Requirements
  - 1. Nominees may only be individuals or may also be individuals who are part of a group(s) organized by any constituents belonging to a company, a research institute, a university, and so on. As SAMPE is an individual membership society, the intent is to recognize individuals and not the companies for whom they work.
  - 2. Nominees shall have already attained national or international name recognition in the materials and processes field of carbon materials.
  - 3. Nominees are *not* required to be a member or a former member of SAMPE.
  - 4. Nominees must have provided significant contributions to the field of materials and processes regarding carbon materials over a broad spectrum in at least one of the following ways:
    - a. Actively working in the technology and making important technological contributions;
    - b. Promoting the application of advanced materials and materials technology to research or hardware applications for an extended period of time; or
    - c. Supporting the carbon materials and processes community and fostering its objectives through legislative, education, or management actions.
  - 5. Examples of some significant contributions or achievements include but are not limited to:
    - a. Received national or international recognition via award from government, industry, or technical society.
    - b. Shown consistent and sustained high level of technical expertise in carbon materials or processes field as evidenced by authorship of technical publications and presentations and/or receipt of patents.
    - c. Elected chair, president or division manager of a major corporation.
    - d. Carried a major program to successful conclusion or introduced a new carbon material or process with high (demonstrated) expected usage potential to the carbon materials community (e.g., developed new process for carbon fiber production).
    - e. Promoted to the highest science/technical position of a major corporation (e.g., chief engineer/scientist, fellow or advisory engineer).
    - f. As professor or faculty of a major university, successfully conducted carbon material or process research studies that yielded basic scientific data pertinent to future hardware applications (e.g., superconductivity).
- C. Nominations shall be by any of the following:
  - 1. SAMPE Chapter in the nominee's locale
  - 2. SAMPE Member

3. SAMPE non-member with concurrence of a SAMPE Chapter chair
- D. Selection for Award
  1. The selection shall be presented to the Past Presidents committee for subsequent presentation to the Global Board of Directors (BOD). Concurrence will be by 2/3 of the votes cast by either of the following methods.
    - a. At a fully constituted Global Board of Directors meeting.
    - b. By responses of members of the Global BOD, provided that those responding represent a quorum of a fully constituted Global BOD meeting.
- E. Acknowledgment
  1. The award will be announced by:
    - a. Letter to the recipient prior to the presentation
    - b. Letter to the SAMPE Chapter chair in the recipient's locale
    - c. Letter to the recipient's employer (preferably officer or high-ranking office)
    - d. Notice in the *SAMPE Journal*
    - e. Press release to media announcing selection for Akio Shindo Memorial Award honor.
  2. Presentation
    - a. Presentation shall be made by the Global SAMPE Akio Shindo Memorial Awards Chair or his/her designate at a SAMPE International conference.
    - b. The award will take the form of that approved by the Global Executive Cabinet.
- F. Chair of the SAMPE Akio Shindo Memorial Award
  1. The Chair will have a term of 3 years.
  2. The Chair will be nominated by the previous chair and will have previous experience on the Akio Shindo Memorial Award committee
  3. The proposed Chair candidate must be approved by the Global Executive Vice President.
- G. Specific rules and award activities rules
  1. The award is designated to be an annual award, but need not be made each year. Only one award may be given in a single SAMPE fiscal year.
  2. Nominations for the award must be submitted on the proper form (Enclosure 1 or electronic equivalent) and must provide appropriate background information for evaluation.
  3. Nominations must be submitted to the Chair, SAMPE Akio Shindo Memorial Awards committee, no later than 15 February in the fiscal year before in which the award is to be presented.
  4. The selection committee will consist of the following or their designates:
    - a. Immediate Past Global President
    - b. Chair of Fellows Nomination Committee
    - c. Global Executive Vice President
    - d. SAMPE Akio Shindo Memorial Award Committee Chair
    - e. Member-at-large in good standing in SAMPE who is nominated by the Committee Chair and approved by the Global Executive Vice President
  5. Suggested citation of not more than fifty (50) words shall appear on the nomination form.
  6. The selection committee will be reconstituted as required.
  7. The costs of the award recipient, including travel to the city of presentation and tuxedo rental costs for the ceremony will be borne by SAMPE. Lodging, meals, and registration fees for the International conference attendance by the recipient shall be borne by SAMPE.
  8. Unsuccessful nominations will be retained as active candidates for award consideration for a period of two (2) years beyond initial submitted.
  9. No posthumous Akio Shindo Award nominations will be considered.
  10. Selection of the Akio Shindo Memorial Award recipient shall be made by the selection committee using the criteria described in the selection guidelines (Enclosure 2).

**Enclosure 1**

**NOMINATION FOR SAMPE AKIO SHINDO MEMORIAL AWARD**

This award is given in honor of Akio Shindo (1926-2016), who was an "inventor" of PAN (polyacrylonitrile) based carbon fiber. In 1959 he discovered the following facts during his experiment using PAN fiber "Orlon" developed by DuPont.

1. PAN fiber is one of the best raw materials to effectively produce carbon fiber.
2. Oxidization treatment is indispensable prior to carbonization to produce robust carbon fiber.

The patent was applied for in 1959 and granted in 1962. The patent has been licensed to ten companies and has been successfully developed and commercialized by multiple companies. Akio Shindo is considered to be the father of PAN based carbon fiber because his discovery is respected as a monumental achievement that is the basis for the present industries that are based on carbon fiber and carbon fiber reinforced materials throughout the world.

Complete and mail nomination form to:

Chair, Akio Shindo Memorial Award Committee  
SAMPE  
21680 Gateway Center Drive, Suite 300  
Diamond Bar, CA 91765-2435, USA  
Phone: +1-626-521-9460 • [sampe@sampe.org](mailto:sampe@sampe.org)

*Please type or print clearly and complete each section with sufficient detail that the committee can evaluate the strengths and contributions of the candidate:*

I/We nominate the following individual for the SAMPE Akio Shindo Memorial award:

1. Name \_\_\_\_\_
2. Company/Institution \_\_\_\_\_
3. Title \_\_\_\_\_
4. Business Address \_\_\_\_\_  
\_\_\_\_\_
5. Email Address \_\_\_\_\_
6. Describe the specific achievements in the field of (or in support of) materials and processes upon which this nomination is based:

