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NORTH AMERICA PRACTICE (NAP)

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**SOCIETY FOR THE ADVANCEMENT OF
MATERIAL AND PROCESS ENGINEERING**

NORTH AMERICA PRACTICE (NAP)

TITLE: GOVERNANCE OF PRACTICE

SCOPE:

The NAPs contain the standing rules that have been adopted by the North America Board of Directors of the Society to reflect the practices of this Region of the Global Society.

PRACTICE:

- A. The practices in NAPs supplement, and are subject to, the Articles of Incorporation and the North America and Global Bylaws of the Society. In the event of a variance therewith, the Articles of Incorporation and the North America and Global Bylaws of the Society shall supersede any such practice and the practice shall be changed to comply therewith.
- B. NAPs may only be modified by the North America Board of Directors unless otherwise specified. Modifications require a simple majority vote. Such changes shall become effective immediately upon adoption thereof unless specifically stated otherwise.
- C. The North America Board of Directors will oversee the SAMPE North America Strategic Roadmap as part of the annual strategic planning process. Oversight will ensure that the Strategic Roadmap furthers the mission of the society, and that tactical resources are focused on the Strategic Roadmap created annually by the North American Board of Directors.
- D. The society's strategic planning performance will be evaluated against the specific operational goals that the board has determined will further the agreed strategy in line with the organization's mission.
- E. The board shall define with its members the specific benchmarks (long-term, mid-term and short-term goals) that would indicate successful performance and monitor results twice a year.
- F. If the operational goals are not being met, the board should consider where adjustment may be necessary to re-align with the strategic plan.

**SOCIETY FOR THE ADVANCEMENT OF
MATERIAL AND PROCESS ENGINEERING**

NORTH AMERICA PRACTICE (NAP)

TITLE: ACCESSIBILITY TO GOVERNING DOCUMENTS

SCOPE:

SAMPE shall allow access to SAMPE's governing documentation to SAMPE members and to the public on an individual basis upon written request. Such access shall be solely from the SAMPE office, which will maintain a master set of all documentation. The society reserves the right to charge a reasonable cost to comply.

PRACTICE:

A. Availability

1. Copies of any or all of SAMPE's governing documentation will be provided to any member in good standing upon request via any method of communication. They will also be provided to the public on an individual basis upon written request. Media may be electronic or paper or a combination, as determined by the SAMPE office.
2. If made available via the SAMPE website, copies of any or all of SAMPE's governing documentation may be accessed via an internet connection by any member in good standing upon requesting the login name and password from the SAMPE office. Maintenance of the accessibility of the login name(s) and password(s) shall be the responsibility of SAMPE.

**SOCIETY FOR THE ADVANCEMENT OF
MATERIAL AND PROCESS ENGINEERING**

NORTH AMERICA PRACTICE (NAP)

TITLE: NORTH AMERICA COMMITTEES

SCOPE:

This NAP specifies the duties and powers that have been delegated to the Standing North America Committees, as identified herein. Other Standing or Ad-hoc Committees, with specific duties may be established, as deemed necessary, by the North America (N.A.) President.

PRACTICE:

- A. The Society shall have such committees comprised of members to assist in the governance of the Society with respect to its organizational, technical and educational objectives. Committees shall be either Standing Committees, whose purposes are long standing with respect to the objectives of the Society, and Ad-hoc Committees which have specific, short-term objectives and are established by the N.A. President. The committee chairs will be appointed and accountable as requested by the N.A. President.
1. Standing committees are governed by a North America Practice.
 2. Any standing committee dormant for more than three years shall cease to be a standing committee.
- B. Organizational Committees are those which pertain to the operation of the Society and its organizational groups; Technical Committees pertain to furthering the technical objectives of the Society; and, Educational Committees pertain to the education of our future professional members. Each of the committees is as described below.
1. ORGANIZATIONAL COMMITTEES
 - a. FINANCE COMMITTEE – This committee shall examine, investigate, and report on all accounts and financial practices of the Society, shall propose budgets for the Society, and shall be governed by NAP 2.1.
 - b. RULES AND PARLIAMENTARIAN COMMITTEE – This committee shall examine the N.A. Bylaws and the laws, rules and regulations of the N.A. Region and its Chapters, and shall submit recommendations it deems necessary concerning revisions thereof to the North America Board of Directors. The committee shall submit a report and recommendations to the North America Board of Directors on all properly proposed amendments to such Bylaws and laws, rules and regulations. The committee shall review Bylaws of local Chapters for conformity to N.A. and Global Bylaws when called upon to do so; such interpretations and any ruling by the committee based thereon, shall be binding. It shall be submitted to the SAMPE Office for publications. The Rules and Parliamentarian committee shall be knowledgeable about Robert's Rules and the chair or a designated alternate shall act as parliamentarian at all Board of Directors meetings.

c. CHAPTER RELATIONS COMMITTEE – This committee shall promote and supervise the creation of new chapters in the N.A. Region and shall promote within such chapters the fostering of the objectives of the Society. The Chapter Relations committee shall also act as liaison between local chapters and the N.A. Region and shall be responsible for any assistance the local chapters may require.

2. TECHNICAL COMMITTEES

a. FUTURE CONFERENCES COMMITTEE – This committee shall be responsible for coordinating all SAMPE activities associated with the awarding and technical programming of North America Board sponsored technical meetings. This committee shall select meeting dates, sponsoring chapters, meeting locations (geographically) and review the intended programs for appropriateness and duplication. The SAMPE Technical Director shall be an ex-officio member of this committee. The chair of this committee shall be selected and shall serve for a term as decided by the Executive Cabinet. This committee is responsible for:

- i. A formal procedure to award conduct of a SAMPE technical meeting.
- ii. A formal procedure to review technical programming.
- iii. A formal procedure to report to and to obtain approval of the technical meeting by the North America Board.

b. DELMONTE AWARD COMMITTEE – This committee shall solicit applicants, review the nominations, select the recipient and present the award at an International SAMPE event in accordance with the procedure presented in the latest issue of NAP 5.2.

3. ROLE OF TECHNICAL COMMITTEES AND COMMUNITIES ON M&P TECHNOLOGIES AND APPLICATIONS

a. Provide a resource to SAMPE on technical expertise in specific materials and process technologies and/or application areas.

b. Provide support to the SAMPE Executive and Technical Directors, and Symposia/Conference Chairs and Organizing Committees SAMPE conferences.

c. Assist in the development of technical programs for the SAMPE conferences, workshops and conferences.

d. Maintain an awareness of industry technology advances, trends, markets and applications.

e. Provide additional technology reports as requested by the N.A. Executive Cabinet.

4. COMMITTEE CONSTITUTION

a. Committee Chairs shall be SAMPE members in good standing and leaders in their respective fields.

b. Committee members shall be active SAMPE members or shall have applied for SAMPE membership.

- c. Committees are encouraged to recruit members from different cross sections of the materials and processes spectrum.
- d. Committees are encouraged to recruit members that include representation from academia, industry and government.

**SOCIETY FOR THE ADVANCEMENT OF
MATERIAL AND PROCESS ENGINEERING**

NORTH AMERICA PRACTICE (NAP)

TITLE: PAST PRESIDENTS COMMITTEE

SCOPE:

This document describes the membership, roles and responsibilities of the North America Past Presidents Committee of SAMPE. This committee is responsible for being advisors to the Executive Cabinet particularly in matters pertaining to the health and future direction of the Society as well as other duties described in various practices. Trustees have additional responsibilities for financial oversight.

PRACTICE:

A. Membership and Governance

As described in the SAMPE North America Bylaws, upon the full completion of his/her term of office each President shall automatically become a member of the Past Presidents committee.

The Immediate Past President shall serve as Chair of the Past Presidents committee and as chair of the Trustees. In the event of his/her absence or inability to serve, the next Immediate Past President shall fill this role. Further, succeeding vacancies of Past President chairs shall be filled in a similar chronological manner.

B. Privileges, Roles and Responsibilities

The Past Presidents Committee, as a whole, shall:

1. Periodically determine the viability and suitability of existing and proposed SAMPE awards and advise the Executive Cabinet on their establishment, continuation, suspension, or elimination, as appropriate.
2. Participate in SAMPE award presentations as described in other SAMPE Practices.
3. Participate in the election of officers.

C. Trustees

In addition to the rights, privileges and responsibilities of each and every member of the Past Presidents committee, further tasks and assignments shall be undertaken and discharged by a qualified Trustee.

1. Qualifications: Trustees are those Past Presidents who, by letter of intent to the President at the beginning of the SAMPE fiscal year (1 July), indicate they will serve as Trustees and who have attended at least three (3) of the preceding five (5) Board of Directors meetings of the Society.

2. Discussions concerning Trustee matters may be held at a regular Past Presidents committee meeting and may involve any of those in attendance. However, any voting on these matters shall be by qualified Trustees only. The Chair of the Past Presidents committee and therefore, the chair of the Trustees shall determine voter eligibility.

3. Additional Responsibilities. Trustees of the Society have oversight responsibility reporting to the Executive Cabinet of SAMPE and, where appropriate, to the BOD. Their tasks will be as follows:

a. Function as an oversight authority for the Society to review thrusts and directions of the Society's operations to ensure conformance to the aims and purposes of the Society, as defined in the Bylaws. Based on their experience, Trustees provide counsel to the Executive Cabinet in such matters.

b. Participate on the SAMPE North America Board of Directors as described in the SAMPE Bylaws and Practices.

c. Review the annual budget prior to its presentation to the BOD and recommend changes, as deemed necessary to the SAMPE Treasurer. The proposed budget shall be mailed to the Trustees at least three (3) weeks prior to the BOD meeting. Comments from the Trustees must be returned prior to the BOD meeting to the Treasurer in order to receive consideration in the proposed budget. In the unlikely event that differences cannot be resolved, either group may bring the budget issue to the BOD for decision, if necessary.

d. Annually review and provide feedback for salary pool increases for SAMPE personnel and Technical Director, based on recommendations from the SAMPE Executive Cabinet.

e. Act as an arbitration panel to help the Executive Cabinet resolve any conflicts that may occur. This activity shall be at the request of the Executive Cabinet or any individual member(s) of that cabinet.

f. Accept other special assignments as might be requested by the Executive Cabinet from time to time.

4. Trustees as members of the NA Board of Directors.

a. Only eight (8) trustees may vote at the NA Board of Directors meetings although other Trustees and Past Presidents may attend the board meetings as observers. If there is greater than eight Trustees that would like to vote, there shall be an election by an internet process where all NA and International Past Presidents are sent a ballot to vote for eight of those Trustees that plan to attend and would like to vote.

b. The first step in the selection process shall consist of the Immediate Past President (or his/her representative) asking all Trustees by email if they plan to attend the upcoming meeting and if they would like to vote.

c. If a Trustee elected to vote does not attend the meeting, the Trustee with the next most votes shall be offered the vote.

d. Trustees that will have votes at the meeting shall be selected by a vote two months prior to each meeting.

