



ISPE

STUDENT CHAPTER HANDBOOK

Organization and Operation

April 2018

Version 15

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1 Foreword

ISPE, the International Society for Pharmaceutical Engineering, is the world's largest not-for-profit association dedicated to educating and advancing pharmaceutical manufacturing professionals and their industry. Our 18,000+ members, located in more than 90 countries around the globe, are dedicated to the development and manufacture of safe and effective pharmaceutical and biologic medicines and medical delivery devices.

ISPE delivers technical and regulatory support to Members throughout the entire pharmaceutical lifecycle and across the global pharmaceutical and biopharmaceutical industry in the manufacture of quality medicines for patients.

ISPE is an independent organization led by the world's top pharmaceutical manufacturing professionals. ISPE provides an inviting and neutral environment for experts, technologists, regulators, consultants, and students to exchange ideas and practical experience. As a vibrant community, ISPE's Members work together to improve the industry and help each other make the best choices possible concerning the pharmaceutical industry.

2 What is ISPE?

The Society was founded in 1980 by a handful of people working on the front lines in the pharmaceutical industry who felt a void in their ability to meet and work with colleagues from other companies to improve efficiency. They decided to do something about it. They believed the world needed an organization that would deal with practical applications and information for technical professionals.

The aim of the group was to improve efficiency and best practice. The founders of ISPE had a vision of a forum where professionals in the pharmaceutical industry could share information and come together to learn new skills and keep up with the ever-changing industry extending beyond engineering to include representation from pharmaceutical technology and pharmaceutical manufacturing professionals.

ISPE Members include the following:

- Leaders in academia
- Leaders in government
- Chemical engineers
- Civil engineers
- Industrial engineers
- Mechanical engineers
- Electrical engineers
- Microbiologists
- Scientists
- Pharmacists
- Regulatory and quality personnel

ISPE provides a means for continuing education. It publishes a bi-monthly magazine, *Pharmaceutical Engineering®*, which contains an encyclopedia of pharmaceutical information. It features technical and educational papers presented before Society meetings, practical "how to" articles, descriptions of new products, and news items about the industry and the Society. ISPE also publishes a blog that features brief technical articles and regulatory news as well as information on upcoming ISPE events and local Affiliate and Chapter activities.

The Society holds frequent trainings, various conferences, and exhibits annually, where technical and educational papers are presented in conjunction with a vast display of the latest developments in equipment, materials and technology.

Currently, ISPE has 38 Affiliates and Chapters in 33 countries, providing educational, informational and networking opportunities throughout the US and internationally. Student Chapters are supported by their local ISPE Affiliate or Chapter. The local ISPE Affiliate or Chapter will supply an Industry Advisor for each college or university and include Student Members in their activities. In addition, ISPE Student Members have access to the Society website and fundamental on-line Webinars (at a discounted fee), as well as free online access to 24 Good Practice Guides and member rates for online access to GAMP® and Baseline Guidance Documents.

In this swiftly moving age of technological progress, ISPE fulfills a vitally important function and provides an ever-growing opportunity for personal and professional development for its members.

3 Objectives of ISPE Student Membership

ISPE offers Student Membership and helps support current and developing Student Chapters. This very important program has been developed to meet the stated goals of the Society and to achieve the following additional defined objectives:

- To introduce and familiarize Student Members to all aspects of the pharmaceutical and biotechnology industries and other related disciplines.
- To promote educational exchange, career and internship opportunities and networking.
- To support the formation of a Student Chapter; this provides valuable experiences for career and personal development for ISPE Student Members.

4 Benefits of ISPE Student Membership

As an ISPE Student Member, you join a worldwide family of dedicated professionals who can guide you in your career choices in the pharmaceutical, biotechnology, or other related industries. There are many benefits in being an ISPE Student Member, including:

- Special discounted Student Membership rate of \$25/€25 per year.
- Resume review and job interviewing workshops at the local level.
- Complimentary employment resources (job search, career coaches, complimentary resume evaluations).
- Academic and social networking opportunities with colleagues and industry professionals.
- Professional skills and career development workshops at the local level and at ISPE training and events.
- Online webinars for career development and continuing education.
- Mentoring.
- Student poster competitions at local and international levels.
- Annual Young Professional/ Student Leadership Forums at the local level.
- Industry facility tours.
- Discounted attendance at international and local ISPE events.
- Free online access to ISPE's 24 Good Practice Guides.
- Member discounted rates for online access to ISPE's GAMP and Baseline Guidance Documents.

- On-line subscription to the industry's leading magazine, *Pharmaceutical Engineering*, including special on-line articles.
- Opportunities to publish your research in *Pharmaceutical Engineering*.
- A one-year membership at the student rate of \$25 after you graduate.

5 How to Organize a Student Chapter

The first step in organizing a Student Chapter is to determine the level of interest in forming a Student Chapter at your school. If there are enough interested students, then Advisors, which are required, must be chosen. One Industry Advisor from the local ISPE Chapter or Affiliate will be appointed as Student Affairs Chair to help the Student Chapter and the Faculty Advisor is to be selected from the sponsoring institution. All Industry Advisors must be at least 21 years of age and Members of ISPE. Upon application, the Faculty Advisor will receive, free of charge, an honorary membership in ISPE (as defined in the ISPE International Bylaws; see Appendix D) for the duration of their term as Advisor. If a potential Faculty Advisor has questions about registering an ISPE Student Chapter on campus, it is best to put them in touch with Debbie Kaufmann, Membership Coordinator, telephone 1-301/364-9215, or email dkaufmann@ispe.org.

Selection of Advisors is important. Advisors will provide guidance to the Student Chapter when they are electing officers, scheduling meetings, obtaining materials and information from ISPE, running meetings and working within the college or university rules.

If there are enough students interested in forming a Student Chapter, a Steering Committee should be selected to serve as temporary officers during the formation of the Student Chapter. The Steering Committee should consist of a President, Vice President, Secretary, Treasurer, the Advisors and at least one Member-at-Large. The next step is to complete, sign and return the Student Chapter Application, which is located in Appendix C. Please include a link to your school's website with the application. An emailed PDF or a link to an online brochure is acceptable as well.

One of the first activities of the Steering Committee should be to recruit Members. A minimum of five members (10 recommended) including temporary officers is required to form a Student Chapter. Each of the Committee members should be proactive in signing up new Members, helping them join on-line or complete membership applications. Past successes have shown that the more members a forming Student Chapter recruits, the more likely it is to stay active and vital.

A set of Student Chapter Bylaws must be developed and approved by ISPE. A ready to use, fill-in-the-blanks template set is included in Appendix C of this handbook and can be used as a guide. The suggested Bylaws may be modified as long as they do not conflict with ISPE International Bylaws (see Appendix E).

Another important part of the organization of a Student Chapter is investigating all requirements from the College or University for the formation of student organizations. All institution requirements must be completed before proceeding any further. Your Faculty Advisor will be able to help with this process.

- When the Student Chapter has at least five Members and the Bylaws have been developed, a formation meeting of the Student Chapter should be held. At this meeting the officers should be elected, and the Bylaws approved. When this has been done, an e-mail or a letter should be sent to Debbie Kaufmann, ISPE Membership Coordinator, at dkaufmann@ispe.org, 301/364.9215, by fax to 1+ 240/204-6024 or by mail to 7200 Wisconsin Avenue, Suite 305, Bethesda, MD 20814 requesting official authorization to operate as a Student Chapter. Included with this request should be a copy of the Student Chapter Bylaws, a list of the elected officers, the names, addresses, telephone numbers, fax numbers and e-mail addresses of the Advisors, plus the list of at least five members (the officers, but not the Advisors, are

included in this total). See the Student Chapter Application form in Appendix C. Written notification of approval will be sent to the Student Chapter from ISPE. The Student Chapter is then officially recognized as operational.

6 ISPE Student Chapter Organization

6.1 Student Chapter Name:

A Student Chapter, in affiliation with ISPE, may be organized upon favorable vote of the Board of Directors of the local Affiliate or Chapter. The official name of such an affiliated group shall be “The **(school name)** Student Chapter of the International Society for Pharmaceutical Engineering Inc.”

