

# **ISPE**

# **STUDENT CHAPTER HANDBOOK**

*Organization and Operation*

**January 2005**

**Version 5**

## **EDITOR'S NOTES**

The Student Chapter Handbook is produced jointly by the ISPE Student Development Committee and ISPE Staff with input from local Chapters, Affiliates and Student Chapters. It is a living document and updated periodically. It has been designed as a guideline in the formation and operation of an ISPE Student Chapter.

*The Student Development Committee*

## 1 Foreword

ISPE, The International Society for Pharmaceutical Engineering, is a worldwide, not-for-profit Society with nearly 22,000 members in 80 countries who apply their practical and technical knowledge in the regulated Pharmaceutical Industry.

ISPE provides an impartial setting that fosters sharing of information between industry, government, academia, and individuals, therefore providing valuable linkages across a wide spectrum of interest in the Pharmaceutical Industry.

## 2 Objectives

Among the many programs offered by ISPE, is the Student Affairs Program. This very important program has been developed to meet the stated goals of the Society and to achieve the following additional defined objectives:

- To introduce and familiarize Student Members, faculty and other appropriate individuals to all aspects of the pharmaceutical and biotechnology industries and related disciplines.
- To promote educational exchange, career opportunities and networking.
- To promote publicity for available grants, awards and internships.  
**For legal reasons ISPE Chapters and Affiliates do not provide scholarships. ISPE only provides grants and awards.**
- To support the formation of and participation in a Student Chapter providing valuable experiences for career and personal development for ISPE Student Members.

## 3 What is ISPE?

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

The aim of the group was to improve efficiency and best practice. Their vision that a forum was needed is borne out by the enormous expansion in ISPE membership over the intervening period, which extends beyond engineering to include very broad representation from pharmaceutical technology and pharmaceutical manufacturing professionals, including a vital link with quality control and assurance personnel.

Among its members are leaders in academia, government and the pharmaceutical and biotechnology industries. Chemical, civil, industrial, mechanical, and electrical engineers, as well as, microbiologists, scientists, pharmacists, regulatory and quality personnel make up its membership.

ISPE provides a means for continuing education. It publishes a bi-monthly magazine, *PHARMACEUTICAL ENGINEERING*, and bi-monthly global newsletter, *ISPEAK*. Each issue of *PHARMACEUTICAL ENGINEERING* contains an encyclopedia of pharmaceutical information. It contains technical and educational papers presented before Society meetings, practical “how to” articles, descriptions of new products, and news items of the industry and the Society. *ISPEAK* features brief technical articles and regulatory news as well as information on upcoming ISPE events, and Chapter and Affiliate activities.

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

The Society has also become actively involved in the creation and dissemination of Pharmaceutical Engineering Baseline® Guides. These Guides are developed through a partnership with FDA and industry.

Currently, ISPE has 16 international Affiliates and 16 North American Chapters. Chapters and Affiliates provide educational, informational and networking opportunities locally, as does ISPE internationally. Student Chapters are supported by their local ISPE Chapter or Affiliate, which supplies an industry advisor for each college or university and includes Student Members in their activities. In addition, ISPE members have access to the Society Web site and Webinars.

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

#### 4 Why Student Membership in ISPE?

- Student Members receive *Pharmaceutical Engineering*, the esteemed magazine of ISPE.
- Student Members receive the bi-monthly newsletter, *ISPEAK*.
- Student Members receive **membership discounts** to all ISPE Headquarters and local Chapter and Affiliate programs and events.
- Student Members are provided the opportunity to network with **leaders and experts** in all aspects of the pharmaceutical industry through the Society’s local Chapter or Affiliate and ISPE Headquarters meetings.

- Student Members have access to the Student Affairs, Career Opportunities, and Discussion Forums sections available on the **ISPE Web site, Campus Connection**, <http://www.ispe.org/campusconnection>
- The Society introduces the many opportunities available throughout our industry.
- Student Members have access to **Pharmaceutical Engineering Baseline® Guides** through their faculty advisors (a complete set of these is furnished to each Student Chapter upon official recognition).
- ISPE local Chapters and Affiliates provide **mentoring programs** for Student Members.
- Student Members have an opportunity each Spring to participate in a **Student Poster Competition** at the local Chapter or Affiliate level and a chance to progress to the International Poster Competition at the ISPE Annual Meeting each Fall.
- Student Members have the opportunity to secure **internships** under a program currently being developed and available on the Web site, <http://www.ispe.org/>

## 5 How to Organize a Student Chapter

The first step in organizing a Student Chapter is to determine the level of interest in forming a Chapter. If there appears to be enough interest to pursue the endeavor further, Advisors are required and must be chosen. One Industry Advisor from the local ISPE Chapter or Affiliate will be appointed to assist the Student Chapter and the Faculty Advisor is to be chosen from the sponsoring institution. All Advisors must be at least 21 years of age and members of ISPE. Upon application, the Faculty Advisor(s) will receive, free of charge, an honorary membership in ISPE (as defined in the ISPE International Bylaws; see Appendix D) for the duration of their term as Advisor. If a potential Faculty Advisor has questions about registering an ISPE Student Chapter on campus, it is best to put him or her in touch with Lynne Richards, Manager for Chapter and Affiliate Relations, telephone 813/960-2105 or email [lynne@ispe.org](mailto:lynne@ispe.org).

Selection of Advisors is important. Advisors will help the Student Chapter select officers, schedule meetings, obtain materials and information from ISPE, process Student Membership applications and give guidance for running meetings.

If there is enough student interest to form a Student Chapter, a Steering Committee should be selected to serve as temporary officers overseeing the necessary steps in the formation of the Chapter. The Steering Committee should consist of a Chairperson, Vice Chairperson, Secretary, Treasurer, the Advisors and at least one Member-at-Large.