**SOCIETY FOR THE ADVANCEMENT OF
MATERIAL AND PROCESS ENGINEERING**

NORTH AMERICA PRACTICE (NAP)

TITLE: ELECTION OF NORTH AMERICA REGION OFFICERS

SCOPE:

This Practice specifies the policies that shall govern the elections of the officers of the North America Region of the Society.

All candidates for officers of the North America Region Society shall have been nominated, and those nominations presented by the Nominating Committee to the North America Region Board of Directors. Officers of the Society, unless otherwise specified, shall be elected by secret ballot by the North America Region Board of Directors.

PRACTICE:

A. Nominations

All candidates for election to the offices of the North America Region shall be nominated prior to the first day of December in each year. The incumbent North America Region Executive Vice-President shall automatically be nominated for N.A. President, the N.A. Vice-President shall automatically be nominated for North America Region Executive Vice-President, the North America President shall automatically be nominated for the North America Global Director. It is preferred that two nominees be established for each of the other elected offices: Vice-President, Secretary and Treasurer. If necessary to assure continuity in office, nominations for North America Region President and/or North America Region Executive Vice-President shall also be made. The nominations in no way prohibit additional nominations from the floor for any office.

Nominations shall be received in the form of a report from the Nominating Committee. A request to the Board of Directors meeting for additional nominations shall be made to meet the December 1 deadline.

The membership of the Nominating Committee, chaired by the Immediate North America Region Past President, is described in the Bylaws.

B. Election Procedure

The officers of the Society shall be elected in the following manner:

1. Not later than the first day of March, the Past Presidents Committee shall cause suitable packages of election materials to be delivered to the Email address of record of each member of the North America Region Board of Directors who is eligible to vote in such elections. Each package shall include the following items:

a. The names of all duly nominated candidates shall be listed in alphabetical sequence under each respective office on all such ballots.

b. A supplementary description presenting a pictorial likeness and a biographical summary of the qualifications and achievements of each such candidate who may submit such picture and summary to the North America Region Past Presidents Committee for such use.

2. The election of officers will take place at the spring North America Board of Directors meeting.

3. A simple plurality of qualified votes cast by voters eligible thereto shall be required for election to each respective office and all candidates who receive such plurality votes shall be declared to be elected to such offices provided, however, that in the event that the balloting for any office does not show such plurality for any qualified candidate, a second ballot shall be prepared without the name of that candidate who received the smallest number of votes for such respective office and the aforesaid balloting procedures shall be repeated.

C. Special Elections

If circumstances demand such action, special elections may be held by the North America Region Past Presidents committee without the normal nominating procedure, but those elected shall serve only for the duration of the balance of the term of his/her predecessor. The makeup of the committee shall be in accordance with the Bylaws and the appropriate Practice.

D. Notification

The results of each election shall be submitted in a report to the Past Presidents Committee during the first regular North America Region Board of Directors meeting which is held subsequent to such election.

**SOCIETY FOR THE ADVANCEMENT OF
MATERIAL AND PROCESS ENGINEERING**

NORTH AMERICA PRACTICE (NAP)

TITLE: CORRESPONDENCE

SCOPE:

This Practice specifies the policy which shall govern the distribution of written and electronic correspondence that is generated or received by the Board of Directors (BOD), Officers or Committees. Additionally, it governs the distribution of electronic correspondence generated by the Chapters.

The Membership Department shall maintain and keep current a SAMPE member email list (the master e-mail list). This list may never be released to any outside group.

SAMPE Chapters will maintain an email list of chapter members and others who may be interested in Chapter activities. This list may never be used for profit.

PRACTICE:

- A. Minutes of each meeting of the Board of Directors shall be available to each Officer and Director. Such distribution shall be made by the Secretary not later than thirty days after the close of such meeting.
- B. All e-mails to SAMPE members, using the master e-mail list, must originate from the SAMPE office. Members, Chapters, Organizing Committees and others who have a need to send such e-mail notices must submit them to the SAMPE Membership Department. Approval of the Chief Staff Executive or President is required prior to sending the e-mail.
- C. All e-mails from a Chapter using the Chapter master list must originate from a Chapter officer or other member designated by the Chapter Board of Directors. The e-mail list shall not be distributed or be made available to anyone outside of the Chapter for any purpose. All e-mails generated for profit making purposes must contain a provision for members to opt out of receiving future SAMPE generated e-mails from the customer.

**SOCIETY FOR THE ADVANCEMENT OF
MATERIAL AND PROCESS ENGINEERING**

NORTH AMERICA PRACTICE (NAP)

TITLE: FINANCE COMMITTEE

SCOPE:

This Practice covers the activities of the SAMPE Finance Committee. The Finance Committee shall examine, investigate and report on all accounts of Society funds and shall propose budgets for the expenditure of Society monies. The Treasurer of the Society is responsible for, and to, the Finance Committee.

PRACTICE:

A. Financial Position

The Finance Committee shall make suggestions to the Executive Cabinet on ways to ascertain the dollar worth of the Society's various activities and operations and shall recommend possible changes to better the Society's financial position.

B. Financial Analyses

The Finance Committee shall use the Society's financial records to conduct its analyses. Analyses shall be conducted as directed by the Treasurer or by the Executive Cabinet. The Society shall have one set of accounting books which is the responsibility of the North America Region Treasurer and accessible to the Finance Committee. These books shall be in accord with acceptable accounting practices and standards. The Treasurer delegates the responsibility of posting the daily business transactions of the Society to the SAMPE office.

C. Budget Procedures and Responsibilities

The Finance Committee, in cooperation with the Treasurer and the SAMPE office is responsible for the generation of the budget and analysis of the year-to-date reports.

1. The budget is made up of a budget and a year-to-date report. The budget refers to the annual preparation of anticipated income and expense estimates submitted to the Board of Directors (BOD) for approval annually prior to the end of the fiscal year. This budget remains a fixed reference throughout the fiscal year (July 1-June 30). The SAMPE office, Directors, Officers and Committee Chairs shall submit their anticipated financial requirements for the next fiscal year as directed, to either the responsible member of the Executive Cabinet, the Treasurer or the SAMPE office, by December 31 for the subsequent fiscal year.
2. The year-to-date report refers to the preparation of a report that describes the Society's finances with respect to the budget approved by the BOD. This report may also be accompanied by explanations of significant deviations from the approved budget.

3. One such deviation is the annual approval of the CAMX conference budget which is essentially six months out-of-sequence with the general SAMPE NA budgeting process. Typically, the CAMX steering committee approves the preliminary CAMX budget line item in December while the NAEC and NABOD approve the SAMPE NA budget the following June.

To accommodate, the NAEC Treasurer during the fall NAEC meeting, shall make a motion to approve the initial CAMX budget line item provided there are no downstream revisions that may cause the total Net Income to increase or decrease in excess of five (5) percent. If downstream revisions exceed this amount, the budget is reworked and then returned to the NAEC for approval.

Suggested Timeline:

- Fall, NAEC: NA Treasurer presents CAMX budget line item for approval by the NAEC
- Fall (only if revisions are necessary), NAEC Finance Committee: Re-approve CAMX-Steering Committee budget line item. Once approved, submit item to the Finance Committee
- Winter, NAEC: Review spring SAMPE budget and submit to Finance Committee
- Spring, NAEC: Review and approve entire SAMPE NA budget (including CAMX) and submit to Finance Committee/NABOD

D. Internal Control Procedures and Responsibilities:

The Finance Committee shall monitor and recommend adjustments to the internal control procedures of the Society, which are:

1. Receipts

All checks are to be endorsed upon receipt and deposited daily with receipts from all sources into the General Fund account. Receipts from conferences are interpreted as net receipts from distribution of said activities. A reconciliation statement is to be sent to the Treasurer monthly.

2. Disbursements

All disbursements from all bank accounts of the Society must be by numbered check, with the exception of disbursements described below. The Chief Staff Executive or the Treasurer may sign all checks under \$10,000. Each check of \$10,000 or more must be co-signed by the Treasurer, in accordance with the Bylaws. The exception to the \$10,000 limit is employee salary and expense payments. All such payments to permanent employees of the Society shall be countersigned as herein provided.

Disbursements of amounts under \$10,000 that are made at a fairly regular frequency (e.g., utility bills, insurance premiums, etc.) may also be made electronically by the SAMPE office. The Treasurer must approve the establishment of electronic payments for each vendor, and records of such transactions must be maintained for his/her review. The Treasurer must also be informed when any such payments have been discontinued.

The Executive Cabinet sets the level of disbursement funds requiring co- signature, and any change is subject to their review. Since the Treasurer may not always be available for signing checks in a timely manner, an email from the Treasurer approving authorizing those checks is acceptable.

3. Year-To-Date Report

A year-to-date report statement is to be sent by the SAMPE office to the elected officers of the Society and to each member of the Finance Committee on a monthly basis.

4 . Expenditures Not Included in the Budget

A description of these expenditures should be reported to the Executive Cabinet, unless an item has prior Executive Cabinet approval or is a line item in the approved budget. Purchases equal to or greater than \$10,000 must have Executive Cabinet approval.

5. Examination of Accounts

A member of the Finance Committee, pre-selected by the Finance Committee, may examine ledger accounts or as otherwise directed by the Executive Cabinet or Treasurer. These examinations will be based on verification with primary source documents such as bills, etc. In addition, he/she will verify cash on hand and the deposited receipts.

6. Year End Report

The annual Financial Statement, Position Statement or Balance Sheet must be prepared as of June 30 of each year, showing the financial position of SAMPE. This is the Treasurer's report to the BOD. It is expected that this will be the primary document on which the audits will be based.

7. Publication of Annual Finances

A short-form annual financial statement of the Society will be prepared from the audited Financial Statement of the Society of June 30 each year by the Finance Committee.

8. Taxes

All tax forms and other similar forms shall be filled out by the SAMPE office and/or auditor and copies sent to the Finance Committee and the President.

9. Investment Strategy Statement

The Finance Committee is responsible for overseeing the management of the Institution's assets. They shall prepare, maintain, and annually review a SAMPE Investment Strategy Statement. The Finance Committee's responsibilities for the Statement include:

- a. Setting and revising investment policies that the Executive Cabinet must approve.
- b. Developing investment objectives, asset allocation strategies and performance guidelines.
- c. Reviewing and evaluating investment results and approving changes as needed.
- d. Providing periodic performance reports to the Executive Cabinet.

E. Finance Committee Members

The Finance Committee shall consist of between three (3) and ten (10) members and the current Vice President shall sit on this committee.

**SOCIETY FOR THE ADVANCEMENT OF
MATERIAL AND PROCESS ENGINEERING**

NORTH AMERICA PRACTICE (NAP)

TITLE: MEMBERSHIP DUES

SCOPE:

This document describes the methodology for setting membership dues.

- A. Once a year, the Executive Cabinet will submit for Board of Directors approval a recommendation on the amount of membership dues for the following fiscal year. This recommendation will apply to all North America members.
- B. The setting of dues will reflect: a) the rate of inflation; b) the dues of similar organizations; c) the costs associated with servicing members; d) significant cost of living variances and e) the mission and needs of the Society.