Here are some examples:

The University of California Berkeley Student Chapter of ISPE

The Singapore Student Chapter of ISPE

The Istanbul University Faculty of Pharmacy Student Chapter of ISPE

Boston University Student Chapter of ISPE

Solano Community College Student Chapter of ISPE

6.2 How to Qualify for Student Chapter Status:

To be formally recognized as an ISPE Student Chapter, the Student Chapter shall have:

- An organization of students in a college, university, technical school, or community college.
- The endorsement of the application by the head or equivalent of one of the departments of the college, university, technical school or community college.
- A minimum membership of five ISPE Student Members (10 recommended).
- Industry and Faculty Advisors, whose duties will be to consult with and advise the Student Chapter on matters relating to the general conduct of the Chapter.
 - ✓ The Industry Advisor shall be from the local ISPE Chapter or Affiliate.
 - ✓ The Faculty Advisor shall be from the sponsoring institution, working in a teaching or administrative capacity.

6.3 Student Chapter Membership:

Requirements for Student Members shall be in accordance with ISPE Bylaws, as follows:

Individuals enrolled full-time at a college, university or other educational institution may join ISPE as a Student Member. Proof of student status must be included. We realize circumstances occur when an individual may not be enrolled full-time as a student; however, if the primary intention of the individual is education, student membership is allowed. Part-time students are eligible for student membership if your primary concentration is education, such as a combination of class work and an internship. Student Members will receive Member-only access to the ISPE Website, but no hard copy of ISPE's publications.

Acceptable proof of student status includes:

- Current semester schedule
- Transcript (official or unofficial)
- University letter stating student status

- University Web page stating the date and student status
- Copy of a valid and current student identification card

Students can apply online or through postal mail and fax. Applications that can be printed are available online. Completed Membership application, proof of student status, and payment should be sent to ISPE Member Services (CSStaff@ISPE.org). Membership applications cannot be processed without the payment and proof that the potential member is a current student.

6.4 Requirements of an Active Student Chapter:

To maintain an active status, a Student Chapter shall:

- Hold at least two meetings during each academic period.
- Prepare and send to each Advisor and ISPE Training and Debbie Kaufmann, ISPE Membership Coordinator, dkaufmann@ispe.org, phone 301/364.9215, by fax to 1+ 240/204-6024 or by mail to 7200 Wisconsin Avenue, Suite 305, Bethesda, MD 20814 comprehensive reports on finances, meetings, officer elections, calendar of activities, roster of Members, and a President's Report in accordance with the rules of the International Young Professionals Committee of ISPE.
- Maintain a minimum membership of five ISPE Student Members.

6.5 Disbanded and Reinstated Student Chapters:

An inactive Student Chapter may be disbanded if they fall below five members in accordance with the rules of ISPE. ISPE may reinstate disbanded Student Chapters when they have five or more members.

7 Organization and Responsibilities

7.1 Student Chapter Executive Committee

The affairs of the Student Chapter are managed by an Executive Committee consisting of the Student Chapter President, Vice President, Secretary and Treasurer. Generally, the duties of this committee are as follows:

- Manage the affairs of the Student Chapter as stated in the officer descriptions in the Chapter Bylaws.
- Approve proposed activities and appointments of the Student Chapter.
- Perform such other acts as may be necessary to carry out the purposes of the Student Chapter and ISPE.

In the case of a vacant position, the committee should appoint a successor to hold office for the remaining portion of the term of the vacating member.

All Members of the Executive Committee are entitled to vote in the Student Chapter. However, sound parliamentary procedure dictates that the President should exercise his or her vote only when necessary, to break a tie.

The Executive Committee can conduct no business officially unless a quorum is present. The "quorum" refers to the number present, not the number voting. Unless the Bylaws provide otherwise, quorum is five of the Committee's members.

The Executive Committee is essentially the “Board of Directors” of the Student Chapter. The Student Chapter President is the Chair of the Executive Committee. In the absence of the President, these duties will fall upon the other officers in the following order: Vice President, Secretary, and Treasurer.

New Members on the Executive Committee may not be thoroughly familiar with all phases of operation. At the first meeting it is suggested that the scope and objectives of the Society and the Student Chapter as well as all recent projects be reviewed. This should be handled by one of the Advisors.

The Secretary must record the meeting minutes of the Executive Committee. Each Member of the Committee including the Faculty Advisor, the Industry Advisor, and the local Chapter or Affiliate Student Affairs Chair or Young Professionals Chair should receive a copy of the minutes, approved by the President, as soon after the meeting as possible and at least ten days prior to the next meeting. Debbie Kaufmann, ISPE Membership Coordinator, dkaufmann@ispe.org, 301/364.9215, fax 1+ 240/204-6024 or by mail to 7200 Wisconsin Avenue, Suite 305, Bethesda, MD 20814) should receive copies of all minutes two weeks prior to the end of each semester or quarter.

7.2 Industry and Faculty Advisors

It is the job of the Faculty Advisor to give advice, guidance, and encouragement to the Student Chapter in all its activities. The Industry Advisor is the liaison to the Student Affairs Chair or Young Professionals Chair of the local Affiliate or Chapter and its resources. The Faculty Advisor is the liaison to the educational institution and its resources.

The Advisors can be of great assistance in utilizing their contacts with the local Affiliate or Chapter, various companies in industry, ISPE Operations and Training Center and the educational community to gain support and assistance for the Student Chapter’s activities.

Advisors are ex-officio Members of all committees within the Student Chapter. See job descriptions for Industry Advisors and Faculty Advisors in Appendix K and Appendix L.

7.3 President

The President is the chief executive officer of the Student Chapter. Generally, the duties of the President are to:

- Supervise and promote the affairs of the Student Chapter with the help of the Executive Committee.
- Preside at meetings of the Student Chapter, of the Executive Committee, and be an ex-officio Member (with voting rights) of all committees.
- Call meetings of the Executive Committee as needed.
- Maintain the records and correspondence of their office and turn over all records to their successor.
- Appoint chairpersons of various committees, subject to the approval of the Executive Committee.
- Require periodic progress reports of all committee chairpersons.
- Appoint a nominating committee at least 30 days before the annual elections and begin accepting nominations 15 days prior to annual elections.
- Submit to each Advisor and ISPE Member Relations (Debbie Kaufmann, ISPE Membership Coordinator, dkaufmann@ispe.org, 301/364.9215, by fax to 1+ 240/204-6024 or by mail to 7200 Wisconsin Avenue, Suite 305, Bethesda, MD 20814) the Chapter’s roster of Student Members between November 15 and

December 15 and submit a President's Report (see Appendix G) as outlined in the guidelines between two weeks prior to the end of the school year.

7.4 Vice President

The Vice President is the second chief executive of the Student Chapter. In the absence or disability of the President, all duties of the President fall upon the Vice President. Generally, the duties of the Vice President are to:

- Assume all duties of the President in case of absence or disability.
- Serve as first assistant to the President.
- Accept responsibility for specific Student Chapter activities, at the President's direction.
- Serve as ex-officio Member (with voting rights) of all committees.
- Review all correspondence from the local Chapter or Affiliate and ISPE Training and Operations Center.
- Bring to the attention of the President all correspondence, bulletins, notifications and matters affecting the Student Chapter's activities, especially those that should be discussed at meetings of the Executive Committee.
- Submit a tentative calendar of activities/events at the beginning of each semester or quarter to each Advisor and ISPE Member Relations (Debbie Kaufmann, Membership Coordinator, dkaufmann@ispe.org or by fax to 1+ 240/204-6024 or by mail to 7200 Wisconsin Avenue, Suite 305, Bethesda, MD 20814).