One of the first activities of the Steering Committee should be to recruit members. A minimum of five to ten members (total – including temporary officers) is required to form a Student Chapter. Each of the Committee members should be proactive in signing up new members, helping them to complete membership applications, and collection of dues. Membership application and payment should be given to the Industry Advisor. Completed membership applications, proof of enrollment and payment should be sent to ISPE Headquarters. If the local Chapter or Affiliate offers matching funds for membership fees, forward all membership applications, enrollment proof and payments to the local Chapter or Affiliate Student Affairs representative. Membership applications cannot be processed without the payments and proof that the potential members are full-time students. Contact Lynne Richards at ISPE Headquarters at [lynne@ispe.org](mailto:lynne@ispe.org) for a Student Chapter Start-up Kit consisting of student benefits brochures, membership applications, *Pharmaceutical Engineering*, *ISPEAK*, etc.

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

The Steering Committee must investigate all education institution requirements for the formation of the Chapter. All institution requirements must be completed before proceeding further.

When the membership goal has been reached and the Bylaws have been developed, a formation meeting of the Student Chapter should be held. At this meeting the officers should be elected and the Bylaws approved. When this has been done, a letter should be sent to ISPE Headquarters requesting official authorization to operate as a Student Chapter. Included with this request should be a copy of the Student Chapter Bylaws, a list of the elected officers, the names and addresses of the Advisors, plus the list of at least five to ten members (the officers, but not the Advisors, may be included in this total). See the Student Chapter Application form in Appendix E. Written notification of approval and a Student Chapter Charter will be sent to the Student Chapter from ISPE Headquarters. The Student Chapter is then officially recognized as operational.

A Web site can be an excellent tool for publicity for the Student Chapter and its activities. The Student Members can make use of the “Glossary” on the Web site to learn industry terms. It is strongly recommended that a Student Chapter Web site be organized early in the Chapter formation process. The local ISPE Chapter or Affiliate and the ISPE Headquarters can offer guidance in this effort. **A Web site policy exists and must be followed by the Student Chapter. The Student Chapter Web site must be approved by ISPE and then can be linked to the International, Chapter and Affiliate Web sites. See the ISPE Web site Guidance (Appendix J) and the ISPE Web site policy (Appendix K).**

## 6 ISPE Student Chapter Formation - Flow Chart

1. Determine Level of Interest
2. Choose Advisors:     Industry Advisor (ISPE Member) and Faculty Advisor
3. Select Steering Committee:   Temporary Officers (suggested)
  - President
  - Vice President
  - Treasurer
  - Secretary
  - Advisors
  - 1 Member at Large
4. Recruit Members:     Minimum 5-10 Members (total – including temporary officers)
5. Develop Student Chapter Bylaws (see example in the Appendix C)
6. Complete University requirements
7. Elect Officers and approve Bylaws at the first Student Chapter Meeting
8. Mail letter and required documents to ISPE Headquarters requesting official approval of Student Chapter

## 7 ISPE Student Chapter Organization

### 7.1 Organization of a Student Chapter and Name:

A Student Chapter, in affiliation with ISPE, the International Society for Pharmaceutical Engineering, composed of full-time students of engineering, technical and scientific programs of recognized and accredited colleges, universities, technical schools or community colleges, may be organized upon favorable vote of the Board of Directors of the local Chapter or Affiliate. Authority for the organization of a Student Chapter at any institution shall automatically lapse if not used within one year from the date granted. The name of such an affiliated group shall be "The **(school name)** Student Chapter of the International Society for Pharmaceutical Engineering."

### 7.2 Qualification for Student Chapter:

To apply for ISPE authorization the proposed Student Chapter shall have:

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

### 7.3 Student Chapter Membership:

All students attending an institution where there is a Student Chapter may become members. Requirements for Student Members shall be in accordance with ISPE Bylaws, as follows:

**Article III, Section 3.** Student Members: Individuals enrolled FULL-TIME at a recognized accredited educational institution may enter the Society as Student Members of the Society and the Chapter.

#### **7.4 Student Chapter Bylaws:**

The Bylaws of a Student Chapter shall not conflict with any provisions of the Articles of Incorporation or Bylaws of ISPE International (see Appendix D).

#### **7.5 Requirements of a Student Chapter:**

To maintain an active status, a Student Chapter shall:

- Hold at least two meetings during each academic period.
- Prepare and send to each Advisor and ISPE Headquarters comprehensive Annual Reports and Student Chapter Financial Reports in accordance with the rules of ISPE.
- A minimum membership of five to ten ISPE Student Members.

#### **7.6 Disbanded and Reinstated Student Chapters:**

The ISPE International Board of Directors may disband an inactive Student Chapter, in accordance with the rules of the Society. The ISPE International Board of Directors may reinstate disbanded Student Chapters in accordance with the rules of the Society.

### **8 Organization and Responsibilities**

#### **8.1 Student Chapter Executive Committee**

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

- Manage the affairs of the Student Chapter, except as otherwise provided by the Chapter Bylaws.
- Approve proposed activities and appointments to Student Chapter committees.
- Determine who will be authorized to sign, on behalf of the Student Chapter, notes, receipts, acceptances, endorsements, checks, releases, contracts and other documents and make such authorization.
- Perform such other acts as may be necessary to carry out the purposes of the Student Chapter and ISPE.

In case of a vacancy occurring in the Student Chapter Executive Committee, the committee should appoint a successor to hold office for the remaining portion of the term of the vacating member.

All members of the Executive Committee, except Advisors, are entitled to vote in the Student Chapter. However, sound parliamentary procedure dictates that the President should exercise their vote, only when necessary, to break a tie.

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

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

New members on the Executive Committee may not be thoroughly familiar with many phases of operation. Accordingly, at the first meeting it is well to review the scope and objectives of the Society and the Student Chapter as well as all recent projects. This should be performed by one of the Advisors, who is a permanent member of the Executive Committee and lends to its continuity.

The Secretary must record the minutes of the Executive Committee. Each member of the Committee should receive a copy of the minutes, approved by the President, as soon after the meeting as possible and at least ten days prior to the next meeting.

## **8.2 Industry and Faculty Advisors**

The Industry and Faculty Advisors must be at least 21 years old and members of ISPE (Faculty Advisors are awarded Honorary Membership status). It is their job to lend advice, guidance and encouragement to the Student Chapter in all its activities. The Industry Advisor is the liaison to ISPE Headquarters, its local Chapter and its resources. The Faculty Advisor is the liaison to the education institution and its resources. The Industry Advisor shall review and enforce the Web site Guidance and Web site Policy as it regards to the Student Chapter Web site.

