



Institute of
**Packaging
Professionals**

CHARTERED UNIT GUIDE

- CHAPTERS -

www.iopp.org/chapters

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UPDATED: August 2013

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INTRODUCTION

The purpose of the IoPP Chartered Unit Guide for Chapters is to give direction to and instruct developing and established chapters about the structure and corresponding activities related to the organization.

Mission Statement

The Institute of Packaging Professionals is dedicated to creating networking and educational opportunities that help packaging professionals succeed.

Vision Statement

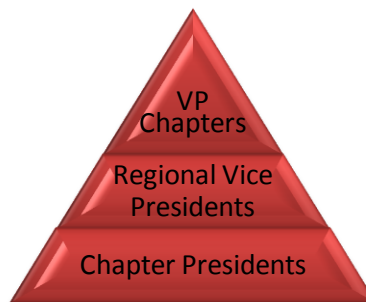
IoPP will be the central unifying force in packaging for the benefit of its members, the packaging community and society.

Core Values

- IoPP is dedicated to the proposition that packaging is a positive, environmentally responsible and economically efficient force, operating in a modern economic society for the benefit and improved well-being of its people.
- IoPP is committed to leadership in packaging through the continuing education and growth of its members and other packaging professionals.
- IoPP is operated with rigorous quality standards, reinforced by continuous improvement and growth in the organization, its activities and operations.
- IoPP is working with a dedicated team of volunteer leaders and employed staff, which collaborate efficiently and effectively for the betterment of packaging, the packaging community, IoPP and all of us as individuals; IoPP is maintaining timely and efficient communications among themselves and all other interested parties.
- IoPP is operated by individuals with a high standard of ethical conduct in all affairs, within budget and with cost controls to effect fiscal responsibility.

CHAPTERS COUNCIL

All Chapter Presidents and Regional Vice Presidents comprise the Chapters Council, with the Vice President–Chapters as the presiding officer.



The Chapters Council ensures that IoPP members and members of the packaging community are informed and educated on topics of interest. These goals are accomplished through meetings, newsletters, seminars and plant tours. Chapters Council encourages local Chapters to; disseminate information of interest and benefit to their colleagues; provide a forum for dialogue; and assist Chapter members in packaging matters.

Every Chapter President (or designee) is encouraged to attend the annual Chapters Council Meeting. Every Chapter President (or designee) automatically serves as a voting member of the IoPP Chapters Council; the members' responsibility involves setting IoPP policy.

Chapters Council Officers and Responsibilities

Vice President–Chapters

Elected by the Chapters Council (one vote per Chapter), serves a two-year term on the Board of Directors. Responsible for communicating to the Chapters, through the Regional Vice Presidents, all relevant information from the Board of Directors, and relaying Chapter information and communication to the Board of Directors and National Staff, when necessary and appropriate. Quarterly conference calls, activity/visit planning, and summaries of past activities are included in the Vice President–Chapters’ responsibilities.

Regional Vice President

Each Chapter reports to an assigned Regional Vice President, elected by the majority of the Chapters within the respective region and serves a minimum two-year term. The RVP maintains active liaisons between its Chapters, National Staff and the Vice President of Chapters.

- Serves as coordinator between the Chapter and IoPP National
- Assists in the development of new Chapters and advises Chapters in operational procedures
- Implements Institute policies; assists Chapters in their activities

Regional Vice President

1. Participates in National and Regional events
 - a. National Level Activities and National meetings (Leadership Conference)
 - b. Regional activities
2. Communicates regularly with the VP Chapters:
 - a. Ensures that all IoPP objectives are filtering down to IoPP chapters/members
 - b. Bring matters of concern from Chapters to the attention of the VP-Chapters
 - c. Identifies inactive or at-risk chapters that need assistance from IoPP National
3. Communicates regularly with chapter presidents:
 - a. Informs chapters of National IoPP objectives
 - b. Ensure chapters adhere to IoPP Constitution & By-Laws and reporting:
 - Bi-annual financial forms are submitted to National IoPP via www.iopp.org/financials
 - Accounting/legal documents and details are accurate and accessible
 - Provide members relevant opportunities and information according to IoPP objectives
 - c. Answer questions about chapter management and assist as needed
 - Succession planning, keeping people motivated/project management
 - d. Help address the particulars/details
 - Periodic searches of chapter websites for accurate and current content
 - Follow up on Chapter Excellence progress (chapters that follow the patterns set in the program typically have success)
 - Share chapter ideas for events, speakers, tours, other ideas
 - Verify each chapter is engaged in social media and contact if not up to date
 - Survey chapters periodically for engagement
 - Keep regional IoPP student chapter, student members and university groups tied in to local chapter events and communications
 - e. Ensure that chapter records are kept so that incoming/future chapter officers have the information they need as they step into their new roles
 - f. To foster an environment of support for the volunteer officers and members, and build excitement about being involved in IoPP