7.5 Secretary

The Secretary is the official correspondent for the Student Chapter. In their absence, these duties fall upon the other officers in the following order: President, Treasurer and Vice President. Generally, the duties of the Secretary are to:

- Maintain the correspondence and records of the Student Chapter and turn over all records and correspondence to their successor.
- Serve as Secretary for all meetings and prepare minutes of each.
- Prepare agenda, under the direction of the President for all meetings and distribute meeting notices in a timely fashion.
- Preside at meetings in the absence of the President and Vice President.
- Provide copies of minutes of all meetings to Executive Committee Members and Advisors as soon after the meeting as possible, and at least ten days prior to the next meeting (format available in Appendix J). Debbie Kaufmann, ISPE Membership Coordinator, dkaufmann@ispe.org, 301/364.9215, by fax to 1+ 240/204-6024 or by mail to 7200 Wisconsin Avenue, Suite 305, Bethesda, MD 20814) should receive copies of all minutes two weeks prior to the end of each semester or quarter.
- Turn over all income, bills, receipts, and other financial matters to the Student Chapter Treasurer.
- Send any membership applications received, proof of student status, and payments for dues covering memberships to ISPE Member Relations for processing in a timely manner.
- Maintain a current roster listing addresses, telephone numbers, and e-mail addresses of all Student Chapter Members. A list of current officers, Faculty Advisors, and Industry Advisors with complete contact information is due to each Advisor and ISPE Member Relations (Debbie Kaufmann, Membership Coordinator, dkaufmann@ispe.org, by fax to 1+ 240/204-6024 or by mail to 7200 Wisconsin Avenue, Suite 305, Bethesda, MD 20814) between November 15 and December 15 and updated between April 25 and June 1.
- Provide the latest meeting minutes (see Appendix J) for the fall term prior to the end of the semester or quarter and the latest minutes for the spring term two weeks prior

to the end of the school year to ISPE Member Relations (Debbie Kaufmann, Membership Coordinator, dkaufmann@ispe.org or by fax to 1+- 240/204-6024 or by mail to 7200 Wisconsin Avenue, Suite 305, Bethesda, MD 20814).

7.6 Treasurer

The Treasurer is the official keeper of the Student Chapter funds. The Treasurer receives and disburses Chapter money only upon orders made by the Executive Committee. In the Treasurer's absence, the President will take over the Treasurer's duties. In the absence of the President and the Treasurer, the Vice President administers the duties. Generally, the duties of the Treasurer are to:

- Be responsible for receipts and disbursements of Student Chapter funds.
- Maintain Student Chapter financial records and turn over all records and correspondence to their successor at the end of their term.
- Attend meetings of the Executive Committee and provide periodic reports as requested.
- Arrange for safekeeping of the Student Chapter fund in a checking or special funds account as approved by the Executive Committee. Arrange a satisfactory method, approved by the Executive Committee, for the management of the Chapter checking account with approved officer signatures for withdrawal, etc. The bank account should be carried as the "(Name of School) Student Chapter of ISPE," to avoid any possible confusion with International funds. If you are opening a new account in the United States, here is information on how to get a Tax ID Number, also known as an EIN: Groups should download Form SS4 from the irs.gov website and fill out the organization name, mailing address, and county. The type of entity is "other nonprofit organization" (student organization). The reason for applying is "banking purpose." Then visit TeleTin at <http://www.4-refund.com/fein.html#D> to obtain the phone number to call in your region (USA only). They will take the information on your form over the phone and will grant you a tax-id number immediately. Check with your bank to see if they offer accounts for student or not-for-profit groups. The Faculty and Industry Advisors should also monitor the financial status of the Student Chapter.
- Deposit all monies in the bank account as soon as received.
- Reconcile the monthly bank statement.
- Obtain invoices or receipts for disbursements.
- Prepare and submit to each Advisor and ISPE Member Relations (Debbie Kaufmann, Membership Coordinator, dkaufmann@ispe.org, by fax to 1+-240/204-6024 or by mail to 7200 Wisconsin Avenue, Bethesda, MD 20814) the Student Chapter budget at the beginning of each school year, and the Treasurer's Report and all income and expenses two weeks prior to the end of the school year (see Appendix I and Appendix H).

7.7 Optional Committee Officers

- Charities Chair
- Communications Chair
- Membership Chair
- Programs and Events Chair
- Publicity Chair
- Social Committee Chair
- Social Media Chair

7.8 Official Operating Activities

7.8.1 President's Report, Current Rosters, Executive Board Contacts and Meeting Minutes

ISPE requires that each Student Chapter prepare and submit current rosters, executive board contacts including Advisors, and Meeting Minutes to ISPE Member Relations (Debbie Kaufmann, Membership Coordinator, dkaufmann@ispe.org, by fax to 1+240/204-6024 or by mail to 7200 Wisconsin Avenue, Bethesda, MD 20814) with a copy to each Advisor on the following schedule:

Roster of officers and Advisors with Contact Information for Fall – within two weeks of the annual election

Updated Roster of officers and Advisors with Contact Information – between 25 April and 1 June

In addition, a President's Report is due to each Advisor and ISPE Member Relations (Debbie Kaufmann, Membership Coordinator, dkaufmann@ispe.org, by fax to 1+240/204-602. or by mail to 7200 Wisconsin Avenue, Bethesda, MD 20814 two weeks prior to the end of the school year.

These reports (see Appendix F, G, J) and the Student Chapter Executive Board Contact list must be completed in full in order to be in compliance with ISPE rules.

7.8.2 Student Chapter Financial Reports

ISPE requires that each Student Chapter prepare and submit a Student Chapter Treasurer's Report and an income and expense report to ISPE Member Relations (Debbie Kaufmann, Membership Coordinator, dkaufmann@ispe.org, by fax to 1+240/204-6024, or by mail to 7200 Wisconsin Avenue, Bethesda, MD 20814) with a copy to each Advisor two weeks prior to the end of the school year.

The Student Chapter Financial Reports (see Appendix H and I) must be completed in full, in order to be in compliance with ISPE rules.

7.8.3 Bylaws

The Bylaws of the Student Chapter shall not be in conflict with the Bylaws of the Society.

ISPE has an available set of sample Student Chapter Bylaws for new and existing Student Chapters. ISPE international must have a copy of all Student Chapter Bylaws. Any edits to Student Chapter Bylaws must be approved by ISPE International. A copy of the template-approved Student Chapter Bylaws appears in the Appendix D of this Handbook.

7.8.4 Membership Billing Procedures

All Student Chapter Members must purchase an ISPE Student Membership. Membership fees of \$25/€25 are due and payable with the initial membership application depending upon country of residence. Subsequent \$25/€25 renewal fees occur annually. The \$25/€25 fee is extended to all Student Members for one year after graduation.

Online joining is not available to students residing in an emerging economy country since they may receive a discount on dues through the local ISPE Affiliate. View the list of eligible countries in Appendix Q. Please contact the local ISPE Affiliate in your area for complete membership pricing details.

8 Ideas for Student Chapter Programs and Activities

8.1 Meetings

- Invite manufacturers and distributors of equipment to present a lecture, films, exhibits, and perhaps a demonstration.
- Conduct group discussions on selected articles in *Pharmaceutical Engineering*.
- Have Student Members prepare and present a paper at the Student Chapter meeting, followed by discussion.
- Invite Members from the local ISPE Affiliate or Chapter to attend Student Chapter Meetings.
- Hold career panels with industry representatives to discuss career opportunities.
- Hold “regional” Student Chapter conferences for networking, idea sharing, and problem solving among several other Student Chapters. The site for these conferences could be rotated among the participating Student Chapters in order for each to have the opportunity of hosting one.

8.2 Projects

Projects are one of the best methods for creating team spirit among Student Chapter members. These types of activities give the Chapter a feeling of doing something worthwhile and are also good public relations for the school, its programs and the Student Chapter.

Some projects to consider are:

- Community service programs, many of which can be held in conjunction with local Chapters (such as Toys for Tots, Habitat for Humanity, races/runs for various cures, etc.)
- Annual Student Poster Competition; an annual regional contest, with winners competing at ISPE’s Annual Meeting Student Poster Competition (see Appendix M)
- Technical projects or design contests
- Campus activities
- Resume writing clinics
- High school visits by a recruiting team for their school
- Visits to elementary or middle schools to get young students interested in the life sciences
- Interview preparation clinics

8.3 Plant Tours and Field Trips

Plant tours and field trips can be a high point of the year for Student Chapter Members. Most companies are willing to arrange tours through their plants for educational purposes.

- Coordinate plant tours in conjunction with another Student Chapter in the area and the local ISPE Chapter or Affiliate.
- Plan a group trip to ISPE programs, seminars or meetings.