7. Describe the effect of the individual's achievements on the technology and progress of material and process field (please attach any related documentation of these achievements):
8. Provide examples which substantiate that the nominee has attained national or international name recognition in the material or process field, e.g., newspaper quotes, awards of recognition, etc.
9. Place of birth \_\_\_\_\_
10. Education (degrees, years granted, universities and locations):
11. Prior corporate or academic affiliations (include companies and institutions, titles, responsibilities and approximate dates of affiliation):
12. Professional society affiliations:
13. Professional honors and awards:



14. Citation (50 words or less)

15. List of publications, presentation, invited lectures, patents:

16. Identity of Nominator(s)

1. Principal Nominator \_\_\_\_\_

2. Company, Institution \_\_\_\_\_

3. Title \_\_\_\_\_ Phone # \_\_\_\_\_

4. Business Address \_\_\_\_\_

5. Email Address \_\_\_\_\_

6. Other Nominators

7. Name \_\_\_\_\_

Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

8. Name \_\_\_\_\_

Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

9. Name \_\_\_\_\_

Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

**Note:**

Supplemental pages may be provided, as appropriate, to support this nomination. Where supplemental pages are used, please refer back to the item number(s) on this form.

**Enclosure 2**

**GUIDELINES FOR SAMPE AKIO SHINDO AWARD SELECTION**

Rating and Weighing System

Nominee's Name \_\_\_\_\_

	<b>Ranking and Weighing System Evaluation Criteria</b>	<b>Point Value</b>
1	Nominee's stature within the M&P field	20
	<i>Evaluate on basis of national or international reputation, degree of accepted expertise, etc.</i>	
2	Significance of achievement(s) from a technological sense	30
	<i>Evaluate in comparison to sole invention or breakthrough of technological importance, e.g. development of carbon fiber</i>	
3	Effect (impact) of achievement(s) upon the carbon materials and processes profession	30
	<i>Determine if nominee's accomplishments had a lasting and significant impact upon the carbon materials and processes profession, e.g., effective professorship at carbon materials research department at major university or directorship of Government/industry laboratory</i>	
4	Significance of professional honors and awards	10
	<i>Evaluate overall importance of awards received by nominee. Do the awards represent recognition by professional peers, e.g., IR-100 award, etc.?</i>	
5	Quantity and quality of publications, presentations, patents, etc.	10
	<i>Examine scope and professional significance of patents, presentations, publications, etc.</i>	
	Total	100
	<b>SCORE</b>	

**B. Selection Methodology**

1. Each nominee shall be evaluated individually and given a numerical point rating (100 = maximum) by each member of the selection committee, based solely on information provided in the nomination form.
2. The selection committee members shall convene at a meeting, or telephone conference call, to discuss their results and determine whether or not to select one of the nominees for the Akio Shindo Award. Only a simple majority vote from the selection committee for acceptance of a nominee is necessary.

**Society for the Advancement of Material and Process Engineering**  
**GLOBAL PRACTICE 2.1**

**TITLE:** GLOBAL CORPORATE PARTNER PROGRAM

**SCOPE:**

This Practice advises all units within the Society and governs units within the Global Organization.

The Global Bylaws establishes the category of Corporate Partner. This document specifies the Practices that shall govern the Corporate Partner Program in the Society (as allowed by the Bylaws).

**PRACTICE:**

- A. Allocation of Funds
  - 1. Corporate Partner donations belong to SAMPE Global.
  - 2. If the funds are in support of an International event, these funds are considered sponsorship and not part of the Corporate Partner Program.
- B. Three categories of Corporate Partner shall be established throughout the Society. These are to be designated Diamond, Platinum, Gold and Silver.
- C. Within the Global Organization, the following dues will apply for a Corporate Partner Program:
  - 1. US \$10,000 Diamond level
  - 2. US \$7,500 Platinum level
  - 3. US \$5,000 Gold level
  - 4. US \$2,500 Silver level

**Society for the Advancement of Material and Process Engineering**  
**GLOBAL PRACTICE 2.2**

**TITLE:** ELECTION OF GLOBAL OFFICERS

**SCOPE:**

This Practice advises all units within the Society and governs units within the Global Organization units outside the Regions.

The Global Bylaws establish the Global Organization and stipulate that various officers should be elected and gives the minimum qualifications for those officers. This Practice governs the manner in which those officers are nominated and elected.

**PRACTICE:**

**A. Nominations for Global Officers**

1. A Global Officers Nominating Committee shall be formed as a permanent committee of the Global Board of Directors. This Global Officers Nominating Committee shall supervise the election of Global Officers.
  - a. The membership of this Global Officers Nominating Committee is as follows: Immediate Past Global President (chair), Global President (who will become the Immediate Past Global President), and a Global Director (currently serving).
  - b. The Global Director committee member shall be elected at a regular meeting of the Global Board of Directors. Nominations for this position will be taken from the floor or by electronic nomination with notifications of the right to nominate someone to all Global Directors at least 2 (two) weeks prior to the Board of Directors meeting.
  - c. The term of office on the nominating committee of the Global Director shall be one year unless otherwise stipulated by the Global Board of Directors.
  - d. The Chair of the Global Officers Nominating Committee shall supervise and conduct the voting for the Global Director member of the committee.
2. Elections for Global Officers will be held before April 1 of each year. Therefore, the Global Officers Nominating Committee shall complete their deliberations and announce the candidates by March 1 so that notification can be given to Global Directors at least 2 weeks prior to April 1, thus allowing 2 weeks for the election.
3. All candidates for Global Officer will be required to meet the qualifications as set forth in the Bylaws. It is the responsibility of the Global Officers Nominating Committee to ensure that such qualifications are met by each nominated candidate.
4. The incumbent Global Executive Vice-President shall automatically be nominated for Global President. It is preferred that two nominees be established for the office of Global Executive Vice-President. The nominations in no way prohibit additional nominations from the floor or electronically for any office.
5. Nominations shall be received in the form of a report from the Global Officers Nominating Committee announcing the nominees along with a solicitation to the Global Directors with a minimum of two weeks for responses for additional nominations to be returned to the Nominating Committee in time to meet the March 15 deadline which is the date for beginning the election for Global Officers.