4. Keep clear records of chapter information and details:
 - a. Submit Chapter Officer information and term dates to Nationals annually by January 15
 - b. Inactive/Potential chapter information
 - c. Establish a schedule of regular group communications or email meetings with chapters
5. Assist with the development of struggling or new IoPP chapters:
 - a. Define leadership needs
 - b. Gather information about the area and potential for chapter growth
 - c. Challenge current members in the area, along with other potential chapter leaders to take on chapter leadership positions
 - d. Arrange start-up meetings/events, work with the VP-Chapters to get resources needed to reignite/start the chapter
 - e. Have information needed ready for new officers before they take over chapter leadership
 - f. Organize regional events as appropriate, with assistance of chapter presidents and input from VP-Chapters (meeting events, outings, seminars, social media connections, etc.)

Chapter President

The Chapter President must be diplomatic, organized and a motivator as the chief administrative leader responsible for the continuing chapter vitality, growth, and achievements (refer to description of Chapter President in Chapter Operations section for more details)

CHAPTER OPERATIONS

Establishing a Chapter

The key to growth of the Institute is in the continuous pursuit of new members. This growth may require the formation of new Chapters to serve the needs of members in a given location. Direct personal assistance in promoting and establishing a new Chapter is available from the staff at National headquarters, the Regional Vice Presidents, and the Vice President–Chapters.

Step 1 – Form a Steering Committee

The Steering Committee should be made up of at least six (6) IoPP members in good standing who have an interest in developing a Chapter in a given geographical area. Steering Committee members should be prepared to serve as Chapter Board members for a minimum of two years.

The names of the members of the Steering Committee should be forwarded via email to the VP-Chapters, along with a written request to form a new chapter; the RVP can assist with contacts

The Vice President–Chapters will designate a Regional Vice President to work closely with the chairperson of this Steering Committee, and may authorize a budget and funds for the new Chapter's expenses such as printing, mailing and advertising.

A systematic survey of potential local members should be conducted, with each member of the Steering Committee personally inviting perspective members to participate in Chapter meetings

Step 2 – Hold an Organizational Meeting

The chairperson of the Steering Committee will select a date for an organizational meeting. Potential members in the general geographic area should be invited and encouraged to invite other potential members to this meeting. At the meeting, membership information should be available. Inform the potential members of the benefits membership and conclude the meeting by setting up a date for the first business meeting of the Chapter.

Step 3 – Conduct Meeting Follow-Up

The Steering Committee should follow up with potential members. Select a date and location for the first business meeting. Assistance via Bylaws, chapter guides, national organization support, and at the regional level will be given by. The Regional Vice President, Vice President– Chapters, and IoPP General Manager are all available to assist in developing an effective meeting agenda and in notifying perspective and current members of the meeting details.

Step 4 – Begin INITIAL Chapter Activities

1. Complete an initial Chapter Leadership Roster and a Schedule of Chapter Meetings and email or mail to National headquarters and the Regional Vice President
2. Form a committee should to draft Chapter Bylaws, the Local Officers and Board of Directors should approve, and give a copy to each member of the Chapter
3. An orientation meeting for Chapter Board members should be set; program should cover legal and financial requirements, chapter goals, objectives, duties, and responsibilities of Chapter Board Members. A new orientation meeting should be held at the beginning of each successive term of office for newly elected or appointed Board Members.

Step 5 – Obtain Provisional Chapter and Chapter Status

When at least fifteen members, including transfers, join the Chapter, Provisional Chapter status will be granted. An official Charter and full Chapter status is granted to Provisional Chapters when twenty-five members have joined the Chapter, and the Chapter has been holding regular meetings for at least six months.

Throughout this process, funds may be available from National to assist the Chapter in financial matters. Contact the Vice President–Chapters for details.

Recommended Chapter Leadership Structure

The elected officers of the Chapter make up the Chapter's Board of Directors. These elected officers usually consist of the President, Vice President, Secretary and Treasurer. This committee will meet at the call of the President or upon written request of three of the committee members.