8.4 Social Activities

- Organize an annual dinner party, picnic, beach party, or dance.
- Arrange social outings (movie night, sporting events, etc.).

8.5 Student Chapter Website

- A website is an excellent tool for publicity for the Student Chapter and its activities. It is strongly recommended that a Student Chapter website be organized early in the Chapter formation process. The local ISPE Affiliate or Chapter and ISPE Member Relations (Debbie Kaufmann, ISPE Membership Coordinator, dkaufmann@ispe.org, 301/364.9215, by fax to 1+ 240/204-6024 or by mail to 7200 Wisconsin Avenue, Suite 305, Bethesda, MD 20814), can offer guidance in this effort. **The Student Chapter website and Student Chapter social media sites (Facebook, LinkedIn, Twitter, etc.) must be approved by ISPE and then can be linked to the International, Affiliate, and Chapter Websites.**

9 How the Local Affiliate or Chapter Can Help Student Chapters

- Appoint a Student Affairs Committee Chair to act as the liaison between the local ISPE Affiliate or Chapter and Student Chapters and their Industry Advisor.
- Provide guest speakers, either from within their membership ranks or by sharing a regular monthly speaker.
- Provide speakers for Student Chapter meetings through local Affiliate or Chapter Board Members.
- Make one local Affiliate or Chapter meeting a year a special “Students Night” with a speaker who can discuss career opportunities. Allow plenty of networking time.
- Offer a reduced rate for Student Members who attend local Chapter or Affiliate meetings.
- Present awards or grants to Student Members or Student Chapters for outstanding achievements.
- Sponsor specific projects that can be implemented by the Student Members.
- Sponsor a student essay contest.
- Sponsor Student Members’ attendance at ISPE’s Annual Meeting, a Young Professionals Leadership Forum, or other ISPE International meetings and local Affiliate or Chapter meetings.
- Sponsor a local Affiliate or Chapter Student Poster Competition each year; the winners go to the ISPE Annual Meeting to present their posters in the International Student Poster Competition (all expenses paid by the Affiliate or Chapter!).
- Sponsor a Career Fair.

Appendix A - Student Chapter Start-Up Kit

Everything you need for a Student Chapter Start-Up is included in this Student Chapter Handbook. If you want to create a shorter kit, simply pull various documents from this Handbook, such as the Student Member Application (Appendix C) and create your Student Chapter Bylaws by using the sample Student Chapter Bylaws (Appendix D).

You may wish to share copies of *Pharmaceutical Engineering® Magazine* with potential Student Members; you can find these at <https://www.ispe.org/pharmaceutical-engineering-magazine>.

Also for Student Member recruitment efforts, please print out copies of the ISPE Student Membership Brochure and print in color, two-sided copies, and fold twice to create a tri-fold brochure for distribution: <https://www.ispe.org/sites/default/files/Affiliates%20and%20Chapters/2018%20Student%20Member%20BrochureFinal.pdf>

Please speak with your Student Affairs Committee Chair to obtain contact information (Names, emails and addresses) of your local Affiliate or Chapter Board of Directors and Faculty Advisors; it will be helpful for you to have this information readily available as you create, launch, and build your Student Chapter.

Appendix B - ISPE Student Chapter Formation - Flow Chart

1. Determine level of interest among fellow students
2. Choose Advisors: Industry Advisor (ISPE Member provided by the Affiliate or Chapter) and Faculty Advisor (becomes an Honorary Faculty Member of ISPE, free of charge)
3. Select Steering Committee: Temporary Officers
 - President
 - Vice President
 - Treasurer
 - Secretary
 - Advisors (Industry and Faculty)
 - 1 Member at Large
4. Recruit Members: Minimum 5 Members, 10 is recommended, total (including temporary officers)
5. Complete, sign and return Student Chapter Application form to ISPE with a link to college or university website (found in Appendix B)
6. Personalize Student Chapter Bylaws (see example in the Appendix C)
7. Complete University requirements
8. Elect Officers and approve Bylaws at the first Student Chapter Meeting
9. Mail or email required documents to ISPE requesting official approval of Student Chapter

Appendix C - Student Chapter Application



ISPE Student Chapter Application

Institution Name:

Mailing Address:

Institution Type:

Degrees Offered:

Faculty Advisor Name:

Title:

Address:

Telephone:

Email:

Sponsoring ISPE Local Affiliate or Chapter:

ISPE Industry Advisor Name:

Title:

Company:

Address:

Telephone:

Email:

Faculty Advisor Signature: _____

Date: _____

Industry Advisor Signature: _____

Date: _____

Or join online at <https://www.ispe.org/membership/join>

Appendix D – Suggested Bylaws for Student Chapters

BYLAWS OF THE (School Name) STUDENT CHAPTER OF THE INTERNATIONAL SOCIETY FOR PHARMACEUTICAL ENGINEERING

ARTICLE I

NAME

- Section 1. The name of this organization shall be the (School Name) Student Chapter of The International Society for Pharmaceutical Engineering, Inc., hereinafter called the Student Chapter.
- Section 2. The local ISPE _____ Affiliate or Chapter will sponsor the _____ Student Chapter and all Members of the Student Chapter are considered Members of the ISPE _____ Affiliate or Chapter.

ARTICLE II

OBJECTIVES

- Section 1. The objectives of the Student Chapter shall conform to those of the International Society for Pharmaceutical Engineering, Inc., hereinafter called ISPE.
- Section 2. In furtherance of these objectives, the Student Chapter shall hold meetings for the presentation of appropriate papers and the interchange of ideas and information. Where practical, the Student Chapter shall promote plant tours/site visits and educational lecture courses.

ARTICLE III

MEMBERSHIP

- Section 1. All Members of ISPE attending _____ (College, University, Technical School, or Community College) as students shall be considered Members of this Student Chapter. Student Members are individuals enrolled full-time at a college, university, or other educational institution. We realize circumstances occur when an individual may not be enrolled full-time as a student, however if the primary intention of the individual is education, student membership is allowed. **These individuals may enter the Society as Student Members of the Society and the Affiliate or Chapter.**
- Section 2. All Members of the Student Chapter who are in good standing shall have the right to vote and hold office in the Student Chapter.

ARTICLE IV

ADVISORS

- Section 1. There shall be at least two Advisors to the Student Chapter whose duties shall be to consult with and advise the Student Chapter on matters relating to the general conduct of the Student Chapter. Each Advisor shall be a Member of ISPE. One Industry Advisor shall be named by the local ISPE Affiliate or Chapter and one Faculty Advisor selected from the sponsoring educational institution.

Section 2. The Advisors shall be ex-officio Members of the Student Chapter's Executive Committee.

ARTICLE V

MEETINGS

- Section 1. Regular meetings of the Student Chapter shall be held at such time and place as may be selected by the Executive Committee.
- Section 2. At least two meetings shall be held during each regular academic period.
- Section 3. Officers of the Student Chapter will be elected by the membership by _____ each year and shall hold office for one year.

ARTICLE VI

MANAGEMENT

- Section 1. The Officers of the Student Chapter shall consist of a President, a Vice President, a Secretary and a Treasurer, all of whom shall be elected for a term of one academic year by the Student Chapter at the organizational meeting and at each _____ (name month of the year) thereafter. The offices of Secretary and Treasurer may be combined, if desired.
- Section 2. The management of the Student Chapter shall be vested in an Executive Committee consisting of the officers of the Student Chapter and the Advisors, Faculty and Industry.
- Section 3. The Executive Committee shall have power to fill vacancies in its membership; such appointees will hold office for the remaining term of the vacating members.
- Section 4. The Executive Committee may hold meetings, subject to the call of the President, as often as the interests of the Student Chapter demand.
- Section 5. At all meetings of the Executive Committee, a majority of Members shall constitute a quorum.
- Section 6. Each Executive Board Officer shall submit all required reports within the required deadlines as specified in Appendix E to ISPE Member Relations and each Advisor.

ARTICLE VII

ELECTIONS

- Section 1. Fifteen days prior to the elections, nominations for the Executive Committee will be opened. Nominations will be submitted to the Secretary prior to the elections.
- Section 2. Other nominations for office may be presented from the floor at the election meeting.
- Section 3. Voting for officers shall be by secret ballot.