**B. Election Procedure for Global Officers**

1. Not later than the fifteenth (15<sup>th</sup>) day of March, the Global Officers Nominating Committee shall cause suitable packages of election materials to be delivered to the email address of record of each member of the Global Board of Directors who is eligible to vote in such elections. Each package shall include the following items:
    - a. The names of all duly nominated candidates shall be listed in alphabetical sequence under each respective office on all such ballots.
    - b. A supplementary description presenting a pictorial likeness and a biographical summary of the qualifications and achievements of each such candidate who may submit such picture and summary to the Global Officers Nominating Committee for such use.
  2. The election of officers will take place at a regular meeting of the Global Board of Directors or by electronic election.
  3. A simple majority of qualified votes cast by voters eligible thereto shall be required for election to each respective office and all candidates who receive such majority votes shall be declared to be elected to such offices provided, however, that in the event that the balloting for any office does not show such majority for any qualified candidate, a second ballot shall be prepared without the name of that candidate who received the smallest number of votes for such respective office and the aforesaid balloting procedures shall be repeated if time permits, or the Global Board of Directors members in good standing, who are present at the first regular Global Board of Directors meeting subsequent to such balloting, shall be polled by secret balloting conducted by the Global Officers Nominating Committee, with successive balloting in similar manner, until such majority vote shall be received.
- C. Election of Regional Representatives to the Global Board of Directors
1. If there are vacancies in the Regional Representatives to the Global Board of Directors, replacements to fill those vacancies shall be selected by the Regional Board of Directors.
  2. The election of Regional Representatives shall be completed by June 1.
- D. Election of Past President Representatives to the Global Board of Directors
1. The election of the Past President Representatives to the Global Board of Directors shall occur at a regular meeting of the Past Presidents Committee or by electronic voting. Nominations are to be from the Past Presidents with at least 2 (two) weeks notice before the balloting and can be supplemented with nominations from the floor if the election is done at the meeting of the Past Presidents.
  2. The Immediate Past Global President or his/her designee shall supervise the nomination and election.
  3. The election of the Past President representatives to the Global Board shall be completed by June 1.
- E. Special Elections
1. If circumstances demand such action, special elections may be held by the Global Officers Nominating Committee without the normal nominating procedure, but those elected shall serve only for the duration of the balance of the term of his/her predecessor. The makeup of the committee shall be in accordance with the appropriate governing documents.
- F. Notification
1. The results of each election conducted pursuant to this Guideline shall be submitted in the report of the Global Officers Nominating Committee during the first regular meeting of the Global Board of Directors which is held subsequent to such election or by mail or electronic notification to all the Members of the Global Board of Directors within a month of the election.
  2. The Global Officers Nominating Committee shall also notify each candidate as soon as is practicable upon the determination of such election results and shall arrange for the presence of each officer-elect at a ceremonial installation thereof.

### Election of SAMPE Global Officers - Timing Chart

Timing	Purpose
At least 2 weeks before Global Board of Directors meeting	Notification to Global Directors of the right to nominate a Global Director to serve on the Global Officers Nominating Committee
At Global Board of Directors meeting	Election of the Director for the Global Nominating Committee
By March 1	Nominations for Global Officers due from the Global Nominating Committee
By March 15	Electronic solicitation to Global Directors for other nominees for Global Officers
March 15-March 31	Electronic election of Global Officers by the Global Directors
By June 1 (usually done at a meeting of the Regional Board)	Election by each Region of Regional Representatives to the Global Board
At least 2 weeks prior to meeting of Past Presidents	Solicitation of nominations for Past Presidents to be Past President Representatives to the Global Board
By June 1 (usually done at a meeting of the Past Presidents)	Election by Past Presidents of Past President Representatives to the Global Board

**Society for the Advancement of Material and Process Engineering**  
**GLOBAL PRACTICE 2.3**

**TITLE:** CORRESPONDENCE AND MAILING LISTS

**SCOPE:**

This Practice advises all units within the Society and governs units within the Global Organization outside the Regions.

This document specifies the practice that shall govern the distribution of written and electronic correspondence that is generated or received by the Global Board of Directors, Global Officers or Global Committees. Additionally, it advises the distribution of electronic correspondence generated by the Regions and Chapters.

**PRACTICE:**

- A. All written and electronic correspondence from the Global Business Office, a Global Officer or the Board of Directors which pertains to a Region, Chapter, or Club of the Society shall include a copy of such correspondence which shall be sent to the chief officer of the Region, Chapter or Club.
- B. The Membership Department shall maintain and keep current a SAMPE Member List and a SAMPE Member email list (the Master email List). These lists may be used for profit providing such utilization is consistent with the SAMPE mission.
  - 1. Approval of the Global Executive Cabinet shall be obtained before each commercial use of the Member List.
  - 2. Distribution or non-SAMPE use of the Member List or Master email List or other SAMPE lists (such as lists of exhibitors, etc.) by anyone other than a Global Officer or the Global Business Office without prior approval of the Global Executive Cabinet is strictly forbidden.
- C. Copies of the minutes of each meeting of the Board of Directors shall be distributed to each Global Officer, Director, and Committee Chair. Such distribution shall be made by the Global Secretary not later than thirty days after the close of each meeting.
- D. All emails to SAMPE members, using the Master email List, must originate from the Global Business Office. The email list shall not be distributed or be made available to anyone outside the Global Business Office for any purpose except as described herein. Members, Chapters, Regions, Organizing Committees and others who have a need to send such e-mail notices must submit a detailed request for such usage to the SAMPE Global Business Office. Approval of the Executive Director or Global President is required prior to sending the List. All emails must contain a provision for members to opt out of receiving future SAMPE-generated emails from the customer.



**Society for the Advancement of Material and Process Engineering**  
**GLOBAL PRACTICE 2.4**

**TITLE:** PAST PRESIDENTS COMMITTEE

**SCOPE:**

This Practice advises all units within the Society and governs units within the Global Organization and outside the Regions.

This document describes the membership, roles and responsibilities of the Past Presidents Committee of SAMPE.