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

Advisors are ex-officio members of all committees within the Student Chapter.

## **8.3 President**

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

- Supervise and promote the affairs of the Student Chapter with help of the Executive Committee.
- Preside at meetings of the Student Chapter, of the Executive Committee and be an ex-officio member (with voting rights) of all committees.
- Call meetings of the Executive Committee as needed.
- Maintain the records and correspondence of their office and turn over all records to their successor.
- Appoint chairpersons of various committees, subject to the approval of the Executive Committee.
- Require periodic progress reports of all committee chairpersons.
- Appoint a nominating committee at least 30 days before the annual elections and begin accepting nominations 15 days prior to annual elections.
- **Submit the Chapter's Annual Report to each Advisor and ISPE Headquarters in a timely fashion. Two current Student Chapter officers must sign the report.**

#### 8.4 Vice President

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

- Assume all duties of the President in their absence or disability.
- Serve as first assistant to the President.
- Accept responsibility for specific Student Chapter activities, at the President's direction.
- Serve as ex-officio member (with voting rights) of all committees.

#### 8.5 Secretary

The Secretary is the official correspondent for the Student Chapter. In their

absence, these duties fall upon the other officers in the following order: President, Treasurer and Vice President. Generally, the duties of the Secretary are to:

- Maintain the correspondence and records of their office and turn over all records and correspondence to their successor.
- Serve as Secretary for all Executive Committee meetings and prepare minutes of each.
- Prepare agenda, under direction of the President for all meetings and distribute meeting notices in a timely fashion.
- Preside at meetings in the absence of the President and Vice President.
- Provide copies of minutes of all meetings to Executive Committee members and Advisors, as soon after the meeting as possible, and at least ten days prior to the next meeting.
- Review all correspondence from the local Chapter or Affiliate and ISPE Headquarters.
- Bring to the attention of the President all correspondence, bulletins, notifications and matters affecting the Student Chapter's activities, especially those that should be discussed at meetings of the Executive Committee.
- Turn over all income, bills, receipts and other financial matters to the Student Chapter Treasurer.
- Send all membership applications, proof of full-time student, and payments for dues covering memberships to the ISPE local Chapter, Affiliate or ISPE Headquarters for processing.
- **Maintain a current roster listing addresses, telephone numbers, and email addresses of all Student Chapter members, Executive Committee and others designated by the Executive Committee, with copies to each Advisor and ISPE Headquarters.**
- **Assist in preparation of the Student Chapter Annual Report.**

## 8.6 Treasurer

The Treasurer is the official custodian of the funds of the Student Chapter. The Treasurer receives and disburses Chapter money only upon orders made by the Executive Committee. In the Treasurer's absence, their duties are to be

administered by the President with the knowledge of the Secretary and Executive Committee. In the absence of the President and the Treasurer, the Vice President administers the duties. Generally, the duties of the Treasurer are to:

- Be responsible for receipts and disbursements of Student Chapter funds.
- Maintain Student Chapter financial records and turn over all records and correspondence to their successor at the end of their term.
- Attend meetings of the Executive Committee and provide periodic reports as requested.
- Arrange for safekeeping of the Student Chapter fund in a checking or special funds account as approved by the Executive Committee.
- Arrange a satisfactory method, approved by the Executive Committee, for the management of the Chapter checking account with approved officer signatures for withdrawal, etc. The banking account should be carried as the "(Name of School) Student Chapter of ISPE," to avoid any possible conflict with International funds.
- Deposit all receipts in the bank account as soon as received.
- Reconcile the monthly bank statement.
- Obtain invoices or receipts for disbursements.
- **Prepare and submit Student Chapter Financial Report as defined by ISPE Headquarters (see Appendix G).**
- **Assist in preparation of the Student Chapter Annual Report including the Treasurer's Report (see Appendix H).**

## 8.7 Optional Committee Officers

### 8.7.1 Membership Chair

The responsibility of the Membership Committee is to enroll new members and retain existing members. It is suggested that the Chair appoint at least three members to their committee. Generally, the duties of the Membership Chairperson are to:

- Develop a membership campaign to commence with the first fall meeting of the Student Chapter. Every means possible should be used to bring non-members to this initial meeting. When they are there, the Membership Committee has an important job making them feel welcome and see to that they are given every opportunity to enroll as

new members of the Chapter. Be certain to have ISPE Student Member Benefits brochures and membership applications on hand, obtainable from your Industry Advisor.

- Work closely with the Program Committee to be certain invitations are mailed to special groups and individuals when programs are scheduled which may appeal to them.
- Keep the Student Chapter membership interested in bringing in new members. Contests of various kinds can be conducted throughout the year.
- Remind the Student Chapter members of the value of bringing guests to the meetings.
- Keep an adequate supply of ISPE Student Member Benefits brochures and membership applications on hand and use them at every opportunity, especially for guests at Student Chapter meetings.

When Student Members who are not members attend the meetings of the Student Chapter, the Committee should contact them in an effort to secure their membership enrollment. Active members are the lifeblood of the Student Chapter and no opportunity should be missed for attracting as many as possible.

### 8.7.2 *Publicity Chair*

The responsibility of the Publicity Committee, in essence, is to “spread the word,” to sell the Chapter’s objectives to those who are in a position to assist and support in some way, and to obtain that assistance. This can be accomplished by:

- Creating posters advertising the activities and projects of the Student Chapter and placing these in prime locations.
- Circulating copies of meeting notices and other news releases in areas not reached by the Secretary.
- Arranging for photographs to be taken of events during the Student Chapter’s year and send copies to the: school newspaper, yearbook staff, local ISPE Chapter or Affiliate and *Pharmaceutical Engineering*, along with appropriate write-ups.
- Developing outside interest in the Student Chapter by sending out letters, making telephone calls or personal contact. These are valuable sources of assistance in activities such as sponsoring plant tours, sending knowledgeable speakers to the Student Chapter meetings and

contributing door prizes for special events. This is one of the most valuable functions of the Publicity Committee.