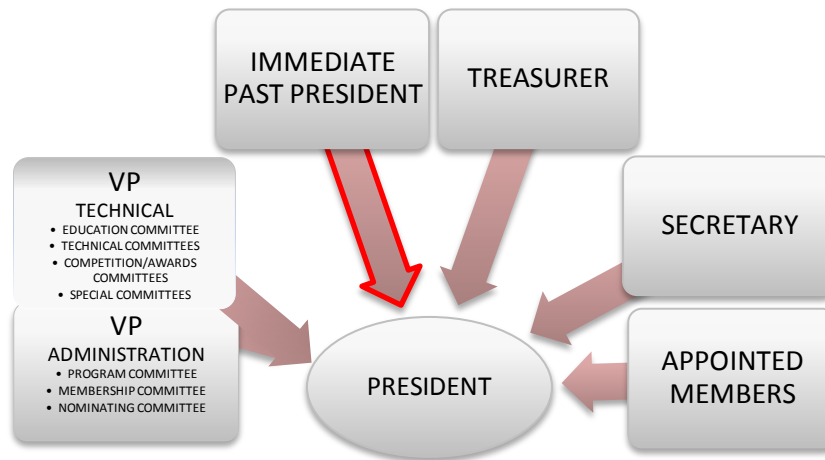
Chapter Board of Directors

The function of the Chapter Board is to provide direction and to govern the administration of the affairs of the Chapter. It is the duty of the Board to control and manage the chapter affairs and finances and adopt rules to govern the Chapter operation, its Board Members and Committees.

The Chapter Board consists of currently elected Chapter Board members (President, Vice President(s), Secretary, Treasurer, and Immediate Past President) and other Chapter members as called for in the Chapter Bylaws.

The Chapter Chairperson is the presiding officer of the Chapter Board, who shall call regular and special meetings of the Chapter Board as required. Notification of the Chapter Board meeting should be made, in writing, to all members of the Chapter Board, and should include an agenda of the points to be discussed.

CHAPTER BOARD OF DIRECTORS



Chapter Officers

Chapter Bylaws are recommended and should spell out, among other things, nomination procedures, filling of vacancies, terms of office and basic duties of the Officers.

Write descriptions of the duties expected of your local Chapter for each position and keep it on file and up to date. Remember, Chapters may operate autonomously, but within the framework of the National Institute of Packaging Professionals' Constitutional Bylaws. The following descriptions are a guide to help develop general description of duties expected of officers in your local Chapter:

Chapter President

The President must be a Professional paid member and/or a Certified Packaging Professional (CPP) member of IoPP. Upon completion of the term of office, the President automatically becomes part of the Chapter Board of Directors as Immediate Past President.

1. Establish and/or periodically review Chartered Unit Constitution and Bylaws
2. Preside at all regular and special meetings of the Chapter and read the Anti-trust Compliance Statement at the start of each meeting
3. In the absence of Chairman of the Board, preside at the Chapter Board of Directors meeting
4. Make sure all officers understand and comply with IoPP's Anti-trust Compliance Policy
5. Guide the Chapter in setting and achieving goals, including long-term goals
6. Help in assigning targeted completion dates for special events or goals
7. Appoint all Standing Committee and Special Committee Chairpersons, delegate responsibility and authority in order to distribute the workload and cultivate the talents of prospective leaders
8. Communication is very important, keep all other officers and the RVP informed of all pertinent matters on a regular basis, via emails, phone calls, and meetings
9. Serve as one of the three individuals who must sign a bank signature card, officially authorized to sign a check
10. Maintain a close working alliance with the Chapter Vice President(s)
11. Liaison with the Regional Vice President
12. Chapter Representative to the Chapters Council meetings (or appoint a member to attend)
13. Encourage all officers to attend National events

Chapter Vice President(s)

Typically, most chapters have one Vice President responsible for both technical and administrative duties; a large Chapter may have two: VP–Administration and VP–Technical

Chapter Vice President–Administration

First assistant to the President and should consider the term in office as a training period leading up to becoming the next Chapter President

The individual must be an assistant to the President and be capable of coordinating and supervising the work of each chairperson and member of each Program and Membership Committees to ensure proper preparation and implementation of all Chapter programs.

1. Preside at all Chapter meetings in the absence of the President, reading the Anti-trust Compliance Statement prior to the start of each meeting, if presiding
2. Provide leadership to and oversee the activities of the Program and Membership Committees
3. Recommend new appointments or replacements of committee members whose work has been ineffective, or who have had to discontinue involvement for other reasons
4. At the appropriate time, select members for the formation of a Nominating Committee, to present a proposed slate of officers for the next term of office
5. Undertake special assignments as delegated by the Chapter President
6. Attend and actively participate in meetings of the Chapter Board of Directors
7. Submit Chapter Leadership Roster to RVP annually by January 15
8. Manage the Chapter Excellence Program (refer to Chapter Excellence Guide)

Chapter Vice President–Technical

The Vice President–Technical is charged with serving the technical and educational needs and interests of local Chapter members. This individual has a reputation for keeping up to date on advances, methods, materials and equipment, and should have the potential to advance to the office of Chapter Vice President–Administration.