**PRACTICE:**

- A. Membership and governance
  - 1. As described in the SAMPE Global Bylaws, upon the full completion of his/her term of office, each Global President and Regional President shall automatically become a member of the Past Presidents Committee.
  - 2. The Immediate Past Global President shall serve as Co-Chair of the Past Presidents Committee along with the Past President of the Region in which the Past Presidents meeting is being held. In the event of his/her absence or inability to serve, the previous Immediate Past Global President shall so serve. Alternately, the Immediate Past Global President may designate another Past President to act as a temporary chair of the meeting.
  - 3. The business of the meeting will often include business associated with the Region in which the meeting is held. Therefore, the Global Past President will coordinate with the Regional Past President and blend the agenda (Global and Regional agenda items).
- B. Privileges, Roles and Responsibilities
  - 1. The Past Presidents Committee, as a whole, shall:
    - a. Periodically determine the viability and suitability of existing and proposed SAMPE awards and advise the Global Executive Cabinet on their establishment, continuation, suspension, or elimination, as appropriate. This shall be accomplished by two Past Presidents elected as representatives of the committee and participate as voting members of the Global Board of Directors.
    - b. Participate in SAMPE award presentations as described in other SAMPE Global Practices.
    - c. Participate in the election of officers as described in the relevant Global Practice.
  - 2. Each and every International Past President shall be entitled to the rights and privileges of that position, as provided for in the Global Bylaws and the Global Practice.
- C. Tasks
  - 1. Function as an oversight authority for the Society to review thrusts and directions of the Society's operations to ensure conformance to the aims and purposes of the Society, as defined in the Bylaws. Based on their experience, the Global Past Presidents provide counsel to the Executive Cabinet in such matters.
  - 2. Participate on the SAMPE Global Board of Directors as described in the SAMPE Global Bylaws and the Global Practices.
  - 3. Review the annual global budget as members of the Global Board of Directors and recommend changes, as deemed necessary to the SAMPE Global Treasurer.

4. Act as an arbitration panel to help the Global Executive Cabinet resolve any conflicts that may occur. This activity shall be at the request of the Global Executive Cabinet or any individual member(s) of that cabinet.
  5. Review and advise on any multi-year contracts or agreements that place the Global Organization at economic risk or obligation, or have potential impact on the Society's reputation or technical stature.
  6. Accept other special assignments as might be requested by the Global Executive Cabinet and Global Board of Directors from time to time.
- D. Meetings
1. The Past Presidents will meet semi-annually at the meetings of the North American SAMPE conferences and exhibitions or at other locations as the Past Presidents may deem appropriate.
- E. Elections
1. The election of two Past Presidents will be supervised by the Immediate Past Global President who will form a nomination committee to present names of candidates. Nominations will also be accepted from the general committee membership as described in these Practices.
  2. The election may be held at a regular constituted meeting of the Past Presidents or by electronic or mail voting.

**Society for the Advancement of Material and Process Engineering**  
**GLOBAL PRACTICE 2.5**

**TITLE:** CO-SPONSORSHIP OF TECHNICAL EVENTS WITH PROFESSIONAL SOCIETIES, GOVERNMENT AGENCIES AND OTHER ORGANIZATIONS

**SCOPE:**

This Practice governs all units within the Society and governs units within the Global Organization outside the Regions.

This document establishes practice for SAMPE sponsorship of events with other organizations. Exceptions to guidelines provided shall be secured via specific action by the SAMPE Global Executive Cabinet.

This Global Practice covers full-day or multiple-day technical conferences, workshops and seminars only. Monthly chapter meetings or social event co-sponsorships are specifically excluded from coverage by this Global Practice.

**PRACTICE:**

- A. SAMPE encourages and promotes education and training of current and future professionals via active sponsorship of seminars, conferences, symposia and workshops that provide information on material and processing technology.
- B. Co-sponsorship of technical events with other organizations or government agencies is encouraged only when the subject matter of the proposed co-sponsored events must relate to materials and processing technologies or related applications.
- C. Approval for co-sponsorship of any event, other than a local SAMPE chapter monthly meeting or one-day regional seminar shall be obtained by written approval from the SAMPE Executive Director. Requests for each approval shall be made not less than thirty days in advance of the proposed commitment date for co-sponsorship. Where SAMPE financial involvement and commitment are required, such data shall be provided as part of the request for approval.
- D. The SAMPE Executive Director and the Executive Cabinet shall review requests for co-sponsorship of events in light of consistency with SAMPE goals, prior SAMPE commitments and the financial and practical viability of the proposed involvement. Response to the co-sponsoring requestor shall be provided within thirty days after receipt of the request. All agreements between the Society and co-sponsorship organizations with significant potential to affect SAMPE revenues or expenditures, and not reflected in an approved budget, shall be approved by the Executive Cabinet prior to signature and execution of said agreement.
- E. Rules regarding the use of the SAMPE logo (given elsewhere in these Global Practices) are to be strictly observed.

**Society for the Advancement of Material and Process Engineering**  
**GLOBAL PRACTICE 2.6**

**TITLE:** SAMPE JOURNAL EDITORIAL GUIDELINES

**SCOPE:**

This Practice advises all units within the Society and governs units within the Global Organization outside the Regions.

This document specifies the-guidelines that govern the editorial material published in the *SAMPE Journal*, defines the duties and responsibilities of the Editor, and the relationship of the Editor to the Global Officers and the Global Board of Directors.

**PRACTICE:**

- A. The duties of the Editor, as specified herein, may be assumed by the Technical Director upon agreement by the Global Board of Directors. All referenced and duties as described apply to the Editor position for the Journal.
- B. Editorials
  - 1. Authors of Editorials – Editorials shall be written by the editor, Global officers, Global committee chairs or the Technical Director. All editorials shall have the appropriate byline identifying the author. Editorials may be solicited and written by guest authors at the request of the Editor, on specific subjects. The Global President of SAMPE shall have his/her "President's Message" editorial published in each issue.
  - 2. Subject Matter – Editorials shall generally deal with problems that affect SAMPE or materials and processes technology. Editorials concerning SAMPE goals and objectives shall be written only by Global officers, committee chairs and the Technical Director.
  - 3. Editorials by guest authors may deal with subjects that affect materials and processes technology. The final decision on the acceptability of editorials shall rest with the Editor.
  - 4. It is not the intention of SAMPE, or any of its officers or members to interfere with the editorial or technical content of the *SAMPE Journal*. However, technical articles or editorials which, in the judgment of the Editor, touch on controversial issues should include a disclaimer that the subject matter reflects the opinions of the author or Editor only, and not that of the SAMPE organization or its officers. In case of dispute between the Editor and any properly constituted Global SAMPE representative or group of representatives, the Global Board of Directors shall resolve the differences by majority vote.
- C. Region, Chapter and Club News
  - 1. Region, Chapter, and Club news shall include Region, Chapter, Club and Member activities, and will be solicited from each Region, Chapter and Club Chair. Items should be submitted in press release form suitable for publication as received. Region, Chapter and Club news will be published in each issue of the *SAMPE Journal*.
- D. Technical Articles
  - 1. Sources – It shall be the responsibility of the Editor to obtain suitable articles for publication. The articles may be solicited from any source deemed suitable by the Editor. Authors of articles shall not be compensated by SAMPE unless prior approval is granted by the Board of Directors.
  - 2. Selection – Selection of articles shall be based primarily on technical content and degree of contribution to the advancement of the state of the art. If other factors are considered equal, first consideration shall be given to members of SAMPE. Final authority for selection of articles

will rest with the Editor.