PRACTICE:

The setting of dues for North America members must be approved by a simple majority of the Board of Directors at least thirty days prior to adoption of a budget which reflects the proposed membership dues.

Twenty percent (20%) of dues received from a North America Professional or Associate Member shall be rebated to his/her chapter provided the chapter meets the requirements defined in the By-Laws.

**SOCIETY FOR THE ADVANCEMENT OF
MATERIAL AND PROCESS ENGINEERING**

NORTH AMERICA PRACTICE (NAP)

TITLE: EXPENSE POLICY FOR EMPLOYEES, MEMBERS AND ANY OTHER INDIVIDUAL OR GROUP

SCOPE:

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

Expenditures by individuals or groups that are subject to either an advance or reimbursement shall have the budget authorized for such expenditures and shall be formally approved as described below. Any expenditure that will be paid by SAMPE shall be documented so that there is complete traceability of expenses. All such expenditures shall be considered economical to achieve the purposes of the expenditure and shall not accrue financial benefit to the individual or group incurring the expense on behalf of SAMPE. All funds shall be disbursed by a SAMPE check.

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

PRACTICE:

A. Requesting Reimbursement

1. Advances may be made at the discretion of the Chief Staff Executive and shall be reported in the form of an Expense Report (attached) within 30 days of the advance
2. Reimbursement shall be requested in writing via submittal of an Expense Report with all actual expenses.
3. Copies of all requests for reimbursement shall be forwarded to the Treasurer and shall be available for review by any officer of the society.

B. Budgeting Processes

1. Anticipated expenses by employees, elected officers, committee chairs, members or any individual or group shall be included in the annual budget and considered approved upon approval by the Board of Directors (BOD).
2. Any additional expenditure of over \$4,000 must be authorized by the Executive Cabinet.
3. Where an agreement of support by an officer's employer is supplied for the officer's term of office, such support shall generally include all anticipated expenses, which are not subject to reimbursement.
4. The creation of the budget may include amounts intended to cover anticipated expenses and an additional amount to address unanticipated expenses.

C. Reimbursement

1. Requires the submittal of an Expense Report accompanied by receipts.
2. Expenses for which no receipts are required include tips, local telephone calls and any other authorized expense, including meals under \$25.
3. Any disallowance of an expense by the Treasurer shall result in notification of both the requester and the Finance Committee.

D. Travel Expenses

1. General
 - a. Unless specifically approved, expenses for any spouse or traveling companion are not reimbursable.
 - b. Expenditures for personal purposes are not reimbursable. These include, but are not limited to: personal items, sightseeing, theater tickets, meals or entertainment for persons not related to SAMPE activities, and damaged, lost or stolen property.
2. Transportation
 - a. Unless otherwise authorized in advance, all air travel shall be via coach or economy class.
 - b. When practical and timely, public transportation or personal auto (reimbursed for actual mileage) will be used for all trips to destinations less than 250 miles (round trip) from the person's home. Mileage reimbursement shall be at the government allowable rate in effect at the time of the trip. Where available, receipts for public transportation shall be obtained. When receipts are unavailable, this shall be stated on the expense report. If necessary, an independent evaluation to ascertain the reasonableness of the expense may be initiated.
 - c. When auto rental is required, reimbursable expenses may not exceed the compact auto rental rate.

3. Lodging

- a. Hotel or other lodging expenses shall be reimbursed for actual costs and shall be not more than the standard hotel room rate.
- b. Any additional lodging not specifically required to conduct SAMPE business shall not be reimbursed.

4. Meals (Including Tips)

- a. Within the United States reimbursement is limited to a maximum of the per diem rate established by the U.S. government at the time the expense is incurred.
- b. Outside of the United States, reimbursement is limited to actual costs.

E. Other Expenses

- 1. Meals or entertainment shall support SAMPE objectives.
- 2. Reimbursement for supplies such as postage, printing, phone calls, etc. shall be based on the submission of evidence of the expense.

**SOCIETY FOR THE ADVANCEMENT OF
MATERIAL AND PROCESS ENGINEERING**

NORTH AMERICA PRACTICE (NAP)

TITLE: CORPORATE PARTNER PROGRAM

SCOPE:

This Practice specifies the policies that shall govern Corporate Partner in the Society.

PRACTICE:

It shall be the practice of this Region to grant the status of Corporate Partner to any organization which supports the objectives of the Society in the North America Region according to the practice described below. The Corporate Partner Program shall be publicized and the Corporate Partners shall be recognized in each issue of the *SAMPE Journal*. A selection of additional benefits shall be established and additions may be made by the North America Region Executive Cabinet.

Corporate Partnership is one that can be granted to any company, corporation or organization willing to support the objectives of the Society in the North America Region as stated in its Bylaws and Practices.

- A. CONTRIBUTION – The contribution for a Corporate Partner shall be \$5000, \$2500, or \$1500.
- B. BENEFITS – Each Corporate Partner shall be entitled to the following benefits:
 - 1. Six, five, or three individual memberships in SAMPE – depending on level of contribution.
 - 2. Recognition in the *SAMPE Journal*.
 - 3. New product releases announced free of charge in the *SAMPE Journal* (subject to applicability and editorial approval).
 - 4. An official Society plaque.
 - 5. Company listing on SAMPE’s website.
 - 6. Web link from SAMPE’s site to the Corporate Partner website.

**SOCIETY FOR THE ADVANCEMENT OF
MATERIAL AND PROCESS ENGINEERING**

NORTH AMERICA PRACTICE (NAP)

TITLE: AUDIT COMMITTEE

SCOPE:

This Practice specifies the policies that shall govern Corporate Partner in the Society.

PRACTICE:

As SAMPE is classified as a California nonprofit public benefit corporation and has received federal tax exemption under Internal Revenue Code section 501(c)(3), it is considered a 'charity'. Thus resulting in a audit committee to conduct an audit yearly on SAMPE's yearly financials.

- A. The Nonprofit Integrity Act of 2004 amended existing California law, including the Supervision of Trustees and Fundraisers for Charitable Purposes Act (Government Code sections 12580-12599.7), which requires registration and annual reporting by all charitable corporations including an annual independent audit .
- B. In accordance with these legal requirements and the Bylaws, the President shall appoint a Chairperson that is not on the Finance Committee to oversee the Audit Committee and ensure compliance with the 2004 Nonprofit Integrity Act .
- C. The chairperson will deem the size of the audit committee which may not include 50% or more of the finance committee. The Audit Committee may include persons who are not members of the NABOD, but may not include any members of the staff, the President, CEO, CFO or Treasurer.
- D. The Audit Committee shall arrange for a Certified Public Accountant to prepare an audit at least annually, in accordance with the requirements of the 2004 Nonprofit Integrity Act (Government Code 12586(e)(2) and the Bylaws. The Audit Committee Chairperson shall be the recipient of the audit results and report back to the President.
- E. The Audit Committee will review the presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America. This includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
- F. The following tasks of the audit committee are required by CA Law:
 - 1. Confer with the auditor to satisfy the committee that financial affairs of SAMPE are in order.
 - 2. Review the audit and decide whether to accept it.
 - 3. Approve non-audit services performed by CPA and to ensure that such services conform to standards in the Yellow Book, issued by US Comptroller General

**SOCIETY FOR THE ADVANCEMENT OF
MATERIAL AND PROCESS ENGINEERING**

NORTH AMERICA PRACTICE (NAP)

TITLE: NORTH AMERICA INTERNATIONAL CONFERENCES AND EXHIBITIONS

SCOPE:

This NAP specifies the practices that shall prevail in all matters pertaining to the organization of a SAMPE North America International Event (NAIE).

Definition – A SAMPE North America International Event is a technical conference or symposium supported by a NA Sponsoring Unit in conjunction with an exhibition that fosters the objectives of SAMPE and whose sponsorship has been duly reviewed and approved by the North America Board of Directors (NABOD).

SAMPE prohibits discrimination, harassment, and bullying against any person for any reason, whether because of age, ancestry, color, disability or handicap, national origin, race, religion, gender, sexual or affectional orientation, gender identity, appearance, matriculation, political affiliation, marital status, veteran status, or any other characteristic protected by law. If you have any questions about this policy or feel you have been subject to discrimination or harassment at a SAMPE sponsored event, please contact the NA SAMPE office or see a SAMPE Staff member at the event.

PRACTICE:

A. SPONSORSHIP PROPOSAL

1. Each SAMPE NAIE will be supported by one or more SAMPE NA chapters or by a sponsoring committee composed entirely of SAMPE members in good standing, upon approval of the NABOD. This approval is to be granted based on proposals submitted to the NA Future Conferences Committee (NAFCC), the Executive Cabinet and recommended to the NABOD. The approval should not be less than two (2) nor more than three (3) years prior to the NAIE. Should no proposal be approved by two (2) years prior to the NAIE, the NA Executive Cabinet (NAEC) shall extend the deadline. The proposal shall consist of a business plan and a detailed plan for the distribution of net income to represented SAMPE NA Chapters. The General and Technical Chair(s) must be indicated and must be SAMPE members in good standing. The SAMPE NA Chapter(s) or the sponsoring committee shall be referred to as the Sponsoring Unit (SU) throughout this NAP.
2. The appropriate members of the SU will select the coordinators and committees specified herein.
3. The appointments of the coordinators are subject to the approval by the NAEC at least 18 months prior to the NAIE date.
4. The SU is responsible for the technical portion of NAIE.

B. RESTRICTIONS

1. The NAEC is responsible for determining any restrictions on the number and dates of the NAIEs.
2. Insofar as it is practicable, an NAIE shall not be conducted concurrent with another SAMPE International Event.

C. FINANCES

1. SAMPE staff shall be accountable for all monies and other financial matters that pertain to each NAIE. The budget and final financial report of the meeting shall be in the format provided by SAMPE staff.
2. Prior to each NAIE, the SU may offer suggestions in areas including, but not limited to, committee expenses, volunteer expenses, and special events. SAMPE staff will prepare the budget as appropriate and submit it to the North America Finance Committee (NAFC) for approval, followed by the NAEC. The budget will include the covered items in Table 1. Upon approval of the budget by the NAFC and NAEC, the NAEC will then submit the budget to the NABOD for their approval. Subsequent expenses incurred by the SU in excess of \$1,000 of the budget shall require the approval of the NAEC and the NAFC.
3. Books shall be closed 90 days after the last day of the NAIE. The SU's approved expenses must be submitted no later than 45 days after the end of the NAIE. Expenses not submitted shall be the responsibility of the SU. Distribution of net income shall be made to recipients upon submission of a "Lessons Learned" document to SAMPE staff.
4. Net Funds Distribution – Distribution of net income shall be made to recipients as indicated below, contingent upon final audit.
 - a. The base amount the SU will receive is determined by total gross sales of SAMPE generated exhibits, registrations, and tutorials.
 - i. The SU will receive 1.0% of SAMPE-generated sales of the exhibits.
 - ii. The SU will receive 12.5% on the first \$225,000 of SAMPE-generated sales of registrations and tutorials.
 - iii. The SU will receive 2.5% of the excess over \$225,000 of SAMPE-generated sales of registrations and tutorials.
 - iv. Sponsorships are not considered part of exhibit sales, registration, or tutorials.
 - b. A 10% plus or minus variation on the base amount is imposed in the following manner.
 - i. Upon acceptance of the proposal the NAFCC will provide the SU with five performance indicators.
 - ii. The NAFCC will assess the SU's performance on each performance indicator and assign a value from -2 (performed at a substandard level) to +2 (performed at a superior level) with 0 (satisfactory performance) to be the expected mean.
 - iii. The total of the five indicators will be the percent variation imposed on the base amount.
5. Any cash advances to the SU shall be made by the approval of the NAFC.