1. In charge of standing committees such as Education, Technical, Standards, Competition, Awards, and Loss and Damage and any special committee as assigned by the President
2. Attend and participate as a member of the Chapter Executive Committee and the Chapter Board of Directors

Chapter Secretary (Web Administrator)

Primary custodian of the Chapter's important documents and records all Chapter activities

1. Maintain a chronological record of all Chapter correspondence
2. Keep Minutes of all Chapter and Chapter Board of Directors meetings
3. Accurately record and promptly distribute Minutes to Chapter Officers, members of the Chapter Board of Directors, Regional Vice President, post to website within 30 days for general membership
4. Submit Chapter Meeting Report via www.iopp.org/officers within 2 weeks of every meeting
5. Submit Annual Chartered Unit Meeting Schedule via www.iopp.org/officers by January 15
6. Provide Technical Committees with relevant chapter record information, as needed
7. Maintain membership information, so accurate and up-to-date mailing and e-mail addresses are available (work with Chapter Membership Chair or Committee, if applicable to chapter)
8. Ensure that parliamentary procedures are followed during meetings
9. At the direction of the Chapter President or Chairman of the Chapter Board of Directors, read the Minutes from the previous meeting and make any corrections that may be needed
10. Publish meeting schedules and contact all members regarding upcoming meetings in advance

Chapter Treasurer

Ensures the Chapter remains financially solvent, prepares accurate and timely records, guards against unwise expenditures, monitors financial assets and maintains a treasury surplus

1. Comply with reporting per IRS regulations, work with a tax accountant to be ensure compliance with all IRS requirements. Each chapter is required to:
 - File for their own Tax ID and make sure it is active
 - Complete a tax return, the guidelines change from year to year
 - Reference the IRS website for additional information www.irs.gov/Charities-&-Non-Profits
2. Submit mandatory financial statements by July 31 and January 15 on www.iopp.org/financials
3. Prepare a budget each fiscal year and collect information of financial needs from all officers
4. Maintain a local bank account in the name of the Chapter
 - Ensure names and signatures of three (3) authorized board members are always on file for account signatures - Treasurer, President, plus one (1) other chapter board member
 - It is recommended to have two (2) signatures for significant expenditures, the amount considered significant needs to be determined and documented by every chapter
 - At least two (2) people have access to any account with electronic payment access
 - Develop Financial Succession plan to record information for chapter leadership transitions
5. Prepare all Financial Statements and have available at Chapter Board of Directors Meetings
6. Pay expenses incurred in connection with Chapter functions
7. Assist in collecting funds for fees at meetings and other events

Standard Chapter Committees

The number of committees depends on the number of objectives as well as the size of the Chapter. Various standing committees are recommended in order for the Chapter to meet its objectives. Some responsibilities of the various committees may be delegated to a local chapter officer or stand independently as a position on the Chapter Board of Directors. In this instance, the individual would serve as Director of a given activity. Below is a list of typical committees:

Awards Committee: Should consist of two (2) or three (3) individuals, responsible for making recommendations to the local Board of Directors for outstanding Chapter members who may qualify for a National Award, local Pi Alpha Kappa Award or Certificate of Appreciation

By-Laws Committee: Each Chapter is recommended to have its own By-Laws designed to meet the needs of the local membership. There is no mandatory format, since each Chapter is autonomous within the framework and scope of the National Institute's Constitution and By-Laws. This committee should draft the initial Chapter By-Laws, which must be approved by the Chapter Board. A periodic review of these By-Laws should be made and any proposed revisions or amendments presented for review by the Chapter Board (Contact IoPP National office for a model chapter affiliation agreement).

Education and Certification Committee: The ultimate goal is to strive for professional **Regional Vice** certification (CPP) for each chapter member

- Provide members with all available information on the IoPP CPP program
- Act as liaison with area educational institutions and provide counsel and assistance in development of courses and training programs in packaging technology.
- Sponsor local seminars on an annual basis and provide members with the opportunity to gain continuing education units of credit
- Maintain a close alliance with the Program and Membership Committee to ensure the integration of educational programs on the Chapter agenda
- Stress the benefits of the CPP designation, encourage members to study and apply for the CPP examination, and make study materials available for local members

Hospitality Committee: The individuals on the Hospitality Committee serve as the Reception Committee for Chapter meetings

- Attend all Chapter functions, greet members, welcome all visitors, and introduce visitors and guests to the officers and chapter members
- Provide lapel badges or identification cards, different colors or shaped badges are recommended to distinguish regular members and guests
- Provide information cards to visitors and give them to the Membership Committee for follow-up

Meetings Committee: Meetings should be well-planned and organized to ensure the smooth operation of each event, detailed information and instructions can be found at www.iopp.org

- Make reservations at local venues and finalize details for events
- Determine how the meeting charges will be handled (i.e., individual responsibility through meeting fees, Chapter contribution for part of the fee, sponsorship)
- Track confirmed registrants and notify IoPP Board and venues of the tally
- Turn in any fees collected to the Chapter Treasurer. Inform the Chapter Treasurer of any member who preregistered but did not show up, if a No Show invoice will be
- Prominently display IoPP logo and condensed Anti-trust Statement at events
- Display the IoPP logo at meetings, whenever possible

Membership Committee: The principal objective is to contribute to a successful chapter operation by attracting and retaining members. This committee must be active on a continuing basis and should be promote membership at each Chapter meeting. Each member should be made to feel their personal assistance is important. Members of the Membership Committee should encourage Chapter members to actively invite prospective members to attend meetings in the course of their normal work and activities.