- E. Editor's Responsibilities – The Editor is expected to keep current with many technical publications including recent books, magazines, journals, bulletins and newsletters. The material gleaned from these sources should provide the relevant material for the Journal publication. The Editor will be responsible for collecting material for the following sections of the *Journal* and editing them for publication. Current sections of the *Journal* include:
  - 1. Cover: A cover will be chosen by the Editor. Permission will then be requested from the originator or creator to use the cover.
  - 2. Features Articles and Special Reports: Non-reimbursed feature articles will be solicited from state-of-the-art experts involved in materials and processes disciplines of immediate and current interest to the membership. The responsibility for article solicitation and selection shall rest with the Editor. Submitted articles will then be edited and final proofed by the Editor.
  - 3. Other Future Educational Events (previously called calendar): Sorted material is edited and condensed, and returned to the Editor for final proofing.
  - 4. Product Announcements:
  - 5. Regional Reports: Any reports filled by the SAMPE Regions will be included in the *SAMPE Journal*.
  - 6. Technical Papers and Technical Notes: The Editor may maintain the present practice to publish four (4) Technical Papers (including the Feature Article) and in addition, a Technical Note, if available.
- F. *SAMPE Journal* Contents (included as appropriate):
  - 1. Provide the edited "wrap-ups" (written reports) with photos, if available, for all international Conferences.
  - 2. Include Advertisers Index.
  - 3. Include descriptions of Programs of International Conferences.
  - 4. Include Call for Papers.
  - 5. Include Welcome to New Members, as appropriate
  - 6. Include Global President's Message
  - 7. Include Chapter Meeting Notice Calendar
  - 8. Include Buyers Guide (supplier selector)
- G. Travel Expenses
  - 1. Unbudgeted travel expenses shall not be paid by SAMPE, nor shall billing be submitted to the Global Business Office or the Executive Director.
  - 2. Expenses will be covered by the Global Practice on that subject.
- H. Distribution of the *SAMPE Journal*
  - 1. The criteria for distribution of the *SAMPE Journal* will be determined by the Global Board of Directors.
  - 2. The *SAMPE Journal* will be distributed to all SAMPE Members
  - 3. The *SAMPE Journal* will also be distributed to non-Members who have an interest or other association with SAMPE

**Society for the Advancement of Material and Process Engineering**  
**GLOBAL PRACTICE 2.7**

**TITLE:** ESTABLISHMENT OF STUDENT CHAPTERS

**SCOPE:**

This practice advises all units within the Society and governs units within the Global Organization outside the Regions.

These practices shall govern the establishment and operation of Student Chapters.

**PRACTICE:**

A. Purpose

1. Stimulating student interest in the field of materials and process science and engineering through contact with authorities in these fields
2. Serving as a means of professional contacts for career opportunities
3. Providing opportunities for student researchers to present their results at conferences and symposia
4. Serving the community through joint volunteer activities and programs

B. Formation

1. These Student Chapters must meet any restrictions associated with the school in which the Student Members are studying.
2. A Student Chapter may be chartered and governed by the Global or Regional Board in which the Chapter is located. Outside any Regions the Student Chapter chartering is under the supervision of the Global Board of Directors.
3. Under the purview of the Global Organization four students and a faculty advisor are required to form a Student Chapter; but the students need not be at the same school.
4. Under the purview of the Global Organization, it is also required that a Professional Chapter or Club must agree to sponsor the Student Chapter. The Professional Chapter or Club initiates the request for the Student Chapter to be chartered. That request is submitted to the SAMPE Executive Director and then presented to the Global Board of Directors.

C. It is recommended the Student Chapter elect a president and other officers as deemed appropriate.

D. Faculty Advisor(s)

1. A Faculty Advisor shall be designated. The Faculty Advisor must be a Professional Member of SAMPE, preferably a member of the educational institution's faculty. In addition, a Professional Member of SAMPE may serve as an advisor.

E. Student Chapters shall hold regular meetings during each academic year. The President or a designee shall preside at all meetings. A plant tour also constitutes a meeting.

F. Student members are encouraged to participate in the activities of their sponsoring SAMPE chapter and SAMPE conferences and exhibitions.

G. SAMPE does not discriminate in any decision on the basis of race, creed, national origin, ancestry, sex, age, handicap or sexual orientation.

H. SAMPE Global Organization endorses regional activities that promote student interaction between the regions.

**Society for the Advancement of Material and Process Engineering**  
**GLOBAL PRACTICE 2.8**

**TITLE:** GLOBAL STUDENT EDUCATION PROGRAMS COORDINATION COMMITTEE

**SCOPE:**

This practice advises all units within the Society and governs units within the Global Organization outside the Regions.

This practice describes the membership, roles and responsibilities of the Global Student Education Program Coordination Committee of SAMPE.

**PRACTICE:**

- A. Membership and Governance
  - 1. Each SAMPE Region will have one representative on the committee.
  - 2. The regional committee member will be appointed by the Regional President for a term of three years.
  - 3. A chair of the committee will be selected from the regional committee members in a process determined by the Global Cabinet.
- B. Privileges, Roles and Responsibilities
  - 1. The committee will coordinate all global education programs as directed and determined by the Global Cabinet.
- C. Tasks
  - 1. Provide information on regional student education programs and activities to the Global Cabinet.
  - 2. Provide information to regions as they expand their education programs.
  - 3. Coordinate between existing regional student programs as is deemed appropriate by the Global Cabinet and with the approval of the Regional Presidents involved in the targeted programs.

**Society for the Advancement of Material and Process Engineering**  
**GLOBAL PRACTICE 3.1**

**TITLE:** GRANTING OF CHARTERS FOR INDEPENDENT CHAPTERS AND CLUBS

**SCOPE:**

This practice governs units within the Global Organization that are outside Regions.

The Global Bylaws establish that Chapters and Clubs may be established within the areas outside the Regions, that is, those areas covered by the Global Organization. This Practice governs the establishment of those Chapters and Clubs.