6. Net funds distribution shall be made within 30 days after close of the books for the NAIE.
7. Any expense items submitted by the SU that are not included in the approved NAIE budget, or subsequently approved by the NAFC, shall be deducted from the funds received by the SU.

D. SCHEDULE

1. The NAIE shall be awarded to a SU no sooner than three (3) years in advance.
2. The time table is given in Table 2.

E. NAIE ADMINISTRATION

1. NAIE General Chair(s) - The NAIE General Chair(s) shall have overall responsibility for coordination and conduct of the General and Technical Programs. This will include:
 - a. Input and review of preliminary and final programs.
 - b. Arranging for the Major Speaker(s) (Keynote, luncheon, etc.).
 - c. Accounting of all chapter finances relative to the conference.
 - d. Introduction of new program concepts, subject to timely NAEC approval.
 - e. Appointment of all coordinators, including Audio/Visual, Finance, and Volunteers.
 - f. Coordination of the efforts of all committee; insure all tasks and milestones are completed on time and within budget.
 - g. Coordinate tutorials with the Technical Director.
2. SAMPE Staff – The SAMPE staff shall have the responsibility in the areas listed below:
 - a. All meal and non-technical events
 - b. All SAMPE NA committee meetings including the NABOD
 - c. Session room assignments
 - d. Execution of all financial and contractual agreements (hotel, meeting facility, tutorial)
 - e. Promotion and publicity
 - f. Registration
 - g. Finances
3. NAIE Technical Program Chair(s)
 - a. Responsible for identifying the NAIE conference scope subject to NABOD approval. The scope shall have specific relevance to the expected presentations.
 - b. The NAIE Technical Chair(s), after receipt of NABOD approval, shall be fully responsible for the technical sessions of the NAIE.
 - c. Appoint a committee of technically competent members to assist in the development and screening of abstracts and papers for the NAIE.
 - d. Provide a first status report to the NADCC (including the NA Executive Vice President, not less than 24 months prior to the NAIE. At that time, the names of the NAIE General and Technical Program Chairs, any assigned coordinators, and the NAIE topic scope to the NABOD should be presented for approval.

- e. Responsible for coordination of the completed technical papers to SAMPE staff to meet the final program schedule as established by SAMPE staff.
- f. Technical sessions shall include sessions at which technical papers are presented and may also include panel sessions, plenary sessions, poster sessions, and technical working group sessions.

Presentations in technical sessions are required to have associated papers in the Proceedings. The rule shall be: No paper, no presentation. Panel sessions, poster sessions and working group meetings are organized and coordinated by the Technical Chair(s) with input and advice from the General Chair(s) and Technical Director. Technical paper publication is not required for participation in panel or poster sessions or in working group meetings. Such sessions shall be allowed to conduct and innovate for maximum technology interchange.

The Technical Director will work closely with the Technical Chair(s) to provide guidance for program content and continuity from year to year, as well as to select session chairs and tutorial topics and presenters. The Technical Director shall have oversight responsibility for the entire technical program and shall have the right to replace a session chair, reject a final paper or delete a speaker in any of the Technical Sessions in the case that no compromise can be reached between the Technical Chair(s) and SAMPE staff.

- g. The Technical Chair(s) will work closely with the Technical Director to determine what tutorials will be presented, based on technical relevance, and they will collectively determine the total number of tutorials to be offered.

4. Exhibits – SAMPE staff shall be responsible for exhibits for the NAIE. Contracts are to be signed by the Chief Staff Executive and shall report to the NABOD the status of exhibits and accommodations.

5. Registration

- a. Registration and badging for each NAIE shall be conducted by SAMPE staff.
- b. Registration fees are to be set at least one year in advance of any NAIE by SAMPE staff with the approval of the NABOD and NAEC. Registration fees shall be based on the following classifications:

- Member
- Non-Member
- Exhibit Only
- Student
- Full
- One Day
- Session Chair
- Other
- Speaker
- Tutorial Presenter
- Tutorial Attendee
- Complimentary
- Volunteer
- Panelist
- Moderator

c. Full registration shall include attendance to all appropriate sessions and exhibits, all associated social functions, and the NAIE Proceedings. The non-member full registration also includes a one-year professional SAMPE membership.

6. Publicity

a. Publicity for each NAIE is the responsibility of SAMPE staff.

b. The NAIE committee may assist with conference publicity in their region(s) by providing regional contacts such as local companies, local organizations, and regional publications, or by disseminating information about the conference to such regional contacts.

7. Social Functions – All luncheons, receptions, and other social activities shall be directed by SAMPE staff and should be coordinated with the General Chair(s).

8. Proceedings – Unless prior contrary arrangements have been made, all technical information presented at an NAIE shall be considered the property of SAMPE, with concomitant rights of publication and sale of Proceedings thereof; and suitable prior understanding with prospective authors shall be obtained.

a. SAMPE staff shall coordinate with the NAIE Technical Program Chair(s) to obtain digital versions of the technical papers to assure that Proceedings will be available at the time of the NAIE.

b. Open session and closed session Proceedings will be available in an appropriate format.

c. Technical papers not received in time for inclusion in the Proceedings may not be presented orally at the NAIE.

F. ORGANIZING COMMITTEE RESPONSIBILITIES

1. NAIE General Chair(s):

a. Coordinate the entire NAIE operation in conjunction with SAMPE staff.

b. Report regularly to the SAMPE NAFCC all progress and problems in a timely manner, including written reports. Also, coordinate progress with SAMPE staff.

c. Appoint coordinators (A/V, Volunteer, and Financial)

d. Secure the Major Speaker(s) for the NAIE. Assistance and guidance from the Technical Program Chair(s), Technical Director and other senior SAMPE members is generally solicited.

2. NAIE Technical Program Chair(s):

a. Supervise and coordinate the technical portion of the NAIE.

b. Define conference scope and obtain NAEC approval.

c. Select session chairs and Paper Evaluation committee.

- d. Establish subject matter for each technical session.
 - e. Coordinate the overall effort to insure that authors submit papers for the Proceedings in a timely manner.
 - f. Coordinate the overall effort to ensure that all author information (including organization, e-mail, fax and phone number) is provided to SAMPE staff in a timely manner.
 - g. Develop program and transmit to the SAMPE staff for publication along with names and addresses of authors.
 - h. Prepare the preliminary and final conference program and submit to SAMPE staff.
 - i. Conduct speaker's orientation program during the NAIE.
 - j. Determine the recipient of the "Best Paper by SAMPE Member Award" for the NAIE and notify SAMPE staff.
3. Paper Evaluation Committee:
- a. Assist Technical Program Chair(s) with placement of papers in technical sessions.
 - b. Review all formal technical papers for approval.
4. Audio/Visual Coordinator:
- a. Arrange for A/V equipment (e.g., LCD projectors, laptops computers) for speakers' presentations.
 - b. Determine any requirements for non-standard audio/visual equipment and coordinate with SAMPE staff.
 - c. Arrange for volunteer projection operators required by speakers.
 - d. Assist SAMPE staff with audio-visual challenges during sessions.
 - e. Arrange to have speakers' presentations loaded on the common laptop computer by sessions.
 - f. Arrange to set up rooms and test A/V equipment at least a half hour before start of sessions.
5. Volunteers Coordinator – Ensure sufficient volunteers to work in all areas including the registration area and session/door monitors. If ITAR restrictions are present, ensure sufficient appropriate volunteers to work as door monitors.
6. Financial Coordinator – Maintain record of all SU receipts and disbursements for transmittal to the SAMPE NA Treasurer. Undocumented or unacceptable expenses will not be reimbursed. Applications for committee expense monies are to be sent to the SAMPE NA Treasurer.

7. In the event of non-performance by the SU (failure to meet critical deadlines or accomplish critical tasks), SAMPE staff, at the direction of the SAMPE NA President, will inform the SU of their intent to assume some or all of duties. The SU will have a minimum of five (5) business days to respond prior to any action by the NAEC. Such duties assumed by SAMPE staff will be assessed against the proceeds to the SU.

G. SAMPE STAFF RESPONSIBILITIES

1. Select meeting and hotel(s) site in conjunction with the NAEC and execute all necessary contracts including audio/visual, decorator, and security firms.
2. Publish a call-for-papers in appropriate locations such as the *SAMPE Journal*, the SAMPE website, and preceding SAMPE International Events.
3. Coordinate all publicity for the NAIE including press releases.
4. Arrange for all publications.
5. Produce all meal and non-technical activities (keynotes, luncheons, receptions, orientations, committee meetings).
6. Provide registration and badging services.
7. Arrange for appropriate coverage of the NAIE for post-NAIE publicity.
8. Prepare and distribute the preliminary program to interested parties including authors and the SAMPE Journal editor.
9. Prepare technical papers for Proceedings.
10. Assign hospitality suites (if any) according to accepted SAMPE NA guidelines.
11. Maintain close communications with headquarters hotel(s) and meeting facility. Report any problems to the NAIE General Chair(s).
12. Data from registration shall be compiled and reported. The analysis should include:
 - a. Number of member and non-member attendees by registration category.
 - b. Number of days each attended.
 - c. Number of exhibitor attendees.
 - d. Number of exhibiting companies and booth personnel.
 - e. Net square feet used for exhibits.
 - f. Summary of comments from SU, attendees, exhibitors, and SAMPE staff.
13. Notify speakers of all arrangements including location, presentation and discussion time allocation, and speakers' orientation.

H. EXPENSES OF SU

1. It is recognized that expenses will be incurred by NAIE organizing committee during the planning phase of a NAIE.
2. Committee and Member Expense Policy shall also apply to any expenses incurred by the SU in accordance with SAMPE guidelines.
3. The SU may request an advance from SAMPE Staff and any budgeted expenses may be paid out of the advance.
4. Any travel (other than for local planning meetings) and related expenses, hotels, meals, etc. must be approved in advance by the NAIE Finance Coordinator and the SAMPE NA Treasurer.
5. If expenses are not approved, the SU may choose to pay them out of appropriate chapter funds or the SU's share of the NAIE income.
6. In no case will the SAMPE NA reimburse expenses that are paid by an individual's company or organization.

I. COMPLIMENTARY HOTEL ROOMS

Earned complimentary hotel rooms will be utilized in a manner as to reduce the overall expenses of the NAIE.