- Conduct all membership activities of the Chapter, including efforts to attract new members, induction of new members into the Chapter, and retention of members
- Prepare and maintain data on potential new members, devise a plan for effectively contacting them, and promote awareness of the advantages of IoPP as a professional organization
- Keep fully informed as to members whose interest has lessened and report them to the Chapter Board, along with recommendations for regaining their participation
- Develop appropriate techniques to induct or welcome new members or transfers into Chapter
- Contact prospective members encouraging them to attend meetings and join IoPP
- Work with the individual in your Chapter who is responsible for either postal mailings or e-mail notices to ensure accurate member data

Nominating Committee: The Nominating Committee must be appointed by the Chapter Board of Directors, approximately six months prior to the end of the Officer's term. The members should be very familiar with the interests and capabilities of other members of the Chapter, in order to make appropriate recommendations for a slate of officers.

- Poll prospective candidates to be considered for various offices; obtain their commitment and agreement to be considered to serve the Chapter
- Nominate qualified candidates for each elective office and present slate of officers to the membership for vote
- Include write-in candidates on the slate for consideration of names are submitted from outside the Nominating Committee (by means of signatures of at least 25% of Chapter membership)
- Establish a deadline for submission of the vote and make ballots available on the Chapter Web Page, via email, electronic poll/survey, or forms can be mailed
- Tabulate the count, if a tie occurs, present to the Chapter Board of Directors for resolution
- Have election results published in the Minutes and in your Newsletter or Chapter Web Page

Programs & Tours Committee or Director: The programs and meetings are the showcase of the Chapter, reflecting the vitality and professionalism of its members. The best measure of success is achieved only when the meeting programs attract and satisfy the needs of the majority of members.

- Poll the membership once per year on their interests – desired topics, tour destinations, speakers, and meeting suggestion; ask for name, address and phone number of the plant contact person at any potential tour sites
- Create annual chapter event schedule and submit to Chapter Secretary before January 15
- Plan and fully organize the entire year's program of meetings – including date and when possible the time, place, speakers and topics. The annual agenda of meetings should regularly include talks, plant tours, social events, training and educational meetings.
- One month prior to every meeting, forward complete information on the meetings to the Secretary and Publicity individual, so adequate notices and publicity can be released
- Notify the Secretary and Publicity individual of any changes in programs so revised information can be relayed to the membership
- Coordinate with Publicity Committee to generate maximum attendance

Publicity Committee or Director: The Publicity Committee or Director is charged with presenting information on Chapter activities to internal and external individuals via a Chapter Newsletter and a Chapter Web Page

- Keep members informed of activities and special events to maintain continued interest by providing details to the individuals responsible for keeping the Web Page up to date, sharing on other social media sites (LinkedIn), or publishing in the Chapter Newsletter
- Submit information to RVP and National headquarters, so local Chapter activities and member accomplishments may be published on www.iopp.org and other publications and websites
- When appropriate, send news releases on member or Chapter accomplishments for publication in newspapers in areas where members reside

CHAPTER ACTIVITIES

Meetings

Regularly scheduled meetings are the showcase of the Chapter and reflect the vitality and professionalism of the members. Good attendance at the meetings will largely depend on the continuity of successful meetings.

Good meetings should provide maximum opportunity for members to:

- Receive and exchange technical information,
- Participate in fellowship and become better acquainted with local engineers of other disciplines
- Gain knowledge of problems and solutions in professional practice
- Understand the variety of packaging systems utilized by local industries

A Chartered Unit's communication program should keep its membership well informed, to promote the participation, interest and financial support necessary to the success of the unit's programs. Also, the communication program must provide feedback to leadership, relaying members' needs and desires, as well as Unit performance.

Dinner meetings are popular among most IoPP Chapters, preceded by a simple social time. Other Chapters thrive on tour events, followed by dinner and a brief business meeting and/or speaker.