- Coordinating the content of the Student Chapter Web site. Appointing a Web master can be very helpful for this effort.

### 8.7.3 *Program Chair*

It is the responsibility of the Program Chair, in conjunction with the Program Committee members and the Advisors, to arrange programs throughout the year.

It is recommended that the Committee work closely with the Program Chair of the local ISPE Chapter or Affiliate for the possibility of their scheduled speakers visiting the school either prior to or following the local Chapter or Affiliate engagements.

The Program Chair also arranges the details of each Student Chapter meeting including obtaining the required audio-visual equipment, transportation, etc. Their function is to arrange for and to do everything possible to see that each meeting and special function goes smoothly.

Sources for speakers include the local ISPE Chapter or Affiliate, programs from ISPE Headquarters meetings, authors of articles appearing in *Pharmaceutical Engineering* and write-ups of talks given by speakers before ISPE local Chapters and Affiliates.

## 8.8 **Official Operating Activities**

### 8.8.1 *Annual Report*

The Rules of the Society require that each Student Chapter prepare and submit an Annual Report to the ISPE Headquarters with a copy to each Advisor no later than May 1<sup>st</sup> of each year.

The Annual Report (see Appendix F) must be completed in full, in order to be in compliance with ISPE Headquarters rules.

### 8.8.2 *Student Chapter Financial Reports*

The Rules of the Society require that each Student Chapter prepare and submit Student Chapter Financial Reports to ISPE Headquarters with a copy to each Advisor no later than twenty days after each quarter of each year.

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

### 8.8.3 *Bylaws*

The Bylaws of the Student Chapter shall not be in conflict with the Articles of Incorporation and Bylaws of the Society, nor with the rules of ISPE International Board of Directors.

ISPE has an available set of approved Student Chapter Bylaws for new Student Chapters and for existing Student Chapters who may wish to consider changes to reflect their growth over the years. Any changes to these Bylaws require approval by ISPE Headquarters. A copy of the approved Student Chapter Bylaws appears in the Appendix C of this Handbook.

### 8.8.4 *Membership Billing Procedures*

Membership fees of \$30 are due and payable with the initial application. Subsequent \$30 renewal fees occur annually. The \$30 fee is extended to all Student Members one year after graduation. See the Student Chapter Industry Advisor for information on potential membership fee matching funds and procedures.

## **9 Ideas for Student Chapter Programs and Activities**

### **9.1 Meetings**

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

### **9.2 Projects**

Projects are one of the best methods of creating team spirit among the members of the Student Chapter. These types of activities give the Chapter a feeling of

doing something worthwhile and are also good public relations for the school, its programs and the Student Chapter.

Some projects that may be considered are:

- Community service programs
- Technical projects or design contests
- Campus activities
- Resume writing
- Student Chapter members can visit high schools in their area as a recruiting team for their school.

### 9.3 Plant Tours and Field Trips

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

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

### 9.4 Social Activities

- Organize an annual dinner party, picnic or dance.
- Arrange social outings, such as group participation in a sporting event.

### 9.5 Student Chapter Web site

A Web site can be an excellent publicity tool for the Student Chapter and its activities. It is strongly recommended that a Student Chapter Web site be organized early in the Student Chapter formation process. The local ISPE Chapter or Affiliate and the ISPE Headquarters can offer guidance in this effort.

**A Web site policy exists and must be followed by the Student Chapter. Once the Web site is approved by ISPE Headquarters, it can be linked to the International, local Chapter and Affiliate Web sites. See the ISPE Web site Guidance (Appendix J), the ISPE Web site policy (Appendix K), and a sample template.**

## 10 How the Local Chapter or Affiliate Can Help

- Appoint a Student Affairs Committee Chair to act as the liaison between the local ISPE Chapter or Affiliate and Student Chapters.
- Provide guest speakers, either from within their membership ranks or by sharing a regular monthly speaker.
- Make one local Chapter or Affiliate meeting a year a special “Student’s Night” with a speaker who can discuss career opportunities.
- Offer a reduced rate on the cost for Student Members who attend local Chapter or Affiliate meetings.
- Present awards or grants to Student Members or Student Chapters for outstanding achievements.
- Sponsor membership goals programs with cash awards.
- Sponsor specific projects to be implemented by the Student Members.
- Sponsor a student essay contest.
- Subsidize Student Membership application fees for membership.
- Sponsor Student Members attendance at ISPE’s Annual Meeting, The Student Leadership Forum, and other ISPE International meetings and local Chapter or Affiliate meetings.
- Provide speakers for Student Chapter meetings through mandatory participation by local Chapter or Affiliate board members.
- Provide mentors to Student Members.
- Sponsor the “Student Poster Competition” each year.
- Sponsor a Career Fair.
- Publish a Resume Book.

## **APPENDICES**

- A. Student Chapter Organization Kit
- B. ISPE Student Chapter Reporting Schedule
- C. Suggested Bylaws for ISPE Student Chapters
- D. Bylaws of ISPE International
- E. Student Chapter Application
- F. Annual Report Form Cover Pages
- G. Student Chapter Financial Reporting Form
- H. Treasurer's Report Form
- I. Meeting Minutes Format
- J. ISPE Web site Guidance and Addendum
- K. ISPE Web site Policy
- L. Faculty Advisor Responsibilities
- M. Student Chapter Cheat Sheet
- N. New Student Chapter Formation Survey

## **Appendix A - Student Chapter Organization Kit**

Upon request, the Student Chapter Organization Kit will be sent for use in the planning and formation stages of the Student Chapter. This kit consists of:

- Student Chapter Handbook for Organization and Operation
- Membership applications
- Student Benefits Brochures
- Names and addresses of the local Chapter or Affiliate Board of Directors and the local Student Affairs Committee Chair
- *Pharmaceutical Engineering* magazines
- *ISPEAK* newsletters

To order, contact Lynne Richards at ISPE Tampa at 1-813-960-2105, Extension 223, or by email at [lynne@ispe.org](mailto:lynne@ispe.org)

## Appendix B – ISPE Student Chapter Reporting Schedule

Below is a list of documents, reports and requests that are required of the Student Chapters to send by the required date to the Director of Chapter and Affiliate Relations at ISPE Headquarters.