J. ASSESSMENT AND EVALUATION

1. The SU shall provide a summary of the NAIE (or "Lessons Learned") to the SAMPE NA President within 30 days of the end of the NAIE.
2. The NAEC shall evaluate the performance of the SU and provide a summary at the next NABOD. The evaluation shall include the following areas:
 - a. Overall effectiveness of the SU
 - b. Technical Program
 - c. Innovation
 - d. Performance per schedule
 - e. Volunteers
 - f. A/V coordination
3. The evaluations will serve as lessons learned for future SU's and NAEC's.
4. Past evaluations should be used by the NAEC and NABOD in determining acceptance of proposals for future SAMPE sponsored symposia and technical conferences.

K. GLOSSARY

- NABOD – North America Board of Directors
- NAEC – North America Executive Cabinet
- NAFC – North America Finance Committee
- NAFCC – North America Future Conferences Committee
- NAIE – North America International Event
- NAP – North America Practice
- SU – Sponsoring Unit

TABLE 1: NAIE COVERED ITEMS

Participant	R	M	P	H	T	Notes
NA President	X	X	X	A	X	(1) (8)
NA Executive Vice President	X	X	X	A		(1)
NA Vice President	X	X	X	X		(1)
NA Secretary	X	X	X	X		(1)
NA Treasurer	X	X	X	X		(1)
NA Parliamentarian	X	X	X	X		(1)
Immediate NA Past President	X	X	X	A		(1)
NA Trustees	X	X	X	A		(2)
NA Global Director(s)	X	X	X	A		
SAMPE Regional President(s)	X	X	X	A		
General Chair(s)	X	X	X	X		(3)
Technical Chair(s)	X	X	X	X		(3)
Guests of NAEC, NA Trustees, General Chair(s), and Technical Chair(s)		A				
NAIE Committee	X	X	X			
Session Chairs	X					(4)
Panel Moderators	X					(4)
Speakers	X					(4)
Panelists	X					(5)
Tutorial Presenters						(6)
Exhibitors	X	X	X			(7)
Major Speaker(s) (Keynote, luncheon)	X	X	X	X	X	(8)
Volunteers	X					(9)
Bridge-Building Contest Chair	X	X	X			
Working Press	X		X			(10)

A – Fees are charged to their respective department budgets internally

Notes	Description
(1)	Reimbursement of alternate expenses not to exceed the amount of the approved expenses is allowed when approved by the NAEC
(2)	Rooms will be paid with SAMPE NA funds if complimentary rooms are not available
(3)	There are typically two General and two Technical chairs. If collectively the General and Technical chairs exceed four, then NABOD approval is required.
(4)	Non-member: 35% discount of full non-member registration + one year SAMPE membership. Member: 35% discount of full member registration or 35% discount of one-day member/non-member registration
(5)	Only on the day of presentation
(6)	Covered by another agreement
(7)	One registration for each booth
(8)	Travel paid only if not covered by employer
(9)	One day registration for one day of volunteering, or a benefit as determined and budgeted by the conference committee
(10)	One preprint per organization

Item	Description
R	Registration
M	Major Events – Banquet, Reception, Luncheon
P	Proceedings
H	Hotel
T	Travel

TABLE 2: NAIE TIMETABLE

Time to NAIE	SU	SAMPE staff	NAEC/NABOD
24+ months	<ul style="list-style-type: none"> Submission of proposal to NAFC 		<ul style="list-style-type: none"> NAEC/NABOD approve proposal based on recommendation of NAFC
24 months	<ul style="list-style-type: none"> NAIE General and Technical Chair(s) 	<ul style="list-style-type: none"> All contracts in place for NAIE venue 	<ul style="list-style-type: none"> NAEC/NABOD approve General and Technical program Chair(s)
18 months	<ul style="list-style-type: none"> Establish all coordinators 	<ul style="list-style-type: none"> Submit preliminary budget to SU 	<ul style="list-style-type: none"> NAEC approve coordinators
15 months	<ul style="list-style-type: none"> Send call-for-papers to SAMPE staff 		
14 months	<ul style="list-style-type: none"> Return preliminary budget to NAFC 		
12 months	<ul style="list-style-type: none"> Proposed sessions and session chairs with preference to SAMPE members in good standing Names of Committee Chairs submitted to the NABOD for approval 	<ul style="list-style-type: none"> Establish contracts for publications, special services, exhibits, etc. Include call-for-papers in current NAIE Send out press release on call-for-papers 	<ul style="list-style-type: none"> NAEC/NABOD approve NAIE budget and chair structure based on recommendation of NAFC
6 months	<ul style="list-style-type: none"> Confirm speakers (keynote, luncheon, banquet) Coordinate selected tutorials with Technical Director 	<ul style="list-style-type: none"> Send out exhibitors' brochure Send out press release on speakers 	
Abstract Deadline + 2 weeks	<ul style="list-style-type: none"> Select papers 	<ul style="list-style-type: none"> Notify author of acceptance/rejection. Provide instructions to authors 	
5 months	<ul style="list-style-type: none"> Send detailed preliminary program to SAMPE staff 	<ul style="list-style-type: none"> Distribute preliminary program 	
4 months	<ul style="list-style-type: none"> Review committee reviewing papers Provide SAMPE staff with authors complete contact information 	<ul style="list-style-type: none"> Detailed publicity release Technical papers received by SAMPE staff Distribute preliminary program, registration data, etc. 	
3 months	<ul style="list-style-type: none"> Recruit volunteers Submit final program details to SAMPE staff 	<ul style="list-style-type: none"> Coordinate transmission of the technical papers to the publisher 	
2 months	<ul style="list-style-type: none"> Final confirmation of arrangements 	<ul style="list-style-type: none"> Final confirmation of arrangements 	

1 month		<ul style="list-style-type: none"> • Print final program, tickets and flyers 	
1 week		<ul style="list-style-type: none"> • Proceedings received 	
Final week	<ul style="list-style-type: none"> • Check on all arrangements with committee chairs • Assist with publicity 		
Before NAIE	<ul style="list-style-type: none"> • Hold full NAIE committee meetings as needed to keep abreast of developments. • Notify NAEC and the SAMPE staff two weeks prior to meetings 		

**SOCIETY FOR THE ADVANCEMENT OF
MATERIAL AND PROCESS ENGINEERING**

NORTH AMERICA PRACTICE (NAP)

TITLE: REQUIREMENTS FOR THE CONDUCT OF RESTRICTED ATTENDANCE SESSIONS IN THE U.S.

SCOPE:

This Practice specifies the requirements and the guidelines for conducting restricted-attendance sessions at any SAMPE meeting (conference, symposium, workshop or regional seminar) held in the US.

SAMPE will abide by U.S. government's requirements that control the dissemination of information. The organizers of the event are responsible for knowing these requirements and satisfying them.

PRACTICE:

A. Definitions

1. A SAMPE restricted-attendance session is a session that contains information which falls under the purview of the United States Munitions List, Section 121.01, "International Traffic in Arms Regulations" and the Export Administration Regulations (EAR) "Commodity Control List", Section 3.79, and is not classified.
2. Information in a SAMPE restricted-attendance session may only be transferred to United States citizens or resident aliens whose employers are certified to receive militarily critical technical data through an approved Militarily Critical Technical Data Agreement (DD Form 2345).
3. A resident alien is a holder of a U.S. permanent residency visa.

B. Verification of Attendance Requirements for Restricted Attendance Sessions

1. Verification of U.S. nationality: See Appendix A
2. Verification of attendee's ability to receive militarily critical technical data: See Appendix A.

C. Organizing Committee Guidance

1. General Chair:
 - a. Coordinate the conference needs with the SAMPE office.
 - b. Appoint the necessary committees and acquaint them with their duties concerning restricted attendance sessions.

2. Program Chair:
 - a. Supervise and coordinate the technical portion of the restricted attendance sessions. Determine which sessions will have restricted attendance presentations. Contact the SAMPE office or SAMPE Technical Director for guidance, if necessary.
 - b. Provide the SAMPE office and General Chair with adequate notice if there will be restricted attendance presentations.
 - c. Confirm with presenters that their presentations will be made in restricted attendance sessions.
 - d. Ensure that all restricted attendance sessions are identified in the preliminary and final programs.
 - e. Arrange for suitable rooms for restricted attendance session presentations.
3. Audiovisual Committee:
 - a. Ensure that restricted attendance session volunteers, presenters, session chairs and paid projection operators for the restricted attendance session meet the requirements of this Practice.
 - b. Prepare signs for the restricted attendance sessions that indicate the requirements of this Practice.
4. SAMPE Office:
 - a. Ensure that restricted attendance session volunteers, presenters, session chairs and paid projection operators meet the requirements of this Practice.
 - b. Ensure that all attendees of restricted attendance sessions fill out and sign the form letter in Appendix B onsite at the meeting.
 - c. Provide a clear means (such as a stamp or photo on a badge) of identifying individuals that are cleared to attend restricted attendance sessions.
 - d. Arrange for adequate security and ID checks at the entrance to the restricted attendance sessions.

APPENDIX A
ATTENDANCE REQUIREMENTS FOR RESTRICTED ATTENDANCE SESSIONS

Attendee Classification	Personal Identification	Verification of U.S. Nationality	Verification of Ability to Receive Militarily Critical Technical Data
U.S. Government Employee	Photo identification (driver's license, government photo ID, etc.)	Proof of citizenship (passport, naturalization papers, voter registration card or birth certificate)	Government photo ID
U.S. Citizen	Photo identification (driver's license, etc.)	Proof of citizenship (passport, naturalization papers, voter registration card or birth certificate)	<ol style="list-style-type: none"> 1. Copy of an approved and active DD Form 2345* for the <u>individual</u>; OR 2. Copy of an approved and active DD Form 2345* for the individual's <u>employer</u> PLUS evidence of current employment status with that employer (corporate ID, current business card, etc.); OR 3. Listing of the individual's employer in the current DOD quarterly Qualified U.S. Contractor Access List PLUS evidence of current employment status with that employer (corporate ID, current business card, etc.)
U.S. Resident Alien	Photo identification (driver's license, etc.)	Resident Alien card	<ol style="list-style-type: none"> 1. Copy of an approved and active DD Form 2345* for the <u>individual</u>; OR 2. Copy of an approved and active DD Form 2345* for the individual's <u>employer</u> PLUS evidence of current employment status with that employer (corporate ID, current business card, etc.); OR 3. Listing of the individual's employer in the current DOD quarterly Qualified U.S. Contractor Access List PLUS evidence of current employment status with that employer (corporate ID, current business card, etc.)

* DD Form 2345 may be downloaded at <http://www.dlis.dla.mil/icp/forms/DD2345Form.pdf> and completed, to apply for approval to be listed on the Qualified U.S. Contractors List. Allow at least 4 weeks prior to the SAMPE symposium or technical conference for the application to be approved.