**PRACTICE:**

- A. Application—A prospective Chapter or Club that is located outside a Region may apply for the granting of a charter by submitting to the SAMPE Executive Director a petition therefore, such petition to be duly signed by not less than twenty Members eligible for membership in such Chapter. If there are less than twenty Members in the appropriate geographical area, those Members can elect to apply to be a chartered Club.
  - 1. The SAMPE Executive Director will submit the properly constituted application to the Global Board at the next meeting of the Board.
  - 2. Upon approval of the Global Board, a charter shall be extended.
- B. Charter—Upon the approval of a petition for charter of a prospective Chapter or Club by the Global Board of Directors, there shall be issued to such Chapter or Club a charter of the Society signed by the Global President and SAMPE Executive Director, under the seal of the Society, provided, however, that said Chapter or Club shall have:
  - 1. Adopted Chapter or Club Bylaws satisfactory to the Society's Global Board of Directors and not inconsistent with the Articles of Incorporation and the Global Bylaws of the Society;
  - 2. Accepted, ratified and agreed to be bound in all things not contrary to law by the Articles of Incorporation and the Global Bylaws of the Society and amendments thereto;
  - 3. Elected officers, appointed committees and completed Chapter or Club organization as provided in said Chapter's or Club's Bylaws;
  - 4. Informed the SAMPE Executive Director that said Chapter's or Club's officers, committees and Members have been instructed in their duties, privileges and rights by a representative of the Society;
  - 5. Paid to the Society any Membership Dues.
  - 6. Informed the SAMPE Executive Director that said Chapter or Club has complied with any other requirements as may have been established by the Global Board of Directors; and
  - 7. Petitioned for and been granted the ability to have Affiliate Members, if Affiliate Members are necessary to meet chartering requirements. Requirements for Affiliate Member Chapters that may be imposed by the Global Board of Directors, such as a ratio of Professional to Affiliate Members, must also be satisfied.



**Society for the Advancement of Material and Process Engineering**  
**GLOBAL PRACTICE 3.2**

**TITLE:** OPERATIONS OF INDEPENDENT CHAPTERS AND CLUBS

**SCOPE:**

This practice governs units within the Global Organization that are outside Regions.

The Global Bylaws establish that Chapters and Clubs may be established within the areas outside the Regions, that is, those areas covered by the Global Organization. This Practice governs the operation of those Chapters and Clubs.

**PRACTICE:**

A. Meetings

1. Each Independent Chapter and Club shall hold not less than two (2) regular meetings per year.
  - a. Any reduced number of meetings per year must be incorporated into the Chapter or Club Bylaws and must receive approval by the Global Board of Directors.
2. All regular meetings shall be open to all Members, prospective Members and guests of Members unless the subject matter is classified or of a restricted nature. Under these classified or restricted conditions, only those Members who satisfy the criteria for attendance shall be admitted.

**Society for the Advancement of Material and Process Engineering**  
**GLOBAL PRACTICE 3.3**

**TITLE:** DISCIPLINE OF INDEPENDENT CHAPTERS AND CLUBS

**SCOPE:**

This practice governs units within the Global Organization that are outside Regions.

The Global Bylaws establish conditions under which a Chapter or Club may be disciplined by resolution of the Board of Directors. However, to ensure that such action by the Board is done properly, the following Practices are to be followed.

**PRACTICE:**

- A. A hearing shall be held and a copy of the charges with a notice of such hearing thereon shall have been sent by mail or email to the address of record of said Chapter or Club, and
- B. A letter sent to each Member of record of the Chapter or Club, not less than sixty days prior to the date of said hearing.
- C. Actions to terminate or discipline a Chapter or Club require an affirmative vote of three-fourths of the votes cast at the Global Board meeting, a quorum voting.
- D. Some specific conditions of non-compliance which may serve as the basis for a disciplinary hearing are:
  - 1. Gross violations of Bylaws or Practices,
  - 2. Failure to submit to the Global Business Office an annual Chapter or Club income statement for a two year period,
  - 3. Financial impropriety,
  - 4. Failure to elect and submit a slate of officers to the Global Business Office for two consecutive years, and
  - 5. Failure to hold the minimum number of Chapter or Club meetings for two consecutive years.

**Society for the Advancement of Material and Process Engineering**  
**GLOBAL PRACTICE 3.4**

**TITLE:** DISCIPLINE OF INDEPENDENT MEMBERS

**SCOPE:**

This practice governs units within the Global Organization that are outside Regions.

The Global Bylaws establish conditions under which a Member may be disciplined by resolution of the Board of Directors. However, to ensure that such action by the Board is done properly, the following Practices are to be followed.

**PRACTICE:**

- A. A hearing shall be held and a copy of the charges with notice of such hearing thereon shall have been sent by mail or email with to the address of record of said Member, not less than sixty days prior to the date of said hearing
- B. Actions to terminate or discipline a Region require an affirmative vote of three-fourths of the votes cast at the Global Board meeting, a quorum voting.
  - 1. Voting rights of the Member (if the Member is a Director) will be suspended during the hearing.
- C. A copy of such resolution shall be sent to the Global Business Office and to the said Member immediately upon adoption.
- D. Some specific conditions of non-compliance or actions that are detrimental to the Society that might be cause of disciplinary action include the following:
  - 1. Failure to comply with the Bylaws and Global Practices of the Global Society,
  - 2. Failure to comply with the Bylaws of the Chapter or Club of the Member,
  - 3. Financial misconduct.
  - 4. Dereliction of duty.
  - 5. Actions that are detrimental to the Society.

**Society for the Advancement of Material and Process Engineering**  
**GLOBAL PRACTICE 3.5**

**TITLE:** GLOBAL FINANCES

**SCOPE:**

This practice governs units within the Global Organization that are outside Regions.

The Global Bylaws establish the Global Organization and indicate various responsibilities for that organization. These duties require that the Global Organization have financial resources. This Practice stipulates the methods by which finances are to be administered.