<b>Documents/Reports/Requests</b>	<b>Due Date</b>
Student Chapter Annual Report	1 May
Student Chapter Budget	1 May
Elections Completed for Fall term	15 May
Bylaws	When necessary-reviewed annually
Meeting Minutes	Within two weeks after meeting
List of Event Attendees (Members & Nonmembers)	Within two weeks after event

## **Appendix C – Suggested Bylaws for Student Chapters**

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

#### **ARTICLE I**

##### *NAME*

Section 1. The name of this organization shall be the (School Name) Student Chapter of The International Society for Pharmaceutical Engineering, Inc., hereinafter called the Student Chapter.

Section 2. The local ISPE \_\_\_\_\_ Chapter or Affiliate will sponsor the \_\_\_\_\_ Student Chapter and all members of the Student Chapter are considered members of the ISPE \_\_\_\_\_ Chapter or Affiliate.

#### **ARTICLE II**

##### *OBJECTIVES*

Section 1. The objectives of the Student Chapter shall conform to those of the International Society for Pharmaceutical Engineering, Inc., hereinafter called ISPE.

Section 2. In furtherance of these objectives, the Student Chapter shall hold meetings for the presentation of appropriate papers and the interchange of ideas and information. Where practical, the Student Chapter shall promote plant tours/site visits and educational lecture courses.

#### **ARTICLE III**

##### *MEMBERSHIP*

Section 1. All members of ISPE attending \_\_\_\_\_ (College, University, Technical School, or Community College) as Student Members shall be considered members of this Student Chapter.

Section 2. All members of the Student Chapter who are in good standing shall have the right to vote and hold office in the Student Chapter.

#### **ARTICLE IV**

##### *ADVISORS*

Section 1. There shall be two Advisors to the Student Chapter whose duties shall be to consult with and advise the Student Chapter on matters relating to the general conduct of the Student Chapter. Each Advisor shall be a member

of ISPE. One Industry Advisor shall be named by the local ISPE Chapter or Affiliate and one Faculty Advisor selected from the sponsoring educational institution.

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

## **ARTICLE V**

### *MEETINGS*

Section 1. Regular meetings of the Student Chapter shall be held at such time and place as may be selected by the Executive Committee.

Section 2. At least two meetings shall be held during each regular academic period.

Section 3. Officers of the Student Chapter will be elected by the membership in April or May each year and shall hold office for one year.

## **ARTICLE VI**

### *MANAGEMENT*

Section 1. The Officers of the Student Chapter shall consist of a President, a Vice President, a Secretary and a Treasurer, all of who shall be elected for a term of one academic year by the Student Chapter at the organizational meeting and at each April or May thereafter. The offices of Secretary and Treasurer may be combined, if desired.

Section 2. The management of the Student Chapter shall be vested in an Executive Committee consisting of the officers of the Student Chapter and the Advisors, faculty and industry.

Section 3. The Executive Committee shall have power to fill vacancies in its membership, such appointees to hold office for the remaining term of the vacating members.

Section 4. The Executive Committee may hold meetings, subject to the call of the President, as often as the interests of the Student Chapter demands.

Section 5. At all meetings of the Executive Committee, a majority of members shall constitute a quorum.

Section 6. The President shall submit an Annual Report to ISPE Headquarters by May 1st, signed by the President and at least two other current officers.

## **ARTICLE VII**

### *ELECTIONS*

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

## **ARTICLE VIII**

### *OTHER*

- Section 1. The Executive Committee is empowered to appoint committees for special purposes.
- Section 2. The President shall be ex-officio, a voting member of all committees.
- Section 3. Proposals for amendment to these Bylaws may be submitted in writing at any regular meeting of the Student Chapter and, if approved by a majority of the voting members present at the meeting, shall then be submitted at the next regular meeting of the Student Chapter for final ballot. If approved by two-thirds of the votes cast, the amendment or amendments shall become a part of the Bylaws provided they are not in conflict with the Constitution and Bylaws of ISPE International. Amendments to the Bylaws are subject to review and approval by the ISPE International Board of Directors.
- Section 4. These Bylaws shall go into effect immediately upon their adoption by a vote of the Student Chapter, such adoption requiring at least two-thirds vote of the members voting.



**Section 5. Establish Profession:**

To establish pharmaceutical engineering as a profession and promote the valuable role of this profession within the industry.

**Section 6. Not for Profit:**

The ISPE \_\_\_\_\_ Chapter of the \_\_\_\_\_ Affiliate is an incorporated organization in the State of \_\_\_\_\_ operating on a not-for-profit basis.

**ARTICLE III: MEMBERSHIP**

THERE SHALL BE EIGHT CLASSES OF MEMBERSHIP AND ALL SHALL BE ENTITLED TO THE FULL RIGHTS OF MEMBERSHIP INCLUDING TO VOTE ON MATTERS PENDING BEFORE THE SOCIETY, HOLD OFFICE AND SERVE ON THE BOARD OF DIRECTORS AND THE COMMITTEES OF THE SOCIETY AND THE CHAPTER. Membership in one Chapter or Affiliate of the Society is included with each membership and is not transferable.

The classes of membership shall be:

1. Active
2. PUBLIC AUTHORITY/GOVERNMENT
3. Student
4. ACADEMIC INSTITUTION
5. EMERGING ECONOMIES
6. Honorary
7. Emeritus
8. EXTENUATING CIRCUMSTANCES

**Section 1. Active Members:** Any individual engaged in pharmaceutical engineering or a technical discipline in the Pharmaceutical Industry that is a member of ISPE is eligible to become an Active Member of the Chapter.

**Section. 2. PUBLIC AUTHORITY/GOVERNMENT MEMBERS:** ANY INDIVIDUAL EMPLOYED FULL-TIME BY A PUBLIC AUTHORITY OR GOVERNMENT AGENCY IS ELIGIBLE TO BECOME A PUBLIC AUTHORITY/GOVERNMENT MEMBER.