**SOCIETY FOR THE ADVANCEMENT OF
MATERIAL AND PROCESS ENGINEERING**

NORTH AMERICA PRACTICE (NAP)

TITLE: CO-SPONSORSHIP OF EVENTS WITH OTHER ORGANIZATIONS

SCOPE:

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

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

PRACTICE:

- A. SAMPE encourages and promotes education and training of current and future professionals via active sponsorship of seminars, conferences, symposia and workshops which provide information on material and processing technologies.
- B. Co-sponsorship of technical events with other organizations is encouraged only when all the following condition is met. The subject matter of the proposed co-sponsored events must relate to materials and processing technologies or related applications.
- C. The SAMPE Chief Staff Executive and the Executive Cabinet shall review requests for cosponsorship of events in light of consistency with SAMPE goals, prior SAMPE commitments and the financial and practical viability of the proposed involvement. Response to the cosponsoring requestor shall be provided within thirty days after receipt of the request.
- D. All agreements between the Society and co-sponsorship organizations with significant potential to affect SAMPE revenues or expenditures, and not reflected in an approved budget, shall be approved by the Executive Cabinet and then the Finance Committee prior to signature and execution of said agreement.

**SOCIETY FOR THE ADVANCEMENT OF
MATERIAL AND PROCESS ENGINEERING**

NORTH AMERICA PRACTICE (NAP)

TITLE: WORKSHOPS AND LOCAL TECHNICAL SEMINARS

SCOPE:

This Practice outlines the philosophies, procedures, and practices for conducting a SAMPE Workshop or Local Technical Seminar.

PRACTICE:

- A. The basic motivation for conducting Local SAMPE Technical Seminars and Workshops is to fulfill the educational goals of SAMPE for the dissemination of the latest material and processing information. In doing this, additional benefits which can be derived are: promotion of the SAMPE technical image, increase of membership in the Society, or the initiation of a new chapter. The Local SAMPE Technical Seminar or Workshop may serve as a source of revenue for carrying out the goals of the Society.
- B. A Local SAMPE Technical Seminar is a short technical program conducted generally by a local chapter with the intent of providing a state-of-the-art educational service primarily to the geographic region encompassing that chapter. In most cases, the seminar will deal with a single branch of materials and processing technology such as adhesives, coatings, composites, sealants or metal joining. The Seminar shall be limited to one day and shall abide by the format and content restrictions below.
- C. A SAMPE “Workshop” is a brief, intensive educational program, for a relatively small group, that emphasizes participation in problem solving. A SAMPE Workshop is generally conducted by a local chapter, with the intent of providing a state-of-the-art educational service primarily to the geographic region encompassing that chapter. In most cases, the SAMPE Workshop will deal with a single branch of material and processing technology such as adhesives, coating, composites, sealants, electronics or metals. A SAMPE Workshop may be of one, two or three days duration.
- D. Pre-approval to hold a Local SAMPE Technical Seminar or Workshop is not required. However, SAMPE reserves the right to limit or ban chapters from sponsoring workshops and seminars in the following situations:
- Other requirements specified in this document are violated.
 - The content of the technical program is outside that of the SAMPE mission statement.
 - The quality of the technical program, and the execution thereof, is of such that it may damage the SAMPE brand.
- The authority to limit or ban chapters from sponsoring these events shall rest with the EC.
- E. Net proceeds shall remain with the local chapter. However, the SAMPE Business Office maintains the option to charge the sponsoring chapter for publicity and email services should the chapter request such support. It is advised that the sponsoring chapter obtain a written agreement with the Business Office prior to obtaining such support.

**SOCIETY FOR THE ADVANCEMENT OF
MATERIAL AND PROCESS ENGINEERING**

NORTH AMERICA PRACTICE (NAP)

TITLE: GLOBAL BOARD OF DIRECTOR MEETINGS

SCOPE:

This NAP specifies the practices that shall prevail in all matters pertaining to North America Region participation at SAMPE Global Board of Director Meetings.

Definition – The SAMPE Global Board of Director Meetings (GBODM) are meetings specifically organized per the SAMPE Global By-Laws and whose required participation includes the North American Global Director(s) (NAGDs).

PRACTICE:

A. North America Global Directors (NAGD) must attend the Global Board of Director Meetings (GBODM) during their term on behalf of the North America region. The meetings tend to be held outside of the North America region.

B. FINANCES

1. SAMPE staff shall be accountable for all monies and other financial matters that pertain to each GBODM. The budget and final financial report of the meeting or conference shall be in the format provided by SAMPE staff.

2. SAMPE staff will prepare the budget as appropriate and submit it to the North America Finance Committee (NAFC) for approval, followed by the North America Executive Cabinet (NAEC). The budget will include the covered items in Table 1. Upon approval of the budget by the NAFC and NAEC, the NAEC will then submit the budget to the North America Board of Directors (NABOD) for their approval. Subsequent expenses incurred in excess of \$1,000 of the budget shall require the approval of the NAEC and the NAFC.

3. Books shall be closed 90 days after the last day of each GBODM. The approved expenses must be submitted no later than 45 days after the end of the GBODM. Expenses not submitted shall be the responsibility of the person or persons that incurred the expense.

4. Any cash advances shall be made by the approval of the NAFC.

5. Any expense items submitted that are not included in the approved GBODM budget, or subsequently approved by the NAFC, shall not be reimbursed.

C. In no case will SAMPE NA reimburse expenses that are paid by an individual's company or organization.

D. COMPLIMENTARY HOTEL ROOMS

Earned complimentary hotel rooms will be utilized in a manner as to reduce the overall expenses of the GBODM.

E. GLOSSARY

- NAGD– North America Global Director
- GBODM – Global Board of Director Meeting
- NAEC – North America Executive Cabinet
- NAFC – North America Finance Committee
- NAP – North America Practice

**TABLE 1
GBODM COVERED ITEMS**

Participant	R	M	P	H	T	Notes
NA Global Director(s)				X	X	(1)

Notes	Description	Item	Description
(1)	Travel paid only if not covered by employer	R	Registration
		M	Major Events – Banquet, Reception, Luncheon
		P	Proceedings
		H	Hotel
		T	Travel

**SOCIETY FOR THE ADVANCEMENT OF
MATERIAL AND PROCESS ENGINEERING**

NORTH AMERICA PRACTICE (NAP)

TITLE: SCHOLARSHIP AWARDS

SCOPE:

This Practice specifies procedures for North America Region SAMPE annual scholarship awards.

PRACTICE:

Local chapters are encouraged to have annual scholarship awards as it fits within their budget. Responsibility lies within the local chapter for the execution and distribution of scholarships.

**SOCIETY FOR THE ADVANCEMENT OF
MATERIAL AND PROCESS ENGINEERING**

NORTH AMERICA PRACTICE (NAP)

TITLE: ESTABLISHMENT OF STUDENT CHAPTERS

SCOPE:

This Practice specifies the policies that shall govern the establishment and operation of Student Chapters.

- A. NAME – The official name of this organization is (school name) Student Chapter of the Society for the Advancement of Material and Process Engineering, abbreviated North America SAMPE.
- B. PURPOSE – The purpose of this organization is multifold, including:
 - 1. Stimulating student interest in the field of materials and process science and engineering through contact with authorities in these fields.
 - 2. Serving as a means of professional contacts for career opportunities.
 - 3. Providing opportunities for student researchers to present their results at conferences and symposia.
 - 4. Serving the community through joint volunteer activities and programs.

PRACTICE:

A. CHARTER ESTABLISHMENT

- 1. A Student Chapter located within North America can be chartered by the North America Board.
- 2. Four students and a faculty advisor or professional are required to form a Student Chapter but the students need not be at the same school.
- 3. It is also required that a Professional Chapter must agree to sponsor the Student Chapter. The Professional Chapter initiates the request for the Student Chapter to be chartered. That request is submitted to the Secretary and then presented to the Board of Directors.

B. MEMBERSHIP AND ORGANIZATION

- 1. Membership
 - a. Any matriculating student, undergraduate or graduate at that school is eligible for membership. Any student who has submitted a completed application with membership fee to

the SAMPE Office will have membership and voting privileges. Any member who maintains SAMPE membership but fails to meet the criterion of matriculation is eligible for membership and non-voting status within that student chapter.

b. Any student chapter shall have a minimum of four North America SAMPE student members to be considered to be in good standing and be eligible for participation in the North America SAMPE student chapter programs.

c. North America SAMPE professional members such as faculty, staff or industrial professionals are eligible to attend meetings, seminars and trips, but do not have voting rights. An exception is held for the faculty advisor(s).

2. Officers and their Duties are as follows:

a. President – The duties include planning and leadership of the chapter meetings and communications with the sponsoring chapter. The President will also provide liaison between the SAMPE Office and the student chapter.

b. Vice President – The duties include organizing chapter activities such as field trips, speaker meetings, seminars and travel, including advertising the same. The Vice President will chair meetings in the absence of the President.

c. Treasurer – The duties are to keep and maintain current records of the chapter finances and to disperse money for chapter expenses.

d. Secretary – The duties are to take minutes of the chapter meetings and to maintain current records of members, voting rights, and elected officers and committee members and chairs.

3. Committees and Chairs

The following are suggested committees. Each committee chair is responsible for updating the membership on committee activities in the general chapter meeting, in addition to the following duties.

a. Program Committee – This committee's responsibilities include setting the chapter's meeting schedule, obtaining speakers, and organizing plant tours.

b. Service Committee – This committee is responsible for coordinating volunteer activities on campus or in the community by membership as a group.

c. Nominating Committee – This committee is to select a slate of officers in the spring of the year for leading the chapter the next fall.

d. Faculty Advisors – The faculty advisors appointed by the educational institution will be provided a complimentary SAMPE membership. In addition, a professional member of SAMPE may serve as an advisor to the student chapter. The faculty advisor is responsible for seeing that the student chapter remains in good standing and shall report the status of the student chapter and the names of the elected officers between July 1 and October 1 of each calendar year.

C. ELECTIONS

1. Qualifications of Officers and Committee Chairs – Any student member in good standing are eligible to be an officer or committee chair of the student chapter. After it has been chartered, the President should have at least an academic year of active student chapter participation.
2. Requirements for a Quorum – Three officers and the voting members present at a meeting define a quorum.
3. Election Procedures – All elections are open, whether by show of hands or by count of verbal vote.
4. Terms of Office – The term of office for all officers are one calendar year, beginning July 1 until June 31.
5. Vacancy of Office – Should a vacancy or leave of absence occur prior to the end of any term of office, nominations and elections for a replacement will be held at the next chapter meeting at which a quorum is present.
6. Impeachment for Non-Fulfillment or Malfeasance of Duties – Impeachment proceedings will be brought against any officer for non-fulfillment of duties as determined by a majority of the officers or for violations of the code of ethics or the student conduct code of the institution.
7. Committees – The officers of the chapter constitute the executive board. Each member of this board may create committees as necessary to handle the activities or programs of the chapter.

D. MEETINGS

The student chapter should hold regular meetings each year. The President or a designee shall preside at all meetings. A plant tour also constitutes a meeting.

E. PROFESSIONAL AFFILIATION

The North America SAMPE student chapter shall be sponsored by a professional chapter of North America SAMPE.