ARTICLE VIII

OTHER

- Section 1. The Executive Committee is empowered to appoint committees for special purposes.

- Section 2. The President shall be ex-officio, a voting Member of all committees.
- Section 3. Proposals for amendment to these Bylaws may be submitted in writing at any regular meeting of the Student Chapter and, if approved by a majority of the voting Members present at the meeting, shall then be submitted at the next regular meeting of the Student Chapter for final ballot. If approved by two-thirds of the votes cast, the amendment or amendments shall become a part of the Bylaws provided they are not in conflict with the Constitution and Bylaws of ISPE International. Amendments to the Bylaws are subject to review and approval by the ISPE International Board of Directors.
- Section 4. These Bylaws shall go into effect immediately upon their adoption by a vote of the Student Chapter, such adoption requiring at least two-thirds vote of the Members voting.

Appendix E – Bylaws of ISPE International

Revised and Approved by the Board of Directors 7 December 2016

Article I: Organization

Sec. 1. Name. The name of this organization shall be International Society for Pharmaceutical Engineering, Inc. (“ISPE” or “Society”).

Sec. 2. Seal. The corporate seal shall have inscribed thereon the name of the Society, the year of its incorporation, and the state of incorporation.

Sec. 3. Affiliates and Chapters. In order to facilitate more frequent information exchange and networking among members of the industry, the Society shall form national or regional Affiliates and local Chapters. These groups shall be chartered by the Society, said charter to be approved by the ISPE Board of Directors and reviewed and signed annually by Affiliate and Chapter leadership. Affiliate and Chapters shall draft bylaws to guide their operation, consistent with the bylaws of the Society, said bylaws to be approved by the ISPE Board of Directors. Affiliates and Chapters shall elect their own Board of Directors which is responsible to the ISPE Board of Directors for complying with the provisions of the Charter.

Article II: Purposes

Sec. 1. Promote Interests. To be the leading technical organization for professionals engaged in producing quality medicines and pharmaceutical devices throughout the lifecycle. All applications for membership are subject to review by the International Board of Directors for qualification based on job functions.

Sec. 2. Education Programs. To promote and support educational programs designed to enhance competence, compliance, professional performance and enable innovation.

Sec. 3. Information and Guidance. To provide information and guidance to regulatory authorities with respect to practices affecting the pharmaceutical, biotechnology, medical device, and diagnostic industries.

Sec. 4. Industry Integrator. To foster relationships and provide opportunities for interaction among individual members, industry constituencies including suppliers, government and academia.

Sec. 5. Information. To collect and disseminate information for its members.

Sec. 6. Establish Profession. To enhance the image of pharmaceutical science, engineering, and technology as a profession and promote its importance within the industry.

Sec. 7. Credentialing. To establish and administer credible credential programs to further and promote the interests of members, industry and the public.

Sec. 8. Not-for-Profit. ISPE is an incorporated organization operating on a not-for-profit basis.

Article III: Membership

There shall be nine classes of membership:

1. Industry Members
2. Regulatory Authority/Government
3. Young Professional Members
4. Student Members
5. Academic Members
6. Emerging Economy
7. Honorary
8. Emeritus
9. Hardship

Sec. 1. Industry Members. Any individual engaged in producing quality medicines and pharmaceutical devices throughout the lifecycle is eligible to become an Industry Member. Industry Members are entitled to the full rights of membership including to vote on matters pending before the Society, hold office, and serve as volunteers on behalf of the Society. Membership in one Affiliate/Chapter of the Society is included with each Industry membership. Industry Members have voting rights and may serve on committees and hold any office of the Affiliate/Chapter. Industry memberships are not transferable.

Sec. 2. Regulatory Authority/Government Members. Any individual employed full-time by a regulatory authority or government agency is eligible to become a Regulatory Authority/Government Member. Regulatory Authority/Government Members will have access to all materials included in the Member-restricted section of the ISPE web site. Regulatory Authority/Government Members are entitled to the full rights of membership including to vote on matters pending before the Society, hold office, and serve as volunteers on behalf of the Society. Regulatory Authority/Government memberships are not transferable and will expire upon departure from the regulatory authority or government agency.

Sec. 3. Young Professional Members. Individuals engaged in producing quality medicines and pharmaceutical devices throughout the lifecycle are eligible to become Young Professional Members during the first five years they work in the industry. Young Professional Members are entitled to the full rights of membership including to vote on matters pending before the Society, hold office, and serve as volunteers on behalf of the Society. Membership in one Affiliate/Chapter of the Society is included with each Young Professional membership. Young Professional Members have voting rights and may serve on committees and hold any office of the Affiliate/Chapter. Young Professional memberships are not transferable, and some benefits may be limited.

Sec. 4. Student Members. Individuals enrolled full-time in pharmaceutical science, technology, engineering, mathematics, or related disciplines at a recognized educational institution may enter the Society as Student Members while they are enrolled and for one year following graduation. Students attending at least half time are eligible if their primary concentration is education, such as a combination of class work and an internship. Student Members shall be entitled to limited benefits in the Society (International, local Affiliates, local Chapters) to include serving as volunteers on behalf of the Society and

voting on matters pending before the Society. Student Members may not hold office at the local or International levels. Membership in one Student Chapter of the Society is included with each Student membership. Student Members have voting rights in the Student Chapter and may serve as officers, directors, and volunteers. Student memberships are not transferable, and some benefits may be limited.

Sec. 5. Academic Members. Any individual employed full-time by an educational institution that agrees to promote educational programs aimed at developing pharmaceutical science, technology, engineering, mathematics, or related disciplines is eligible to become an Academic Member. Academic Members are entitled to the full rights of membership including to vote on matters pending before the Society, hold office, and serve as volunteers on behalf of the Society. Membership in one Affiliate/Chapter of the Society is included with each Academic membership. Academic Members have voting rights and may serve as volunteers on behalf of the Society and hold any office of the Affiliate/Chapter. Academic memberships are not transferable.

Sec. 6. Emerging Economy Members. Individuals engaged in producing quality medicines and pharmaceutical devices throughout the lifecycle in countries that the Society shall classify as Emerging Economies are eligible to become Emerging Economy Members of the Society. Membership in one Affiliate/Chapter of the Society is included with each Emerging Economy membership. Emerging Economy Members are entitled to limited Society benefits, including to vote on matters pending before the Society, hold office, and volunteer on behalf of the Society. Emerging Economy memberships are not transferable.

Sec. 7. Honorary Members. The ISPE Chair and CEO/President may designate Honorary Members in order to accommodate those who are able to make special contributions to the Society. Honorary Members shall be entitled to limited Society benefits, including to vote on matters pending before the Society, hold office, and serve as a volunteer on behalf of the Society. Honorary memberships are not transferable.

Sec. 8. Emeritus Members. Any individual who has held membership in the Society for five consecutive years, upon full retirement from business and professional activity, shall be eligible for emeritus status with a reduced dues rate. Emeritus Members shall be entitled to limited Society benefits, including to vote on matters pending before the Society, hold office, and volunteer on behalf of the Society. Emeritus memberships are not transferable.

Sec. 9. Hardship Members. Any individual who is an active Member, upon becoming unemployed may request reduced annual dues until employment is found. These individuals shall be entitled to limited Society benefits, including to vote on matters pending before the Society, hold office, and serve as a volunteer on behalf of the Society. Contribution to the Society will be considered along with length of membership. Hardship memberships are not transferable.

Article IV: Meetings

Sec. 1. Annual Meeting. An annual membership meeting will be held each year. The time and place of the annual membership meeting of this organization shall be determined by the Board ISPE Bylaws Revised 7 December 2016 4 of Directors. The Secretary shall cause to be mailed to every member in good standing at his address as it appears in the membership roll book of this organization a notice telling the time and place of such Annual Meeting.