Reporting Requirements

Chapter to VP Chapters and Chapter RVP

Chapters are required to submit the following information to National IoPP:

- Annual Chapter Leadership Roster—with a copy to their Regional Vice President January 15
- Annual Tentative schedule of Chapter meetings—with a copy to their RVP by January 15
- Bi-annual financial statements no later than July 31 and January 15 www.iopp.org/financial
- Chapter Meeting Report, to be completed after each event or meeting www.iopp.org/officers

President to Vice President—Chapters

- Chapter Presidents share current and next fiscal year goals to RVP no later than January 31
- Chapter Presidents and RVP to establish Quarterly chapter visits and/or teleconference
- RVPs submit Quarterly Chapter Meeting Report within 30 days of meeting to VP Chapters

CHAPTER STRUCTURE

Requirements for all Chapters

All chapters must meet the following requirements to be considered active by IoPP

- Submit Chapter Meeting Reports as required to RVP and www.iopp.org/officers
- Submit Annual Meeting Schedule to IoPP National and RVP by January 15
- Treasury
 1. Submit Biannual Financial Statements (January 31 and July 31) www.iopp.org/financial
 2. Meet IRS reporting requirements
- Chapter Leadership Roster current with all Board Members dues paid up to date

Meeting Frequency

Meeting cadence is flexible, as long as chapters have established annual schedules and adhere to the minimum number of events per their Annual Chapter Meeting Schedule, when possible

- Monthly
- Quarterly
- Bi-annual
- Annual

CHAPTER DECERTIFICATION PROCESS

The process of decertification identifies inactive chapters and allows leaders and members of non-compliant chapters the opportunity and assistance to bring the chapter back to active status.

Criteria

Criteria will be communicated to all chapters annually; all chapters are reviewed by the same criteria and notified of their status if criteria are not met. Chapters that do not meet criteria will be notified. The requirements to remain active include, but are not limited to:

- Board Meetings
- Chapter Events
- Website current and active
- Membership
- Financial/Treasury

Chapters will have the opportunity to respond with additional information or appeal within 30 days

Advisement

Chapters deemed inactive will be notified. This initial notice may be sent to any Chapter that has not met criteria listed above for the specified time period.

Response

Chapter can elect to rectify or deactivate by communicating that criteria are being met, that criteria will be met within 30 days, or any special circumstances that may apply

Notification

Second Correspondence that criteria have not been met for specified time period will be sent. An opportunity to appeal will be given (this applies to chapters that elect to remain certified or require more time/action than initial advisement and response period)

Appeal

Chapters that appeal must work with RVP and VP Chapters to provide action plan to meet criteria and remain/reinstate certification

Probationary Period - Action & Remedy

Interested chapter demonstrate action has been taken to remain certified, Timing – Six (6) months

Chapter Decertification/Merger Process

The following steps will occur when a chapter is decertified to ensure members remain connected

- Notification of Members and Member Reroutes to alternate chapter or region, if necessary
- Website Removal from www.iopp.org
- Treasury Account Status & Liquidation (funds will be directed to National IoPP)

CHARTERED UNIT BEST PRACTICES

These Best Practices are suggestions to help IoPP Chartered Units operate effectively. Some of these suggestions may apply and some may not. IoPP encourages you to consider how these suggestions may fit into your objectives.

Objectives

Long-Range Objectives are the continuing general goals of the Chartered Unit, and represent the reasons for the Chartered Unit's existence. Once established, these objectives should be reexamined periodically, to make certain they constantly meet the needs of the changing packaging profession. Some examples are:

- Increase membership and participation of members and Certified Packaging Professionals
- Educational Programs, Seminars, and Tours

Short-Term Objectives are the specific plans of a Chartered Unit for implementing their long-range objectives, on a yearly or other limited period basis. Compile a list of short-term objectives and present to Chartered Unit members at a specified meeting of the Chartered Unit. Upon approval, each objective becomes a Chartered Unit project and is assigned to a subcommittee or individual appointed by the Chair. Short-term objectives might include:

- Full-day seminars, workshop meetings, plant tours, special meetings with other IoPP chapters or other professional groups to exchange knowledge and viewpoints
- Compilation of specifications, technical data, test procedures, or production control methods for the IoPP membership and/or packaging community at-large
- Preparation of a special report, bibliography or monograph for IoPP publication

Meeting and Program Formats

Programs can take many forms; it is excellent practice to get members of the chapter/committee to speak on their own packaging projects and areas of expertise. This working participation builds interest and strengthens ties within the Chartered Unit.

Below are examples of meeting formats which various Chartered Units have found successful:

- Morning or afternoon session with 2-4 papers, followed by questions and answers
- Panel discussion
- All-Day seminar
 - Present 4-8 papers in the morning and afternoon, with discussion period
 - Social reception and lunch between morning and afternoon sessions
 - Plant tour to view packaging line operation or packaging materials manufacture. May be preceded by morning seminar and lunch
 - Social reception and dinner
 - After dinner speaker (optional)
- Operation of a Chartered Unit problem-solving clinic or workshop, to develop ideas and background information for new projects or formal meeting programs, in line with the objectives of your committee
- Development of a paper derived from Chartered Unit activity, for submission to IoPP office for possible publication
- Evening dinner meeting with guest speaker

Planning Speaker Programs

Plans for a formal program of speakers or panelists, and/or plant tours, should be discussed and decided upon, along with other short-range projects, at a meeting of your Chartered Unit. Such meetings must be planned sufficiently in advance to allow ample time to perform all the tasks, major or minor, that make up a well-organized, well-attended and well-remembered program.