**Section 3. Student Members:** Individuals enrolled FULL-TIME at a recognized accredited educational institution may enter the Society as Student Members of the Society and the Chapter.

**Section. 4. ACADEMIC INSTITUTION MEMBERS:** ANY INDIVIDUAL EMPLOYED FULL-TIME BY AN EDUCATIONAL INSTITUTION WHO AGREES TO PROMOTE EDUCATIONAL PROGRAMS AIMED AT DEVELOPING PROFESSIONALS FOR THE PHARMACEUTICAL INDUSTRY IS ELIGIBLE TO BECOME AN ACADEMIC INSTITUTION MEMBER.

**Section. 5. EMERGING ECONOMY MEMBERS:** Individuals engaged in pharmaceutical engineering or a technical discipline in the Pharmaceutical Industry in countries that the Society shall classify as “Emerging Economies” are eligible to become Emerging Economy Members of the Society.

**Section 6. Honorary Members:** Honorary Members selected by the ISPE Board of Directors, in recognition for their outstanding contributions to the Society, may become Honorary Members of the Chapter. The Board of Directors shall review the complete list of Honorary Members annually.

**Section 7. Emeritus Members:** Any individual who has held membership in the Society for five consecutive years, upon retirement from business and professional activity, shall be eligible for emeritus status in ISPE and the Chapter.

**Section. 8. EXTENUATING CIRCUMSTANCE MEMBERS:** ANY INDIVIDUAL WHO HAS HELD MEMBERSHIP IN THE SOCIETY FOR FIVE CONSECUTIVE YEARS, UPON BECOMING UNEMPLOYED MAY REQUEST A SUSPENSION OF ANNUAL DUES UNTIL EMPLOYMENT IS FOUND.

#### **ARTICLE IV: MEETINGS**

**Section 1. General:**

*The Board of Directors of the Chapter shall schedule the Chapter program year of events and Board meetings.*

**Section 2. Notice**

*The Secretary shall cause to be mailed, faxed or emailed to every member in good standing at his/her address as it appears in the membership records of the Chapter, a notice telling the time and place of Chapter meetings.*

**Section 3. Quorum**

A majority of members present at any meeting of the Chapter shall constitute a quorum.

#### **ARTICLE V: VOTING**

**Section 1. Voice Vote:**

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

**Section 2. Other Voting Procedure:**

At any meeting, the presiding Officer may require or a majority of those voting members present may request, a vote by show of hands or by secret ballot.

**Section 3. Inspectors of Election:**

The Nominating Committee shall act as “Inspectors of Election” and shall at the conclusion of balloting certify the results in writing to the Chapter President. A copy of the results shall be physically affixed to the minutes of the Chapter Board meeting. The Chapter may also ask ISPE Headquarters to act as Inspectors of Election.

**Section 4. Inspector Conflict:**

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

**ARTICLE VI: BOARD OF DIRECTORS**

**Section 1. Board Membership:**

The Board of Directors shall consist of no fewer than three (3) members and shall include the Officers and Directors of the Chapter. The term of office for the Board of Directors shall be no more than two years and a director may not serve more than four (4) consecutive years unless that individual is elected an Officer. The elections of the Board of Directors shall be held NO LATER THAN AUGUST 1<sup>st</sup> of each election year in order that the new Officers may attend the Society's Annual Meeting in the fall of each year.

**Section 2. Function:**

The Board of Directors shall control and manage the affairs and business of the Chapter. Such Board of Directors shall only act in the name of the organization when it shall be convened or assigned by the Chapter President.

**Section 3. Board Meetings:**

A simple majority of the members of the Board of Directors shall constitute a quorum. Meetings of the Board of Directors shall be held not less than three times during the Chapter year. Directors may attend a meeting by telephonic or similar equipment by means of which all persons participating can hear each other.

**Section 4. Vacancies:**

Unscheduled vacancies in the said Board of Directors shall be filled by a vote of the majority of the remaining members of the Board of Directors for the balance of the Chapter year. Officer vacancies will be filled from among the most qualified Directors, if possible.

**Section 5. Removal:**

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

**Section 6. Board Votes:**

**Each director shall have one vote, and voting shall not be done by proxy. Should a special vote of the Board of Directors be deemed necessary by the President, to occur between meetings of the Board, such a vote may be cast by telephone, fax, email or by mail.**

**ARTICLE VII: OFFICERS**

*The primary responsibility of each Officer shall be to manage the affairs, funds and property of the Chapter. The Officers of the organization shall be as follows:*

1. *President*
2. *Vice President*
3. *Treasurer*
4. *Secretary*

**Section 1 President:**

*The President shall preside at all Board and membership meetings. He shall present an annual report of the work of the organization. He shall appoint chairpersons of all committees, temporary or permanent, with the approval of the Board of Directors. He shall assure that all books, reports and certificates, required by law, are properly kept or filed. He shall be one of the Officers who may sign the checks and drafts of the organization. He shall have powers as may be reasonably construed as belonging to the Chairman of the Board of any organization.*

**Section 2. Vice President:**

**The Vice President shall perform the duties of the President in his absence and shall succeed the President in the event that the President is unable to complete his tenure of office.**

**Section 3. Treasurer:**

*The Treasurer shall have the responsibility to monitor the collection and disbursements of all monies belonging to the organization and shall be assisted by the staff of the Society with such monies or securities. He shall cause to be deposited in an insured financial institution the funds of the Chapter. He may be one of the Officers who shall sign checks or drafts of the Chapter. He shall render, at stated periods to the Board of Directors, a written account of the finances of the organization and such report shall be*

*physically affixed to the minutes of the Board of Directors of such meeting. He shall prepare for Board of Directors approval an annual operating budget, said budget to cover the forthcoming Chapter year. The budget will be prepared in time for review and approval by the Board of Directors. He shall exercise all duties incident to the office of Treasurer.*