Sec. 2. Special Meetings. Special meetings of this organization may be called by the ISPE Chair when (s)he deems it for the best interest of the organization. Notices of such meetings shall be mailed to all members at their addresses as they appear in the membership roll book at least thirty (30) days before the scheduled date set for such special meeting. Such notice shall state the reasons that such meeting has been called, the business to be transacted at such meeting and by whom called. At the request of two-thirds members of the Board of Directors, the ISPE Chair shall cause a special meeting to be called,

but such request must be made in writing at least thirty (30) days before the requested scheduled date. No other business but that specified in the notice may be transacted at such special meeting without the unanimous consent of all present at such meeting.

Sec. 3. Quorum. A simple majority of the members of the Board of Directors shall constitute a quorum.

Article V: Voting

Sec. 1. Voice Vote. At all meetings of this Society, issues requiring a vote for resolution shall be referred to the eligible voting Members there present for a voice vote determination of the majority position. Election of Officers and Directors of the Society shall be an exception in which the voting process will require secret ballot. Unless specified otherwise in these bylaws, results of voting will be determined by a simple majority.

Sec. 2. Other Voting Procedures. At any meeting, the presiding officer may require or a majority of those voting members present may request a vote be by show of hands or by secret ballot.

Sec. 3. Inspectors of Election. The Nominating Committee shall appoint one or more persons to act as "Inspector(s) of Election." The Inspector(s) shall at the conclusion of balloting certify in writing to the Chair the results. A copy of the results shall be physically affixed to the minutes of the meeting.

Sec. 4. Inspector Conflict. No inspector of election shall be a candidate for office or shall be personally interested in the question voted upon.

Article VI: International Board of Directors

Sec. 1. Board Organization.

a) The Board of Directors shall be composed of not less than three (3) and not more than fifteen (15) voting members including the Officers of this organization. The Directors shall be elected prior to and inducted at the Annual Meeting of this organization. The Directors shall serve a term of two (2) years effective upon election, the Officers for one (1) year. A Director may not sit on the Board for longer than four (4) consecutive years unless that individual is elected an Officer. The ISPE Bylaws Revised 7 December 2016 5 CEO/President shall serve as a regular, ex-Officio, non-voting member of the Board of Directors, regardless of the total number of Board members.

b) Director Special Appointment. In order to insure appropriate skills and diversity within the Board to execute business strategies as defined in our ISPE Strategic Plan, the board shall reserve the right to appoint by majority vote, one Director, to an open position in the Board of Directors, during the established election cycle and prior to the actual election. This appointment will not cause the number of Board Directors to exceed 15 nor shall it cause the sum total of appointed Director Positions to exceed 1 in any Board cycle. This Director shall be subject to the same tenure process as an elected Director, however this Director cannot be appointed for a second term if Director is subsequently not re-elected by the membership. This Director is not eligible to be a candidate for an officer position during the appointed term. If the Director is re-elected to a second term by the members, (s)he is eligible to be considered as an officer candidate. This selection process shall be governed by the Nominating Committee.

Sec. 2. Function. The Board of Directors shall govern the affairs and business of this organization. Such Board of Directors shall only act in the name of the organization when it shall be convened or assigned by the Chair.

Sec. 3. Meetings.

a) A simple majority of the members of the Board of Directors shall constitute a quorum. The act of a majority of the Directors present at a meeting at which a quorum is present shall be the act of the Board of Directors, unless the act of a greater number is required by law or by two thirds majority to change these bylaws. Directors may attend a meeting by telephonic or similar equipment by means of which all persons participating can hear each other. Meetings of the Board of Directors shall be held not less than four times per year. Notice for each meeting of the Board of Directors shall be issued not less than thirty (30) days prior to the time appointed for such meeting.

b) Special meetings of the Board of Directors may be called by the Chair or the CEO/President, or by the majority of the voting Directors then in office who may fix any place as the place for holding any special meeting. Notice of any special meeting shall be given at least two (2) days previous thereto by written notice delivered personally or sent by mail, e-mail or facsimile to each Director. The purpose of the special meeting shall be stated in the meeting notice.

Sec. 4. Vacancies. Unscheduled vacancies in the Board of Directors may be filled by a vote of the majority of the remaining members of the Board of Directors for the balance of the unexpired term. Officer vacancies will be filled from among the most qualified Directors, if possible.

Sec. 5. Removal. A Director may be removed when sufficient cause exists for such removal. The Board of Directors may entertain charges against any Director. Removal must be effected by not less than two-thirds majority of the entire Board of Directors by secret ballot.

Sec. 6. Board Votes. Each Director shall have one vote and voting shall not be done by proxy. Should the ISPE Chair deem a vote of the Board of Directors to be necessary to occur between meetings of the Board, such a vote may be cast by telephone, facsimile, e-mail, or mail. The ISPE Bylaws Revised 7 December 2016 6 results of such a vote will be included in the minutes of the next regularly scheduled meeting of the Board.

Article VII: Officers/Executive Committee

The primary responsibility of each Officer shall be to oversee the affairs, funds, and property of the Society, while advancing ISPE's intent to be the leading technical organization for professionals engaged in producing quality medicines and pharmaceutical devices throughout the lifecycle. The Officers of the organization shall be as follows:

1. Chair
2. CEO/President (non-voting Member)
3. Vice Chair
4. Treasurer
5. Secretary
6. Past Chair

Sec. 1. Chair. The ISPE Chair shall preside at all Board and membership meetings. (S)he shall present at each Annual Meeting of the organization an annual report of the work of the organization. (S)he shall appoint chairpersons of all committees, temporary or permanent, with the approval of the Executive

Committee. (S)he shall assure that all books, reports and certificates as required by law are properly kept or filed. (S)he shall be one of the Officers who may sign the checks and drafts of the organization. (S)he shall have powers as may be reasonably construed as belonging to the Chair of the Board of any organization.

Sec. 2. The CEO/President shall be authorized to execute the annual business plan approved by the Board of Directors, enter into agreements on behalf of the Society, and manage the daily operations of the Society. The Board of Directors shall hire the CEO/President. The Executive Committee shall fix the compensation of the CEO/President and conduct an annual performance review. The CEO/President shall be responsible for hiring and supervising all members of the International Staff and shall serve as Chief Executive Officer of the Society. (S)he shall be one of the Officers who may sign the checks and drafts of the organization and shall be the official spokesperson for the Society.

Sec. 3. Vice Chair. (S)he shall perform the duties of the ISPE Chair in the Chair's absence and shall succeed the ISPE Chair in the event that the Chair is unable to complete his/her tenure of office.

Sec. 4. Treasurer. The Treasurer shall have the responsibility to monitor the collection and disbursement of all monies belonging to the organization and shall be assisted by the Staff of the Society with such monies or securities of the organization. (S)he shall cause to be deposited in an insured financial institution the funds of the Society. (S)he may be one of the Officers who may sign checks or drafts of the organization. (S)he shall render at such stated periods as the Board of Directors shall determine a written account of the finances of the organization and such report shall be physically affixed to the minutes of the Board of Directors of such meeting. (S)he shall prepare for the Board of Directors' approval an annual operating budget, said budget to cover the forthcoming Society year.

Sec. 5. Secretary. The Secretary shall keep the minutes and records of the Board of Directors and of the Society. It shall be the duty of the Secretary to file any certificate required by any statute, federal or state. (S)he shall give and serve all notices to members of this organization. (S)he shall be the official custodian of the records and seal of this organization. (S)he may be one of the Officers authorized to sign checks and drafts of the organization. (S)he shall attend to all correspondence of the organization and shall exercise all duties incident to the office of Secretary.

Sec. 6. Past Chair. (S)he shall provide continuity and guidance to the ISPE Chair and other officers. Sec. 7. Director Compensation. No elected Director shall by reason of his/her office be entitled to receive any salary or compensation. Reasonable expenses incurred by a Director of the Society while conducting business for the Society will be reimbursed. Prior approval from the ISPE Chair or President as specified in the policies of the organization is necessary.

Article VIII: Staff

The Board of Directors shall establish total Staff compensation as part of the annual budgeting process and approve personnel policies.

Article IX: Committees and Other Volunteer Groups

The governance committee chairpersons of this organization whose identities are not specified in the Board-approved Governance Structure shall be appointed by the ISPE Chair, with approval by the Executive Committee, and their terms of office shall be for a period of one (1) Society year or until their successors are appointed. The chairpersons of operating committees shall be recommended by the CEO/President. Operating Committees, Councils, Teams, Forums, and Communities of Practice may be established as deemed necessary by the CEO/President in consultation with ISPE Chair or International Board of Directors.