The following suggestions are tailored to the requirements for a one-day meeting, including lunch with five or six speakers. Most of these guidelines apply equally well to smaller meetings with one speaker, or 2-3 day meetings with evening social and dinner activities.

Assigning Responsibility

Although Chartered Units plan meetings using various methods, the following are general guidelines that can be modified to suit the particular needs of a chapter/committee. Responsibility for all meeting details may be delegated to a unit committee, task group or officers:

1. An overall Meeting Chair to coordinate all activities and see that schedules are met
2. A Program Chair to procure speakers and plan program events
3. A Publicity Chair, responsible for publicity and meeting announcements.
4. A Local Arrangements Chair to handle hotel or meeting place details, registration, meals and audio/visual requirements

As soon as these responsibilities have been assigned, it is important that the Meeting Chair find out what help and services are available from the IoPP National office. This must be done early, to allow time for implementing this cooperative effort. For any Chartered Unit, IoPP headquarters may be used as a full service meeting resource, to provide meeting arrangements, or to provide only those services requested by the Chartered Unit.

Getting Attendance

The backbone of your meeting attendance should be IoPP members. However, your Chartered Unit may wish to expand meeting participation on certain occasions. Three ways to accomplish this are Publicity, Announcements, and Word of Mouth:

Publicity: Involves writing and delivering information by one or more of the following methods;

- Press Releases - Trade Publications or Newspapers (contact IoPP National 6-12 weeks prior)
- Chapter Website or Social Networking Sites (e.g. LinkedIn, Facebook, Yahoo Groups, Twitter)

Announcements: In addition to trade publication and newspaper releases, meeting announcements may be emailed, mailed, or texted to your lists of those who attended your meetings over the past two years. By contacting the IoPP National office, you may arrange for use of IoPP's overall membership and prospect lists, which are broken down by chapter, state, and industry segments, samples of successful announcements are available from IoPP headquarters.

Meeting announcements should be clear and concise, and contain:

- Meeting date and time the program begins
- Location – include address and directions (if webinar, list web address and login)
- Subject of the meeting
- Full names and affiliations of speakers
- Titles of individual presentations
- Meal function details
- Registration price – if no charge, say so
- Return registration form – include name, address and contact

Word of Mouth: The best way to promote chapter meetings is via chapter/committee members. They can advise their associates and contacts of meetings. Supply members with printed announcements, plus an electronic version that can be emailed or published via social media.

Coordination with Other Professional Activities

Your Chartered Unit can take a major step forward in increasing its prominence and value to its members, by planning one or more jointly-sponsored meetings each year. Joint meetings between Chapters and Technical Committees of the Institute are of greatest technical value and are usually easy to arrange.

Regional Meetings

Co-sponsorship of meetings and project activities with IoPP Chapters and Technical Committees gives the advantage of drawing a concentrated attendance (and prospective Committee membership) from a local area that might not otherwise be reached. It also helps the Chapter with its membership efforts. Names and addresses of Chartered Unit officers are available at each unit's website, and up-to-date list is available from the IoPP office as well.

Joint meetings with other professional or trade associations in the same or related areas of your Chartered Unit's interest can provide a membership stimulus, and lead to cooperative efforts on other projects. Names of associations that conduct meetings of packaging interest are available from the IoPP office.

IoPP REGION REALIGNMENT 2013 Region and Chapter Contact Information

Region 1: North Atlantic

Central Penn (Harrisburg)
Connecticut
Meadowlands- NY/NJ Metro
New England (Boston)
New Jersey - Central
Philadelphia (PA)
Steel City - Western PA/Pittsburgh
Western New York (Buffalo/Syracuse)

Jean Feldkamp CPP - jfeldkamp@randwhitney.com

www.iopp.org/centralpenn
www.iopp.org/connecticut
www.iopp.org/meadowlands
www.iopp.org/newenglad
www.iopp.org/newjersey
www.iopp.org/philadelphia
www.iopp.org/steelcity
www.iopp.org/westernnewyork

Region 2: East Central

Central Indiana (Indianapolis)
Central Ohio (Columbus)
Cincinnati (OH)

Joe Briski - joe.briski@hilexpoly.com

www.iopp.org/centralindiana
www.iopp.org/centralohio
www.iopp.org/cincinnati

Region 3: Great Lakes

Cleveland (OH)
Glass City (Toledo, OH)
Michigan (Detroit-Metro)
Ontario, Canada (Toronto)
West Michigan (Grand Rapids)

Bridget Grewal - bmgmsu@yahoo.com

www.iopp.org/cleveland
www.iopp.org/glasscity
www.iopp.org/michigan
www.iopp.org/ontario
www.iopp.org/westmichigan

Region 4: North Central

Chicago (IL)
Fox Valley (NE WI)
Minnesota (Minneapolis/MN & Western WI)
Wisconsin (Milwaukee)