**Section 4. Secretary:**

*The Secretary shall keep the minutes and records of the Board of Directors and of the Chapter. It shall be his duty to file any certificates required by statute, federal or state. He shall give and serve all notices to members of this organization. He shall be the official custodian of the records of the Chapter. He shall submit to the membership any communications that shall be addressed to him as Secretary of the Organization. He shall submit to the Board of Directors any communications that shall be addressed to him as Secretary of the organization. He shall attend to all correspondence of the organization and shall exercise all duties incident to the office of Secretary.*

**Section 5. Officer/Director Compensation:**

**No Officer/Director shall by reason of his office be entitled to receive any salary or compensation. Reasonable expenses incurred by an Officer/Director of the Chapter while conducting business for the Chapter will be reimbursed. Prior approval from the Board of Directors is necessary.**

**ARTICLE VIII: COMMITTEES**

**The committee chairpersons of this organization shall be appointed by the President, with approval by the Board of Directors, and their term of office shall be for a period of one (1) Chapter year or until their successors are appointed. Committees, Councils, and Task Teams may be established as deemed necessary by the President or the Chapter Board of Directors.**

*The permanent committees shall be as follows:*

- ***Nominating***
- *Program*
- *Membership*
- *Communications*
- *Bylaws and Policy*
- *Vendor*
- *Student Affairs*

**Section 1. Rules for Committees:**

**A majority of committee members shall constitute a quorum for transaction of committee business. Only ISPE members may serve on a committee or task team.**

**Section 2. Nominating:**

To the extent practicable, the Nominating Committee shall be composed of members with no personal involvement in the election and be comprised of the outgoing President *and active past presidents*. The committee will thoroughly review the entire Chapter membership list in settling on a final slate. The committee will consider the natural progression of Officers and further, whenever possible, will recommend a current Director for consideration for an Officer position.

The proposed candidates will be contacted to determine their interest and have their responsibilities explained. The final list of nominees will then be presented to the Board of Directors for final approval prior to being voted on by the full membership. **NO CHANGE MAY BE MADE TO THE SLATE ONCE IT HAS BEEN APPROVED BY THE BOARD WITHOUT FULL CONSENT OF THE BOARD.**

**Section 3. Program:**

*This committee shall be responsible for the planning and execution of all Chapter meetings. It shall research and engage speakers for all programs. It shall work directly with the ISPE Education Committee on any Expanded Education Programs being considered. It shall be responsible for the setup, reception and signing of all participants at each function in conjunction with the Membership Committee.*

**Section 4. Membership:**

This committee shall be responsible for membership growth and retention. It shall work with ISPE Headquarters for membership verification and shall handle that aspect of the check-in process at all Chapter meetings. It shall work with the Chapter Officers and the North American Membership Services Committee to develop annual methods for attracting and retaining local Chapter membership.

**Section 5. Communications:**

*This committee shall be responsible for transfer of all information to the Chapter membership and the International Headquarters, on all Chapter activities, ISPE national activities, and region industry facts. In concert with ISPE HQ and after review by the Director of Chapter and Affiliate Relations, it shall schedule and produce a regular series of publications for this purpose.*

**Section 7. Bylaws and Policy:**

This committee shall be responsible for the development of long-range plans and policies for the Chapter and making recommendations for such to the Board of Directors. It shall review the bylaws of the Chapter, recommending any changes, additions or deletions to ISPE and the Chapter Board of Directors. No changes to the Bylaws will be made before approval by the President of ISPE through the Director of Chapters and Affiliate Relations in Tampa.

Section 8. Vendor:

*This committee shall be responsible for recommending activities so that the interests of suppliers to the industry are properly represented. It shall also develop programs to increase financial support for the Chapter through advertising and exhibits. **IT SHALL WORK TO ADOPT AND ENFORCE ALL SOCIETY RESTRICTIONS AND GUIDELINES IN THESE AREAS.***

**Section 9. Student Affairs:**

*This committee will oversee the formation of any Student Chapter and coordinate activities with the Student Members and at Chapter and international events and the annual student poster competition. **A MEMBER OF THE COMMITTEE WILL REPRESENT THE CHAPTER ON THE ISPE STUDENT DEVELOPMENT COMMITTEE.***

**ARTICLE IX: AMENDMENTS**

**Section 1. Bylaws:**

**The bylaws may not be amended or repealed or new rules made for any reason without the consent of ISPE.**

**The bylaws may be made, altered, or rescinded by a two-thirds vote by the Chapter Board of Directors present at any special or annual meeting duly called for said purpose. In addition, the bylaws may be amended pursuant to any proposal by any member in good standing, and upon approval by two-thirds vote of the membership in attendance at meetings duly called for such purpose.**

**Section 2. Articles of Incorporation:**

**The Chapter Articles of Incorporation may not be amended or repealed or new rules made for any reason without the consent of ISPE.**

**Section 3. Chapter Charter**

**After initial issuance, ISPE annually reviews charters of each Chapter for compliance with all stated procedures. If the charter is not renewed, the Chapter will return all materials including its membership list to ISPE will make no further use of the ISPE name or logo and will take all necessary action to dissolve its legal entity.**

**ARTICLE X: INDEMNIFICATION**

**Section 1.**

**Every Officer, Director, employee of the Chapter and such others as specified by the Board of Directors, may be indemnified by the Chapter against all expenses and liabilities including counsel fees, reasonably incurred or imposed upon them in connection with any proceeding to which they may be made a party, or in**

which they may become involved, by reason of being or having been an Officer, director or employee of the Chapter, or any settlement thereof, whether the person is an Officer, director or employee at the time such expenses are incurred, except in such cases wherein the Officer, director or employee is adjudged guilty of willful misfeasance or malfeasance in the performance of duties. The forgoing right of indemnification shall be in addition and not exclusive of all other rights to which the indemnified may be entitled.

#### Section 2.

The Board of Directors shall have the power to purchase and maintain, at the Chapter's expense, insurance on behalf of the Chapter and on behalf of others insofar as power to do so had been or may be granted by statute, and give other indemnification to the extent not prohibited by law.

### ARTICLE XI: GENDER

#### Section 1. Language:

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

### ARTICLE XII: FISCAL YEAR

The fiscal year of the Chapter shall coincide with that of ISPE.