**PRACTICE:**

- A. The tracking and oversight of Global SAMPE finances shall be the responsibility of the Global Executive Vice President (who is the Global Treasurer). He/she and any finance committee that may be formed, shall examine, investigate and report on all accounts of Global Society funds and shall propose budgets for the expenditure of Society monies.
- B. Finance committee
  - 1. A standing committee of the Global Executive Committee shall be formed for the purpose of overseeing the finances of the Global Organization.
  - 2. The Finance Committee shall examine, investigate, and report on all accounts and financial practices of the Global Organization and shall propose budgets for the Global Organization. The chair of this committee shall be the Global Executive Vice-President.
- C. The Global Executive Vice President shall make suggestions to the Global Executive Cabinet on ways to ascertain the financial impact of the Society's various activities and operations and shall recommend possible changes to better the Society's financial position.
- D. The Executive Vice President shall use the Society's financial records to conduct his/her analyses. Analyses shall be conducted as directed by the Global Executive Cabinet. The Society shall have one set of accounting books which is the responsibility of the Executive Vice President and accessible to the Finance Committee. These books shall be in accord with generally acceptable accounting practices, laws and standards. The Executive Vice President delegates the responsibility of posting the daily business transactions of the Society to the Global Business Office.
- E. Budget procedures and responsibilities: The Executive Vice President, in cooperation with the Global Business Office is responsible for the generation of the budget and analysis of the year-to-date reports.
  - 1. The global budget is made up of a budget and a year-to-date report. The budget refers to the annual preparation of anticipated income and expense estimates submitted to the Global Board of Directors (BOD) for approval annually prior to the end of the fiscal year. This budget remains a fixed reference throughout the fiscal year (1 July-30 June). The Global Business Office, Global Directors, Global Officers and Global Committee Chairs shall submit their anticipated financial requirements for the next fiscal year as directed, to either the responsible member of the Executive Cabinet, the Executive Vice President or the Global Business Office, by December 31 for the subsequent fiscal year.
  - 2. The year-to-date report refers to the preparation of a report that describes the Global Society's finances with respect to the budget approved by the Global BOD. This report may also be accompanied by explanations of significant deviations from the approved budget.

- F. Internal control procedures and responsibilities: The Executive Vice President and his Committee shall monitor and recommend adjustments to the internal control procedures of the Society, which are:
1. Receipts: All checks are to be endorsed upon receipt and deposited daily with receipts from all sources into the General Fund account. Receipts from globally sponsored Symposia, Tech Conferences and Exhibitions are interpreted as net receipts from distribution of said activities as described in the appropriate Global Practices. A stamped duplicate deposit receipt is to be obtained and filed. A reconciliation statement is to be sent to the Global Executive Vice President monthly.
  2. Disbursements:
    - a. All disbursements from all bank accounts of the Society must be by numbered check, with the exception of disbursements described below. The Executive Director or the Executive Vice President may sign all checks under US \$10,000. Each check of US \$10,000 or more must be authorized by the Executive Vice President, in accordance with the Global Bylaws.
    - b. Disbursements of amounts under US \$10,000 that are made at a fairly regular frequency (e.g., utility bills, insurance premiums, etc.) may also be made electronically by the Global Business Office. The Global Executive Vice President must approve the establishment of electronic payments for each vendor, and records of such transactions must be maintained for his/her review. The Executive Vice President must also be informed when any such payments have been discontinued.
    - c. Since the Global Executive Vice President may not always be available for signing checks due to geographical separation, an email from the Global Executive Vice President confirming authorization of the check is acceptable.
  3. Year-To-Date Report: A year-to-date report statement is to be sent by the Global Business Office to the members of the Global Finance Committee (if such be formed) on a quarterly basis, to be postmarked by the last day of the following month.
  4. Expenditures not Included in the Budget: A description of these expenditures should be reported to the Global Board of Directors, unless an item has prior Board of Directors approval or is a line item in the approved budget: Purchases equal to or greater than US \$10,000 should have the President's approval.
  5. Year End Report: The annual Financial Statement, Position Statement or Balance Sheet must be prepared as of 30 June of each year, showing the financial position of SAMPE. This is the Global Executive Vice President's report to the Board of Directors. It is expected that this will be the primary document on which the audits will be based.
  6. Audit: An Audit Committee shall normally consist of the Global Immediate Past President as chair, the prior Global Immediate Past President, and the Global Executive Vice President. In the event that one or more of these cannot serve, the President shall appoint one or more alternates. The Audit Committee shall audit the SAMPE accounts annually to ensure that Regions and independent Chapters and Clubs (not in a region) have reported sufficient financial information to ensure transparency for reporting the financial state of the society. The President or his designated Audit Committee may arrange for a Certified Public Accountant to prepare a review/or audit at least annually, in accordance with the requirements of the Bylaws.
  7. Publication of Annual Finances: A short-form annual financial statement of the Society will be prepared from the audited Financial Statement of the Society of June 30 each year by the Finance Committee. This short-form statement is to be published in the SAMPE Journal annually.
  8. Taxes: All tax forms and other similar forms shall be filled out by the Global Business Office and/or auditor and copies sent to the Finance Committee and the President.
  9. Good financial practice suggest competitive bids be obtained on all major purchases.
- G. Investment Strategy: The Global Executive Cabinet is responsible for overseeing the management of the Global Organization's assets. They shall prepare, maintain, and annually review a SAMPE Investment Strategy Statement. The Executive Cabinet's responsibilities for the Statement include:
1. Setting and revising investment policies that the Executive Cabinet must approve.

2. Developing investment objectives, asset allocation strategies and performance guidelines.
  3. Reviewing and evaluating investment results and approving changes as needed.
  4. Providing periodic performance reports to the Executive Cabinet.
- H. Operating Reserve
1. Fund Development —An amount equal to 10% of the Global Organization's annual net income (profit) will be placed in the Global Operating Reserve Fund annually until such time as the fund reaches the level required to meet the goal of the Operating Reserve Fund. Contributions from other legitimate sources to the operating fund can be made. Contributions of Global Organization funds greater than 10% of annual income may be made at the discretion of the Global Executive Cabinet.
  2. Fund Investments—Funds accumulated in the operating reserve fund may be invested in legitimate financial instruments as recommended by the Treasurer (Global Executive Vice President) and approved by the Global Executive Cabinet.
  3. Expenditure of Funds—Expenditure of the Global Operating Reserve Fund requires the recommendation of the existing Global Executive Cabinet in consultation with the Global Past Presidents Committee and final approval of the Global Board of Directors. Extraordinary circumstances should exist before a request is made to access the Operating Reserve Fund.

**Society for the Advancement of Material and Process Engineering**  
**GLOBAL PRACTICE 3.6**

**TITLE:** EXPENSE POLICY FOR GLOBAL ORGANIZATION

**SCOPE:**

This practice governs units within the Global Organization that are outside Regions.

This document describes both the requirements and the process for expenditures paid by the Society to employees, Members or any other individual or group.

**PRACTICE:**

A. Authorization

1. Expenditures by individuals or groups that are subject to either an advance or reimbursement shall have the budget authorized for such expenditures and shall be formally approved as described below.