Christopher J. DeJardin CPP - chrisedjardin@yahoo.com

www.iopp.org/chicago
www.iopp.org/foxvalley
www.iopp.org/minnesota
www.iopp.org/wisconsin

Region 5: South-Eastern

Central Florida (Orlando/Tampa)
Southeastern (Atlanta, GA)
Heart of America (Kansas/KC-MO)
Midlands (Omaha, NE/Lincoln)
Mid-South (Memphis)Memphis
Missouri-Gateway (St. Louis, MO)
Mississippi Valley (Cedar Rapids/De Moines, IA)

Suzanne Simmons, CPP – suzsim44@yahoo.com

www.iopp.org/centralflorida
www.iopp.org/southeastern
www.iopp.org/heartofamerica
www.iopp.org/midlands
www.iopp.org/midsouth
www.iopp.org/missourigateway

Region 6: South Central

Gulf Coast (Houston, TX)
Lone Star (San Antonio/Austin, TX)
Ozark (NW Arkansas)
Tejas (Dallas-Fort Worth, TX)

N/A

Michael H. Eastman CPP - mike.eastman@alconlabs.com

www.iopp.org/gulfcoast
www.iopp.org/lonestar
www.iopp.org/ozark
www.iopp.org/tejas

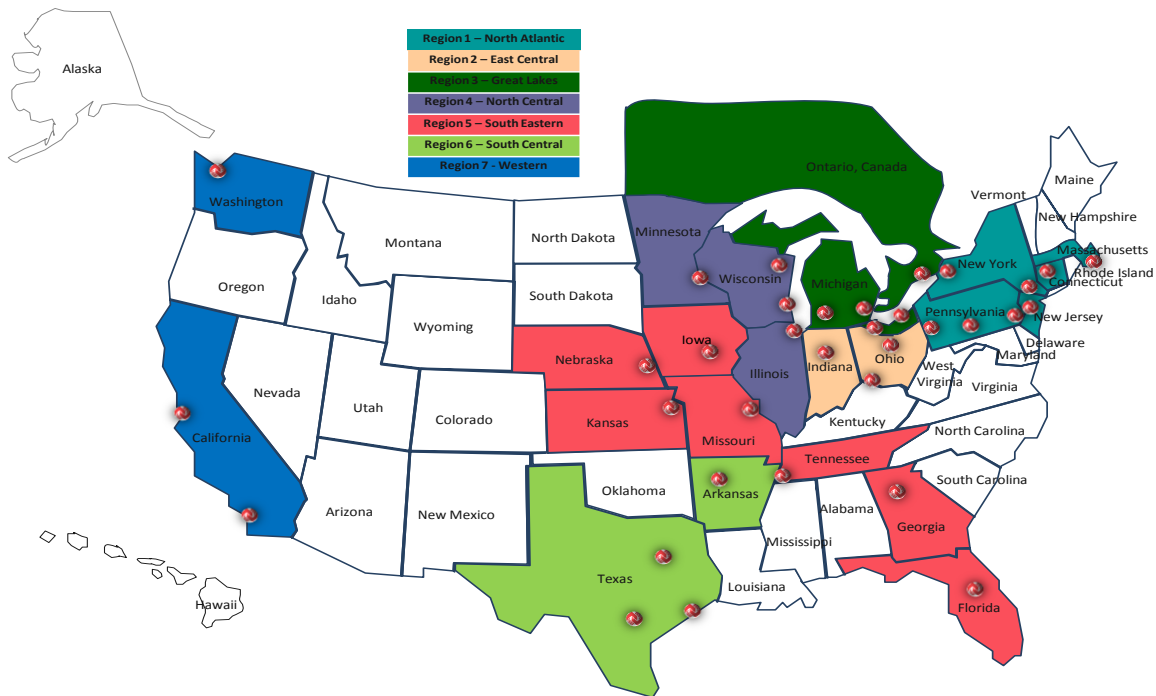
Region 7: Western

Cascade (Seattle, WA)
Golden Gate (San Fran, CA)
Southern California (L.A., CA)

Dan Nicely - daniel.nicely@kla-tencor.com

www.iopp.org/cascade
www.iopp.org/goldengate
www.iopp.org/southerncalifornia

IoPP REGIONAL MAP



IoPP WEBSITE LINKS

IoPP Officers and Elected Leader Information
 Chapter Financial Report Submission Form
 Certified Packaging Professional Program
 The IoPP Bookstore
 Packaging Learning Center: Educational Courses and Training

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IoPP Award Nominations
 AmeriStar Package Competition
 Student Ameristar
 IoPP and Industry Events
 IoPP Update: Newsletter, current and back issues
 IoPP Journal of Packaging Online Technical Publication
 IoPP Speakers Bureau

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 Renew your membership online
 Update your contact and industry involvement information
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