Sec. 1. Rules for Governing Committees. At least 50 percent of committee members shall constitute a quorum for transaction of committee business. Only members of the Society may be appointed to serve on committees. Committee chairpersons shall ensure that minutes are taken for all committee meetings and distributed to the ISPE Chair.

Sec. 2. Nominating Committee. This committee will consist of the Board Officers plus three Past Chairs, one young professional, one Chapter Chair, one Affiliate Chair, the CEO/President, and any appropriate additional representatives as determined by the ISPE Chair. The committee shall thoroughly review the active membership in recommending a final slate. The final list of nominees shall be reviewed by the International Board of Directors for final approval prior to being voted on by the full membership. The proposed candidates shall be contacted to determine their interest and have their responsibilities explained. The Nominating Committee shall also advance recommended candidates for the appointed Board Director position to the Board of Directors when an appointed position is deemed necessary by the Board. ISPE Bylaws Revised 7 December 2016 8

Sec. 3. Executive Committee. This committee will consist of all elected Officers, the immediate Past Chair, and the CEO/President, who shall not have a vote. The Committee may exercise the powers of the International Board of Directors when the Board is not in session, reporting to the Board at its succeeding meeting on any action taken.

Article X: Dues

Sec. 1. The dues of this organization shall be payable on the anniversary date of ISPE membership, or as determined by the International Board of Directors. The amount of the dues shall be determined by the Board of Directors. A portion of the membership dues determined annually is allocated for a non-deductible subscription to the Society's Magazine, Pharmaceutical Engineering.

Sec. 2. Annual dues are payable on receipt. Any member who has failed to remit dues payments within 30 days shall be sent a second billing along with notification that membership will automatically be canceled unless remittance is received within 30 days.

Article XI: Amendments

These bylaws may be altered, amended, or repealed and new bylaws may be adopted by no less than 10 and a two thirds majority of the Directors present at any regular meeting or at any special meeting, if at least seven days' written notice is given of intention to alter, amend, or repeal or to adopt new bylaws at such meeting.

The Board of Directors will adopt a Governance Structure to further define, clarify, add oversight of strategic implementation, and provide guidance to programs and policy formulation. This governance structure may be adopted, altered, amended, or repealed by a simple majority of the Directors present at any regular meeting or at any special meeting.

Article XII: Indemnification

Sec. 1. Every Officer, Director, employee of the Society and such others as specified by the International Board of Directors, shall be indemnified by the Society against all expenses and liabilities including counsel fees, reasonably incurred or imposed upon them in connection with any proceeding to which they may be made a party, or in which they may become involved by reason of being or having been an Officer, Director or employee of the Society, or any settlement thereof, whether the person is an Officer,

Director or employee at the time such expenses are incurred, except in such cases wherein the Officer, Director or employee is adjudged guilty of willful misfeasance or malfeasance in the performance of duties.

The foregoing right of indemnification shall be in addition to and not exclusive of all rights to which the indemnified may be entitled.

Sec. 2. The International Board of Directors shall have the power to purchase and maintain, at the Society's expense, insurance on behalf of the Society and on behalf of others to the extent that power to do so has been or may be granted by statute and give other indemnification to the extent not prohibited by law.

Article XIII: Gender

Whenever used in these bylaws, the singular shall include the plural, the plural shall include the singular, and pronouns shall be read as masculine, feminine or neuter as the context requires.

Article XIV: Procedure

The rules contained in the most recent edition of Robert's Rules of Order shall provide the rules of procedure for the Society where they are not inconsistent with the provisions of the Articles of Incorporation or these bylaws.

Appendix F – ISPE Student Chapter Reporting Schedule

Below is a list of documents, reports and requests that are required of Student Chapters. Reports should be e-mailed, faxed or mailed by the required date to ISPE Member Relations, dkaufmann@ispe.org, by fax to 1+240/204-6024 or by mail to 7200 Wisconsin Avenue, Suite 305, Bethesda, MD 20814). There are templates available for each of these reports.

Documents/Reports/Requests	Due Date
Student Chapter tentative calendar of events/meetings	Between August 30 and September 30
Student Chapter Budget	Between August 30 and September 30
Latest fall Meeting Minutes	Between November 15 and December 15
Treasurer's Report and Income/Expense Report	Between November 15 and December 15
Roster of Officers and Advisors with contact information for the fall term	Between November 15 and December 15
Roster of Student Members for the fall term	Between November 15 and December 15
Latest spring Meeting Minutes	Between April 25 and June 1
Treasurer's Report and Income/Expense Report	Between April 25 and June 1
Roster of Officers and Advisors with contact information for the spring term	Between April 25 and June 1
President's Report (formerly titled "Annual Report")	Between April 25 and June 1
Elections Completed for fall term	25 April
Bylaws	When necessary-reviewed annually
List of Event Attendees (Members & Nonmembers)	Within two weeks after event

Appendix G - ISPE Student Chapter President's Report Cover Pages

Report Due Date: Two weeks prior to the end of the school year

Student Chapter Name:

Institution Name:

Mailing Address:

State of the Chapter: (this can be any length the President feels is necessary)

Attach the following documents to the President's report:

1. List of Special Activities
2. Current Roster of Members
3. Transition Plan from outgoing to incoming officers

Comments: _____

Suggestions: _____

Date: _____

Appendix H – Student Chapter Financial Reporting Form

Student Chapter of ISPE
201_ Year End Income/Expense Statement

	201_ Actual	201_ Budget	201_ Actual
INCOME			
Membership			
Local Affiliate or Chapter Contributions			
School Contributions			
Other			
Total Chapter Income	\$0.00	\$0.00	\$0.00
EXPENSE			
Publications			
Flyers			
Total	\$0.00	\$0.00	\$0.00
Meetings			
Meeting Costs			
Speaker Gifts			
Total	\$0.00	\$0.00	\$0.00
General Expenses			
Bank Fees & Service Charges			
Office Supplies			
Postage/Shipping			
Other (please specify)			
Total	0.00	0.00	0.00
Total Chapter Expense	0.00	0.00	0.00
Net Income (Income - Expenses)	\$0.00	\$0.00	\$0.00

Appendix I – Treasurer’s Report Form

Student Chapter of ISPE

Treasurer's Report

Beginning Balance:

A large, empty rectangular box with a black border, intended for a student to draw or write something.

Ending Balance

0

Comments:

Appendix J – Meeting Minutes Format

Minutes Template

INSTRUCTIONS

- All minutes should include the following:
 - ✓ Name of Student Chapter and local Chapter
 - ✓ Date of Meeting
 - ✓ Completed Action Item Table
 - ✓ Names of all those members in attendance
 - ✓ Names of members not present
 - ✓ Names of any invited guests
 - ✓ Specific outcome of any votes taken
 - ✓ The time and date of the next meeting at the bottom in bold
- Discussions should be captured as summaries, not play-by-play descriptions
- All conclusions should be captured (even if it was to discuss it further)
- Capture a full prose of all action plans including names and dates of responsibility. If no dates are given during the discussion it is up to the Executive Committee to assign reasonable dates.