F. BENEFITS AND PRIVILEGES

Student chapters are encouraged to participate in the activities of all SAMPE events. Student members are also eligible for election or appointment to any committee of the sponsoring North America SAMPE chapters. Student members are also eligible for election or appointment to any committee of the sponsoring North America SAMPE chapter or North America SAMPE committee. The student member will receive the SAMPE Journal.

G. REVOCATION

The charter of the student chapter shall be revoked upon agreement of the Board of Directors and the North America Region Vice President when the student chapter has all of the following characteristics:

1. Had less than four members for more than four years.
2. Has not participated in any North America SAMPE student programs for more than four years.
3. Has not submitted a report of their activities and officers to the Board of Directors for more than four years.

**SOCIETY FOR THE ADVANCEMENT OF
MATERIAL AND PROCESS ENGINEERING**

NORTH AMERICA PRACTICE (NAP)

TITLE: STUDENT CHAPTER FUNDING

SCOPE:

This Practice specifies procedures whereby North America SAMPE Student Chapters may compete for funds to support their educational programs.

Funding may be made annually to North America SAMPE Student Chapters, for programs that they would like to pursue. Educational funds included in the annual budget will be used to support this program. All proposals must benefit the student chapter technically and support the goals and missions of SAMPE.

PRACTICE:

A. RULES

1. To submit a proposal, a student chapter must be a legal SAMPE Student Chapter chartered on or before November 1 of the associated fiscal year.
2. In addition to the proposal, the student chapter must provide a report on the activities supported by the most recent student chapter award if appropriate.
3. Proposals must not exceed two pages (not including the past activities report).
4. Proposals must be submitted no later than November 1 to the SAMPE North America Vice President.
5. If the proposal contains multiple funding items, they should be prioritized.
6. Student chapter award funding levels will be announced with each year's solicitation.
7. The proposal must be signed by the student chapter Chair, Faculty Advisor and the Sponsoring Chapter Chair or representative.

B. STUDENT CHAPTER PROPOSAL COMMITTEE

1. The North America SAMPE Vice President will appoint a North America SAMPE member to serve as the Chair of the committee.
2. The Chair of the committee will select the other members of the committee with the approval of the North America Vice President.

3. The committee will make its recommendation to the North America Vice President for approval.

C. SCHEDULE

- September – reminder to Faculty Advisors
- November 1 – proposal submittal deadline
- February 1 – notification of winners
- June 1 – complete disbursement of funds

**SOCIETY FOR THE ADVANCEMENT OF
MATERIAL AND PROCESS ENGINEERING**

NORTH AMERICA PRACTICE (NAP)

TITLE: AWARDS, HONORS AND SPECIAL RECOGNITION

SCOPE:

This Practice specifies the policies that shall govern the granting and bestowal of awards, honors and other forms of special recognition, other than scholarships, by the Society and its chapters.

PRACTICE:

1. General Practice – It shall be the policy of the Society to encourage efforts directed toward the attainment of the Society's objectives, and to acknowledge outstanding achievement in such direction by the granting of awards, honors and other forms of special recognition.
2. Restrictions – It shall further be the policy of the Society to confine the granting of such recognition to significant enhancement of either the stature of the Society or the attainment of its objectives; the use of the SAMPE name or emblem in the bestowal of such recognition by chapters and other activities of the Society shall therefore be permitted only in the manner specified herein.

A. Awards

1. Recognition Awards

All recognition awards except Service Pins shall be administered by the North America (NA) Awards Committee provided, however, that such recognition shall be subject to the approval of the North America Board of Directors (NABOD). The NA Awards Committee will be made of no fewer than six SAMPE members. It shall include the NA Executive Vice President, who shall chair the committee; the NA Immediate Past President; the SAMPE Technical Director; and three additional SAMPE members selected by the NA SAMPE Executive Vice President. At least one member selected by the NA SAMPE Executive Vice President shall be a member of the Past Presidents Committee or a designee thereof. These awards shall be limited to the types listed below. The policies for granting each type shall be as delineated herein. Service Pin awards shall be distributed to the local chapter of the awardee by the SAMPE office.

- a) Distinguished Service Award
- b) Honorary Senior Member
- c) Service Pins
- d) Organizational Excellence Award

a. Distinguished Service Award:

- i. This award may be granted only to a SAMPE member who, in the judgment of the NABOD has notably enhanced either the stature of the Society or the

attainment of its objectives. The bestowal of this award shall be required to be justified by a specific and significant effort, achievement, action, or combination thereof by the recipient, which shall have produced a manifest betterment of the Society and/or promoted the attainment of the Society's objectives as a consequence thereof. The physical award will be determined by the SAMPE staff. It shall be of a distinctive design and befitting of the recipient's accomplishments.

- ii. Nominations may be submitted to the Chair of the NA Awards Committee at any time. The NA Awards Committee and the NABOD must approve the award no less than twenty working days prior its presentation.
 - iii. The Distinguished Service Award will be presented at a major SAMPE event, or other time as deemed appropriate by the NA Awards Committee.
- b. Honorary Senior Member: The details of this award are reflected in NAP 5.3.
- c. Service Pins: This award may be granted to any Professional Member in good standing that has been a Professional member of SAMPE for a specified number of years. This award will be bestowed by the local SAMPE chapter of the Professional Member. Service Award pins shall be presented to members at five-year increments of membership from five years through forty-five years. Members who drop out of SAMPE and rejoin will receive credit for those years during which they were Professional Members in good standing; however, they shall not receive credit for those years during which they were not Professional Members in good standing.
- d. Organizational Excellence Award: This award is granted at least annually to one or more organizations exemplifying SAMPE within the advanced materials and process community. Organizations may be from industry, academic, and/or government agencies. The Organizational Excellence Award winner(s) shall be publicized in an issue of the SAMPE Journal and presented with a recognition plaque at a major SAMPE event, or other time as deemed appropriate by the NA Awards Committee.

2. Awards for Technical Excellence

Technical Excellence Awards shall have oversight or be administered by the NA Awards Committee per the pertinent documents for the awards listed below.

- a. Outstanding Paper Award: The following criteria and procedures are recommended for use by the Sponsoring Unit to determine the individual(s) to whom an award will be made in recognition of excellence for a technical paper presented at a North America SAMPE Conference.
- i) The paper may be on any subject presented at a SAMPE conference
 - ii) The paper must contain data (not a review)
 - iii) The paper must not reflect a bias toward a manufacturer's product while being presented by an employee of that company (the paper must not be a sales pitch)

iv) The following are desired to the extent they are weighed:

FACTOR	WEIGHT
1. New Data	25%
2. Explanations and Photos	10%
3. Reduction to Practice	20%
4. Innovations (new techniques)	10%
5. New Materials	10%
6. Conclusions	5%
7. Logic Flow and Clarity	20%

v) Selection will be made by the Program Chair and Conference Chair

vi) The award will consist of a plaque for each author and an honorarium

b. Delmonte Award for Innovation Excellence: See NAP 5.2 for details.

**SOCIETY FOR THE ADVANCEMENT OF
MATERIAL AND PROCESS ENGINEERING**

NORTH AMERICA PRACTICE (NAP)

TITLE: DELMONTE AWARD FOR INNOVATION EXCELLENCE

SCOPE:

This Practice specifies the policies that shall govern the Delmonte Award. This award shall be granted to a person, team, or organization who, in the judgment of the NA Awards Committee, has achieved a notable advance in the field of material and process engineering. The bestowal of this award shall be required to be justified by a specific and significant effort, achievement, action or combination thereof.

PRACTICE:

A. Award

The award shall be monetary and no less than \$1000. This award shall be presented at a major SAMPE event within 12 months of the notification of the selection. The NA Awards Committee will administer this award. The award is intended to be presented annually and will be included in the annual budget accordingly. There is no limit to the frequency of this award in a given year.

B. Evaluation Criteria for Nominee’s Work:

1. High technical achievement
2. Benefit to the material and process engineering community
3. Innovative quality

C. Nominee Qualification Requirements

The nominated person, team, or organization should be primarily responsible for the achievement being recognized. Current SAMPE Fellows are not eligible to receive this award as a single individual. SAMPE Fellows may participate if the award is given to a team of three or more (including the SAMPE Fellow). It is recommended that the SAMPE Fellow team member serve more in an advisory capacity.

D. Selection Process

Henceforth, the term “candidate” refers to the individual, team, or organization to be considered for the award. The Committee shall perform the following activities in sequence:

1. Issue a call for nominees in the *SAMPE Journal* and other communication channels
2. Identify suitable candidates from either SAMPE member nominations or from those proposed by the committee
3. A committee member shall verify the quality and significance of the nominees’ achievements through independent investigation

4. Upon verification of achievements the committee shall vote to select the best candidate
5. The winning candidate must have the vote of at least three of the selection committee members
6. The selection committee shall notify the award winner prior to the SAMPE event where the award will be presented
7. If there are no qualified nominees, then the Committee may elect not to make an award for that calendar year

F. Nomination Process

The nomination shall be submitted in writing to the NA Awards Committee. See below for nomination submittal guidelines. The nomination must come from a SAMPE member. Any additional backup data may be included with the nomination submittal.

**NOMINATION GUIDELINES
DELMONTE AWARD FOR INNOVATION EXCELLENCE**

The award committee is continuously soliciting nominations for the Delmonte Award for Innovation Excellence. This award will be presented at a major SAMPE event.

Nominations may be submitted by members of the SAMPE North America Region. A nominee's primary qualification must be an outstanding contribution to the field of materials and processes. This includes areas of engineering, science, research, production and business. The Delmonte Award for Innovation Excellence was initiated by John Delmonte in 1981. It is intended to achieve the following objectives:

- To stimulate and encourage outstanding contributions in the field of materials and processes throughout the world
- To acknowledge achievements in the field of materials and processes
- To disseminate these technical achievements among the members of the materials and processes community

NOMINATION FOR DELMONTE AWARD OF EXCELLENCE

Please submit to:
SAMPE
21680 E Gateway Center Drive, Suite 300
Diamond Bar, CA 91765, USA
Phone: 626-521-9460
sampe@sampe.org

Submittal Guidelines:

1. Clearly identify the individual, team, or organization and include appropriate contact information for them.
2. Briefly describe the specific achievement(s) in the field of materials and processes upon which this nomination is based.
3. Evaluate the effect of this individual or team's achievements on the technology and progress of the materials and processes field. To further support the nomination, please attach any related documentation of these achievements.
4. Please list any related patents including the names of the (co)inventor(s). If necessary, attach additional sheets.
5. Please list any related publications, including the names of the authors.
6. Please list other awards or recognition granted for this achievement. If applicable, who else was named as a recipient?
7. Are there any other individuals who made a significant contribution to the achievement who are not represented by the above questions? Please list their names and describe their contributions.
8. Clearly identify the nominating party with appropriate contact information.

**SOCIETY FOR THE ADVANCEMENT OF
MATERIAL AND PROCESS ENGINEERING**

NORTH AMERICA PRACTICE (NAP)

TITLE: HONORARY SENIOR MEMBERSHIP

SCOPE:

This Practice governs the processes for the selection and the privileges of Honorary Senior Members.