Expenditure Incurred By	Authorization	Approval
Employee	Global Executive Cabinet and Board of Directors approval of the SAMPE budget in the same fiscal year	Global Executive Cabinet*
Committee Chairs		Global Treasurer
Member of the Executive Cabinet (except the President)		Global President
Global President		Global Executive Cabinet

*\* If timely approval cannot be obtained by the Executive Cabinet, approval may be obtained from the Global Finance Committee, President or Treasurer and one other duly elected Global officer of the Society.*

B. Pre-Approved Expenses for Global Officers and Global Directors

1. Travel expenses, room expenses and meal expenses will be reimbursed for the Global President, Global Executive Vice President, and Immediate Past Global President for authorized SAMPE trips.
2. Expenses for up to three (3) nights lodging will be reimbursed for Global Directors attending a Global Board of Directors meeting.

C. Traceability and Payments

1. Any expenditure that will be paid by SAMPE shall be documented so that there is complete traceability of expenses. All such expenditures shall be economical to achieve the purposes of the expenditure and shall not accrue financial benefit to the individual or group incurring the expense on behalf of SAMPE.
2. All funds shall be disbursed by a SAMPE check.

D. Expense Report

1. An advance shall be requested in writing via submittal of an Expense Report with estimated expenses identified.
2. Reimbursement shall be requested in writing via submittal of an Expense Report with all actual expenses.

3. Copies of all requests for advances or requests for reimbursement shall be coordinated through the Global Business Office and shall be forwarded to the Global Treasurer and shall be available for review by any officer of the society.
- E. Budgeting Processes
1. Anticipated expenses by employees, elected officers, committee chairs, Members or any individual or group shall be included in the annual budget and considered approved upon approval by the Global Board of Directors (BOD).
  2. Any additional expenditure must be authorized by the BOD at any meeting or by any other authorized method to obtain Global BOD approval.
  3. Where an agreement of support by an officer's employer is supplied for the officer's term of office, such support shall generally include all anticipated expenses, which are not subject to reimbursement.
- F. Reimbursement
1. Requires the submittal of an Expense Report accompanied by receipts.
  2. Expenses for which no receipts are required include tips, local telephone calls and any other authorized expense, including meals under \$25.00 USD or equivalent.
  3. Any disallowance of an expense by the Treasurer shall result in notification of both the requester and the Global Finance Committee.
- G. Travel Expenses
1. Unless specifically approved, expenses for any spouse or traveling companion are not reimbursable.
  2. Expenditures for personal purposes are not reimbursable. These include, but are not limited to: liquor, personal items, sightseeing, theater tickets, meals or entertainment for persons not related to SAMPE activities, medical or dental expenses, and damaged, lost or stolen property.
  3. Transportation
    - a. Unless otherwise authorized in advance, all air travel shall be via coach or economy class. Transportation by private or chartered aircraft is not authorized under any circumstances.
    - b. When practical and timely, surface public transportation or personal auto (reimbursed for actual mileage) will be used for all trips to destinations less than 250 miles (round trip) from the person's home. Where available, receipts for public transportation shall be obtained. When receipts are unavailable, this shall be stated on the expense report. If necessary, an independent evaluation to ascertain the reasonableness of the expense may be initiated.
    - c. When auto rental is required, reimbursable expenses may not exceed the compact auto rental rate.
  4. Lodging
    - a. Hotel or other lodging expenses shall be reimbursed for actual costs and shall be not more than the standard hotel room rate or the rate quoted when the reservation was made.
    - b. Any additional lodging not specifically required to conduct SAMPE business shall not be reimbursed.
    - c. Lodging expenses based upon double occupancy shall be reimbursed at the single rate.
  5. Meals (including tips)
    - a. Reimbursement is limited to actual costs.
- H. Other Expenses
1. Meals or entertainment shall support SAMPE objectives.
  2. Reimbursement for supplies such as postage, printing, phone calls, etc. shall be based on the submission of evidence of the expense.



**Society for the Advancement of Material and Process Engineering**  
**GLOBAL PRACTICE 3.7**

**TITLE:** MEMBERSHIP DUES

**SCOPE:**

This practice governs units within the Global Organization that are outside Regions.

This document describes the methodology for setting membership dues.

**PRACTICE:**

- A. Once a year the Global Executive Cabinet will submit for Global Board of Directors approval a recommendation on the amount of membership dues for the following fiscal year. This recommendation will apply to all Chapters, Clubs and Members for which administration is performed by the Global Organization.
  1. The dues need not be uniform throughout the world. Adjustments may be made to reflect economic conditions in the various countries.
  2. The dues for Independent Chapters, Clubs, and Members (not included in a region) shall be set by the Global Executive Cabinet based on factors as follows:
    - a. The setting of dues will reflect: a) the rate of inflation; b) the dues of similar organizations; c) the costs associated with servicing members; and d) the mission and needs of the Society.
    - b. Various indices and cost-of-living guides are available for use in establishing an equitable dues structure for countries throughout the world. The Global Executive Cabinet shall use such guides to assist in determining dues.
- B. Reallocation of Member Dues
  1. A person may join SAMPE at a Globally-sponsored event such as a show, exhibition, or tutorial. If that new Member's residence is within the boundaries of a Region, the Member Dues are to be forwarded to the Region (less the Member Fee that is payable each year to the Global Organization for each Member).

**Society for the Advancement of Material and Process Engineering**  
**GLOBAL PRACTICE 3.8**

**TITLE:** GLOBAL CONFERENCES AND EXHIBITIONS

**SCOPE:**

This practice governs units within the Global Organization that are outside Regions.

**PRACTICE:**

- A. Definition—A Global Symposia and Technical Conference is sponsored by the Global Organization and held outside the confines of the existing Regions. International conferences currently held within the Regions will continue to be termed “International” conferences.
- B. Frequency— A Global SAMPE Symposium and Conference may be conducted at any time provided that appropriate coordination is made with other SAMPE events.
- C. Sponsorship
  - 1. Typically the Global Organization will sponsor Conferences outside existing regions as a method of developing new Regions and/or providing education for Members in the area.
  - 2. Local groups who have been approved by the Global Board of Directors may be joined as sponsors of the Global conference or Symposia. Appropriate legal arrangements for share of profits and obligations will be established by the Global Business Office and approved by the Global Executive Cabinet.
  - 3. The Global Organization may ask a Region or Chapters or Clubs to assist in the sponsorship of an exhibition, symposia, or conference. Duties and compensation for such an arrangement are to be set out in writing and approved by the Global Board before commencement of work on the meeting.
- D. The Global Organization shall promote all Conferences and Exhibitions sponsored by a Region.