FORMAT TO BE COPIED:

MEETING _____

DATE _____

ACTION ITEMS

ITEM	ACTION REQUIRED	RESPONSIBILITY	DATE DUE

MEMBERS PRESENT:

MEMBERS NOT PRESENT:

GUESTS:

DATE OF NEXT MEETING:

Appendix K – Faculty Advisor Responsibilities

The ISPE Student Chapter Faculty Advisor plays a significant role in the success and stability of an ISPE Student Chapter. A Faculty Advisor must be an energetic faculty member who has a strong interest in the students as well as an interest in the mission of ISPE. The Faculty Advisor will serve as a liaison between the educational institution, the Student Chapter and the local Affiliate or Chapter. A Faculty Advisor must be an ISPE Member (he or she will be awarded free Honorary Membership status) and at least 21 years of age. The Faculty Advisor is encouraged to utilize the services of an ISPE Student Chapter Industry Advisor. The Faculty Advisor will have the following responsibilities:

1. Encourage students in the sciences and related fields to become Student Members of ISPE
2. Assist with the coaching of new Student Officers when they are elected and ensure the continuity of the Student Chapter
3. Assist student officers with the development of Student Chapter activities and programs which stimulate interest in the profession
4. Facilitate networking events between students and professionals, with assistance from the local ISPE Affiliate or Chapter
5. Publicize ISPE programs and opportunities for Student Members
6. Mentor Students
7. Maintain a current Student Chapter roster
8. Encourage each Student Member to continue their membership in ISPE after graduation and remain active in the organization
9. Oversee the completion of all Student Chapter reporting requirements and ensure they are sent to ISPE Training and Operations Center within the specified deadlines (see Appendix E)
10. Monitor financial status of Student Chapter if there is a Student Chapter bank account

Appendix L – Industry Advisor Responsibilities

The ISPE Student Chapter Industry Advisor plays a significant role in the success and stability of an ISPE Student Chapter. The Industry Advisor must be an energetic ISPE Member who has a strong interest in the students as well as an interest in the mission of ISPE. The Industry Advisor will serve as a liaison between the Student Chapter, the local Affiliate or Chapter, and the Society as a whole. The Industry Advisor must be an ISPE Member and at least 21 years of age. The Industry Advisor will have the following responsibilities:

1. Consult and advise the Student Chapter on matters relating to the general conduct of the Affiliate or Chapter
2. Facilitate networking events between students and professionals, with assistance from the local ISPE Affiliate or Chapter
3. Publicize ISPE programs and opportunities for Student Members
4. Receive and distribute all correspondence from ISPE Member Relations and Student Affairs Chairs/Young Professionals Chairs
5. Review Student Chapter Website and enforce ISPE Website Policy and Guidance; periodically monitor all Student Chapter social media use
6. Monitor financial status of Student Chapter if there is a Student Chapter bank account

Appendix M. Student Poster Competition

The ISPE Student Poster Competition is an annual competition held by local ISPE Affiliates and Chapters before 31 July each year. The poster presentation consists of a visual display of research findings combined with an interactive question and answer period with a panel of judges. Local winners advance to the International Student Poster Competition at the ISPE Annual Meeting.

The exact structure of the poster competition may vary in each Affiliate/Chapter (i.e., poster competition combined with a local Affiliate/Chapter event, or a stand-alone Affiliate/Chapter event). The winners of the undergraduate and graduate level will be decided at the local event.

Affiliates and Chapters that hold student poster competitions typically have paid for the local winners (undergraduate and graduate) to attend the Annual Meeting and compete in the International Student Poster Competition. Affiliates and Chapters are encouraged to support as many students as possible to attend and compete at the Annual Meeting in whatever way they deem appropriate. Any student that participates in their local competition can compete in the International Competition at the Annual Meeting. ISPE student members in an area without an Affiliate or Chapter or whose Affiliate or Chapter did not hold a student poster competition can compete in the International Student Poster Competition but should contact ISPE (Debbie Kaufmann, dkaufmann@ispe.org or +1 301/364-9215 regarding how to do so.

Student Poster Competitors may also obtain financial support from the following sources: academic institution; fund raisers; parents; and earnings. Solicitation of funds from companies by students is strictly prohibited, but competitors may accept donations offered by companies.

If the students win and then graduate, they may still compete at the Annual Meeting in the fall under their original competition category.

Student Poster Competition Rules-

The poster must include the following:

- Title
- Names of author(s) and affiliated organization(s)
- Abstract (brief summary of objectives, methods, results, and conclusions)
- Background Information
- Project Objectives
- Materials and Methods
- Results (tables, graphs, charts)
- Conclusions
- Discussion of possible future directions or why project is complete

Each contestant must be a student member of ISPE **PRIOR** to competing at the Affiliate/Chapter poster competition and must remain in good standing through the Annual Meeting. Postdocs are not considered students.

Poster topics may be related to any facet of ISPE, which may include the following: research and development; facility design; engineering; human resources; process development, sales; computers; regulatory compliance; manufacturing; the environment; and technology.

Competitors shall plot the poster on a 40"x60" sheet of paper or mount the sections of the poster on color matboard.

ISPE (local and international levels) will supply each competitor with a white 40"x60" foam core poster board, easel, and mounting materials such as Velcro, tape or push pins. Competitors may choose to orient the poster vertically or horizontally.

All illustrations and text must be readable from a distance of 3 feet.

Academic institution logos and ISPE Affiliate/Chapter logos may be displayed on the poster. If the research presented was supported by a specific funding source, i.e., a grant or a company, a written acknowledgement of the funding source may be displayed but their logo will not be included on the poster.

Collaborative poster presentations are acceptable; however, only one primary author is permitted to compete in the poster competition. Substitutions will be allowed for the international competition only if the substitute is an ISPE student member, a member of the original research team, and substitute's name was on the original abstract/poster.

Include all collaborators that contributed to the body of work in the author section. Consent from all collaborators is necessary prior to the poster competition because of publication of poster contents in ISPE publications.

It is the responsibility of the Affiliate or Chapter to ensure that all Poster Competition rules are followed, and that each competitor is a Student Member of ISPE PRIOR to the competition.

Competitors will be given a ten-minute window to showcase their projects with the judges. Judging sessions will consist of a five-minute presentation given by the competitor plus a five-minute question-and-answer period.

Competitors may change or update their poster presentation between the Local Student Poster Competition and the International Student Poster Competition with new data that was obtained between the two competition dates. However, the same titled poster and abstract that was presented at the Local Competition must also be presented at the International Competition. If a competitor changes status between the local competition and International Competition (goes from undergraduate to graduate) they will not be allowed to update their poster if they wish to compete in their original classification.

For all questions concerning the Student Poster Competition, please contact Debbie Kaufmann by email, dkaufmann@ispe.org or by telephone, +1 301/364-9215

Appendix N. Emerging Economy Countries

The following nations are eligible for Emerging Economy Membership, 2018

Afghanistan	Malawi
Albania	Malaysia
Algeria	Maldives
Angola	Mali
Argentina	Mauritania
Armenia	Mauritius
Azerbaijan	Mexico
Bangladesh	Moldova
Belarus	Mongolia
Belize	Montenegro
Benin	Morocco
Bhutan	Mozambique
Bolivia	Myanmar
Bophuthatswana	Namibia
Bosnia and Herzegovina	Nauru
Botswana	Nepal
Brazil	New Guinea
Bulgaria	Nicaragua
Burundi	Niger
Cambodia (Kampuchea)	Nigeria
Cameroon	Pakistan
Central African Republic	Panama
Chad	Papua New Guinea
China	Paraguay
Colombia	Peru
Congo	Philippines
Costa Rica	Romania
Croatia	Russia
Cuba	Rwanda
Dominican Republic	Saint Vincent
Ecuador	Samoa
Egypt	Santa Lucia
El Salvador	Senegal
Equatorial Guinea	Serbia
Eritrea	Sierra Leone
Ethiopia	Solomon Islands
Fiji	Somalia
Gabon	South Africa
Gambia	Sri Lanka
Georgia	Sudan
Ghana	Suriname
Grenada	Swaziland
Guatemala	Syria
Guinea	Tanzania
Guyana	Thailand
Haiti	Togo
Honduras	Tonga
India	Tunisia
Indonesia	Turkey
Iran (Islamic Rep.)	Tuvalu
Iraq	Uganda
	Ukraine

Ivory Coast	Burkina Faso
Jamaica	Uzbekistan
Jordan	Vanuatu
Kazakhstan	Venezuela (RB)
Kenya	Vietnam
Kosovo	West Bank and Gaza
Laos	Western Samoa
Lebanon	Yemen
Lesotho	Zaire
Liberia	Zambia
Libya	Zimbabwe
Macedonia	
Madagascar	

* The U.S. Department of the Treasury, Office of Foreign Assets Control prohibits ISPE from offering membership in Cuba and Sudan. ISPE does not have an OFAC license to do business in Iraq, Iran, or the Democratic People's Republic of Korea (North Korea).