PRACTICE:

A. GENERAL

The acknowledgement of the value of members that have retired is derived from the selection for Honorary Senior Membership. Honorary Senior Members belong to a specific class of membership as described in the North America Region Bylaws. These members must be nominated via a petition as described below and approved by resolution at a North America Region Board of Directors meeting.

B. REQUIREMENTS FOR ELIGIBILITY

1. Retired from participation in professional activities. Consulting, or similar activity on a part-time basis is acceptable and shall not be grounds for disqualification.
2. A member in good standing for not less than five years at the time the petition is submitted to the Board of Directors.

C. SELECTION PROCESS

1. Nomination – Every candidate for Honorary Senior Membership must be nominated via a petition including the information found in Appendix A, the form for the petition.
2. Nominators
 - a. The governing body of the nominee's chapter.
 - b. Any six members, at least one of which is a member of the nominee's chapter.
 - c. Any five members of the North America Region Executive Cabinet.
 - d. Submittal of a petition to the chair of the Past Presidents' committee at least ten working days prior to the North America Region Board of Directors meeting at which approval is requested. (Appendix A)
 - e. Confirmation of membership requirement.
 - f. Approval by the North America Region Board of Directors.

D. RECOGNITION

This award shall be bestowed at a special ceremony. Notification to the SAMPE membership of the Honorary Senior Member award winners by the Past Presidents' committee within thirty days after North America Board of Directors disposition of the nominations.

E. PRIVILEGES OF HONORARY SENIOR MEMBERS

1. Honorary Senior Members shall not be required to pay dues as described in the Bylaws.
2. Each Honorary Senior Member shall be a member-at-large of all chapters and shall be entitled to all rights and privileges of a professional Member in the chapter with which he/she chooses to be affiliated.

F. RESIGNATION OF STATUS

Honorary Senior Members are to be queried not less than every three years to ascertain their interest in continuing to receive member benefits.

APPENDIX A

NOMINATION FOR HONORARY SENIOR MEMBERSHIP

The undersigned hereby make the following nomination and recommendation to the Past Presidents committee of the Board of Directors of the Society for the Advancement of Material and Process Engineering.

Honorary Senior Member: This award may be granted to any Professional member in good standing after the Board of Directors' approval of a petition. The petition must attest that such member is, and for not less than five years preceding the date of petition has been, a member in good standing as a Professional member, and also that such member shall be required to have retired from active routine participation in professional efforts. The petition must be submitted 10 working days prior to the NABOD meeting at which approval is requested.

Date of Nomination		Member # of Nominee	
Full name of Nominee		Phone #	
Chapter Affiliation			
Address of Nominee		Address of key point of contact (see below)	
Record of Nominee's SAMPE affiliations and positions held			
Specific reasons for nomination			

√	Method of Nomination (check one at left)
	Nominated by the chapter (requires the signature of two officers)
	Nominated by any six members, one of whom is from the nominee's chapter (six signatures required)
	Nominated by five members of the Executive Cabinet (five signatures required)

NOMINATORS			
Name (print)	Name (signature)	Role in nomination process*	Date
(key point of contact)			

* Options for roles:

- Office held in the nominee's chapter
- Member of the nominee's chapter
- Member of SAMPE
- Member of the Executive Cabinet
- Key point of contact is the person to who any correspondence is directed.

**SOCIETY FOR THE ADVANCEMENT OF
MATERIAL AND PROCESS ENGINEERING**

NORTH AMERICA PRACTICE (NAP)

TITLE: NEW CHAPTERS

SCOPE:

This Practice specifies the policies that shall prevail in matters of liaison between North America SAMPE and any organized groups of persons that have requested affiliation as chapters therein by having applied for charter.

PRACTICE:

Applications for the granting of a charter shall be presented to the North America SAMPE Board of Directors for approval.

Representatives of the applying chapter group may attend North America Region Board meetings until disposition of such petition has been made. At the discretion of the Chair, such attendees may be granted floor recognition to address the assembly and to participate in debate. They shall not, however, possess voting rights.

Upon receipt of an application, a vote by the North America Region Board of Directors shall be requested within six months. The results of this vote shall be conveyed in writing to the applying group affirming or denying chapter status. In the event of denial, a reasonable explanation for such action must be provided.

**SOCIETY FOR THE ADVANCEMENT OF
MATERIAL AND PROCESS ENGINEERING**

NORTH AMERICA PRACTICE (NAP)

TITLE: CHAPTER TREASURY PRACTICES

SCOPE:

This Practice specifies the policies that govern the practices of the Chapter Treasury.

PRACTICE:

The chapter treasurer (hereinafter, the treasurer) shall maintain the permanent financial records of the chapter and shall be responsible for the collection, disbursement and safekeeping of the chapter's funds. He/she shall report formally, in writing, to the chapter's executive board (hereinafter, the executive board). He/she shall prepare an annual "Chapter Income Statement" in accordance with Finance Committee direction.

A. SAFEKEEPING OF FUNDS

1. A checking account shall be established for the safekeeping of chapter funds. The signers shall be the treasurer, the chair, and any other elected chapter officers that the executive board deems necessary.
2. The executive board shall determine the check signing policies for the chapter, number of signatures required to authorize a check, dollar limits that one (or two) signatures may authorize, etc. No one may sign a check made to him/her.
3. The account structure (simple checking interest-bearing, the use of money market accounts etc.) shall be determined by the executive board.
4. The treasurer shall maintain a log of all checks written, i.e. a "checkbook." He/she will permanently retain in numerical order all checks written, issued or not, including canceled checks, voided checks and those returned for non-sufficient funds or other reasons.
5. The treasurer shall keep a file of all bank statements in chronological order.
6. No chapter funds shall ever be converted or loaned for personal use. Officers or members of the chapter shall not, under any circumstances (except one), co-mingle personal funds with chapter funds.

B. REVENUES AND COLLECTION OF FUNDS

1. All revenues received or collected shall be deposited as soon as possible. A receipt shall be obtained from the bank for the deposit.

2. A record shall be kept of all funds received from all sources. The record shall consist of a document (check voucher, cover letter, photocopy of check, etc.) showing the source of the revenue and the reason for the payment, and the deposit slip from the bank.
3. At chapter events, such as chapter meetings, where checks and cash are collected directly from attendees, a record shall be maintained of such receipts.

C. EXPENSES AND DISBURSAL OF FUNDS

1. The chapter's executive committee shall determine the "usual expenses" and the maximum dollar amount that the treasurer can pay for each billing without prior specific approval of the executive board. Some examples of "unusual expenses" are:
 - a. Printing and distribution of monthly meeting notice
 - b. Hotel/restaurant bill for chapter meeting
 - c. Audio/visual expenses for chapter meeting
 - d. Executive board meeting expenses
 - e. Secretary's and Treasurer's expenses
2. It is suggested that the maximum amount for any expense not requiring specific chapter executive committee prior approval, be \$1000.
3. For every payment (check issue or petty cash disbursal), an invoice, statement, bill, receipt, disbursal request, or other document, shall be retained to justify the payment. This document shall show the payee, the amount paid, the check number, the date paid, and the purpose for the payment.
4. Every check written shall bear the invoice, statement, bill, receipt, disbursal request or other document number for which it is made on its "for" block. If that is not possible, the "for" block shall give the purpose of payment.

D. TREASURER'S RECORDS

1. The treasurer shall keep, as a minimum, the following records, documents and instruments in an orderly manner and should be able to withstand an audit.
2. As checks are written, they shall be recorded in a checkbook. The record for each check shall include:
 - a. Check number
 - b. Name of the party or firm paid
 - c. Date the check was written
 - d. Amount paid
3. Deposits, interest payments and bank fees shall also be entered.
4. All correspondence relevant to the chapter's finances.
5. Executive Board minutes relevant to the chapter's finances.
6. All checks written (see Section A.4)

7. All bank statements (see Section A.5)
8. Records of revenues (see Section B)
9. Treasurer's monthly reports.
10. Monthly bank reconciliations, which are prepared using a format that details all the differences between month-ending bank balances and the corresponding checkbook balances.

E. TREASURER'S REPORT

1. The treasurer shall prepare a treasurer's report and present it to the chapter executive committee at their request.
2. The treasurer's report shall, as a minimum, list the revenues collected or received and payments (disbursal) made in the reporting period, current assets and liabilities, and the current cash balance.
3. The treasurer's report shall contain a copy of the current bank statement(s).

F. YEARLY CHAPTER INCOME STATEMENT

1. The treasurer, with the assistance of the executive board shall prepare an annual chapter income statement, a legal document required by the North America SAMPE Finance Committee to preserve North America SAMPE's tax-exempt status.
2. The treasurer shall keep all records previously mentioned in such a way as to facilitate preparation of a chapter income statement.

G. ACCOUNTABILITY, TRACEABILITY AND AUDIT

1. The treasurer is accountable at all times to the executive board and the Finance committee for the management of the chapter's funds and the reporting of same.
2. All records shall be regularly maintained with full traceability in all directions and dimensions, so as to withstand an audit at any time, without prior notice.
3. The treasurer's records may be audited by a member of the chapter's executive board.

H. APPLICABILITY AND TAILORING

1. This North America SAMPE Practice is mandatory for all United States-based chapters.
2. This Practice may be tailored by individual chapters to their needs, with prior approval of the Finance Committee.

**SOCIETY FOR THE ADVANCEMENT OF
MATERIAL AND PROCESS ENGINEERING**

NORTH AMERICA PRACTICE (NAP)

TITLE: CHAPTER SUPPORT FUND

SCOPE:

This Practice specifies procedures whereby North America SAMPE Chapters may apply for funds to support their programs.

Cash support may be made annually to North America SAMPE Chapters for programs that they would like to pursue, following a review of proposals each fall by the North America SAMPE Secretary. Chapter support funds included in the annual budget will be used to support this program. All proposals must benefit the chapter and support the goals and missions of SAMPE.

PRACTICE:

A. RULES

1. To submit a proposal, a chapter must be a North America SAMPE Chapter chartered on or before November 1 of the associated fiscal year.
2. In addition to the proposal, the chapter must provide a report on the activities supported by the most recent chapter award, if appropriate.
3. Proposals must not exceed two pages (not including the past activities report).
4. Proposals must be submitted no later than November 1 to the North America SAMPE Secretary.
5. If the proposal contains multiple funding items, they should be prioritized.
6. The proposal must be signed by the Chapter Chair or his/her representative.

B. NORTH AMERICA SAMPE CHAPTER PROPOSAL COMMITTEE

1. The North America SAMPE Secretary will serve as the chair of the committee.
2. The chair of the committee will select the other North America SAMPE members of the committee with the approval of the North America SAMPE Secretary. Membership shall be a minimum of three members including the chair and one Trustee.
3. The North America SAMPE Secretary will make its recommendation to the Executive Cabinet for approval.

4. SAMPE North America Board will be responsible for distributing the funds to the appropriate chapters.

C. SCHEDULE

- July – Reminder to Chapter Chairs
- August 15 – Proposal submittal consideration date SAMPE Fall Meeting – Committee recommendations
- November 15 – Notification of chapters
- January 1 – Disbursement of funds