### ARTICLE XIII: PROCEDURE

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

#### NOTE:

- 1) The text in **BOLD PRINT** must be included VERBATIM in Bylaws.
- 2) The text in *ITALICS* can be revised to suit the needs of individual Chapters but must be included in Bylaws.
- 3) The text in CAPS & **BOLD** has been added since last version.

(Revised 9/2003)

## Appendix E - Student Chapter Application

Institution Name:

Mailing Address:

Institution Type:

Degrees Offered:

Faculty Advisor Name:

Title:

Address:

Telephone:

Email:

Sponsoring ISPE Local Chapter or Affiliate:

ISPE Industry Advisor Name:

Company:

Title:

Address:

Telephone:

Email:

Faculty Advisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

ISPE Advisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*Please Attach Copy of Institute General Brochure.*

## Appendix F - ISPE Student Chapter Annual Report Form Cover Pages

Report Due Date: May 1

Student Chapter Name:  
Institution Name:  
Mailing Address:

ISPE Industry Advisor Name:  
Telephone:  
Email:

Faculty Advisor Name:  
Telephone:  
Email:

### Current Officers:

Rank:  
Name:  
Address:

Telephone:  
Email:

Newly Elected Officers:

Rank:

Name:

Address:

Telephone:

Email:

**Attach the following documents to the annual report:**

1. Most Recent Treasurer's Report
2. Current Budget
3. Current Meeting Schedule
4. Most Recent Meeting Minutes
5. List of Special Activities
6. **Current Roster of Members**
7. Election Results Including Subsequent Year's Leadership and Transition Plan

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Suggestions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signatures:

President: \_\_\_\_\_

Vice President: \_\_\_\_\_

Secretary: \_\_\_\_\_

Treasurer: \_\_\_\_\_

Date: \_\_\_\_\_

## Appendix G – Student Chapter Financial Reporting Form

Student Chapter of ISPE			
200_ Year End Income/Expense Statement			
	200_ Actual	200_ Budget	200_ Actual
<b>INCOME</b>			
<b>Membership</b>			
Local Chapter Contributions			
Membership Dues			
<b>Total</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>Total Chapter Income</b>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
<b>EXPENSE</b>			
<b>Membership</b>			
Membership Dues (paid to Headquarters)			
<b>Total</b>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
<b>Publication</b>			
Flyers			
<b>Total</b>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
<b>Meeting</b>			
Meeting Costs			
Speaker Gifts			
<b>Total</b>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
<b>General Expenses</b>			
Bank fees & Service Charges			
Office Supplies			
Postage/Shipping			
Other (please specify)			
<b>Total</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>Total Chapter Expense</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>Net Income</b>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>



## Appendix I – Meeting Minutes Format

### Minutes Template

#### INSTRUCTIONS

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

#### FORMAT TO BE COPIED:

\_\_\_\_\_ **MEETING**  
 \_\_\_\_\_ **DATE** \_\_\_\_\_

#### ACTION ITEMS

ITEM	ACTION REQUIRED	RESPONSIBILITY	DATE DUE

**MEMBERS PRESENT:**

**MEMBERS NOT PRESENT:**

**GUESTS:**

**DATE OF NEXT MEETING:**

## Appendix J – ISPE Web site Guidance with Addendum

### *ISPE Web Site Guidance*

**Revised 1 October 2004**

**The purpose of this guidance is to:**

- provide guidelines for quality assurance in creating and maintaining pages on the ISPE Web site, and any and all of its officially sanctioned daughter sites (hereafter referred to ISPE Web site(s).)
- make the ISPE Web site(s) appear consistent in format and function.

***This guidance is a living document, reflecting the current state of the ISPE Web site(s). However, this is a rapidly changing medium. The ISPE Knowledge Management Department, with input from Committees, Councils, Task Teams, and Staff, will continually review new data as it becomes available and incorporate changes to the document as appropriate.***

All guidance stated in this document governs all Web sites bearing the ISPE name and logo. A daughter site, also called a subweb, is any officially sanctioned Web site bearing the ISPE name and logo

#### **Web Site Mission and Vision**

All information included on the ISPE Web site(s) must contribute to the achievement of its mission:

*ISPE's Web site will become indispensable to Society Members by being the premier source of Industry information and by providing immediate and constant customer service.*

#### **1. ACCESSIBILITY**

- 1.1. The ISPE Web site(s) will be designed to be accessible to Users with visual impairments. Strategies may include the use of alternative graphic text, percentage text sizes, effective color contrast, and keyboard shortcuts for input forms.

#### **2. ADVERTISING**

- 2.1. Advertising is accepted on ISPE.org as well as on Affiliate and Chapter sites.
- 2.2. No ads will be placed on the home page.
- 2.3. Ad size will be limited to button ads of no more than 125 pixels square.
- 2.4. Ads will be limited to no more than four buttons per page.

- 2.5. Ads will be positioned on the page in a manner that does not interfere with the content.
- 2.6. All ads will be available to advertisers on a first-come, first-served basis.
- 2.7. Ads contained within newsletters are permitted, as well as hyperlinks leading from ads contained within newsletters.

### 3. *AFFILIATE/CHAPTER AND STUDENT CHAPTER SITES*

- 3.1. All guidance stated in this document governs all Affiliate and Chapter Web sites.
- 3.2. All Affiliate and Chapter Web sites will conform to a standardized template provided by ISPE Headquarters.
- 3.3. All Affiliate and Chapter Web sites will include a link to ISPE.org. The ISPE Web site will include links to all daughter sites.
- 3.4. All Affiliate and Chapter Web sites hosted by ISPE headquarters are subject to the same technological abilities and constraints as the ISPE Web site.
- 3.5. Hosting
  - 3.5.1. Sites may be hosted on ISPE.org or the Affiliate/Chapter may use the services of an outside hosting service. Outside hosting shall be at no expense to ISPE.
  - 3.5.2. Until further technological advances are in place, sites hosted on ISPE.org can be maintained and updated only by ISPE Staff.
- 3.6. Procedures to implement an Affiliate or Chapter Web site
  - 3.6.1. Hosted by ISPE
    - 3.6.1.1. Contact the Director of Chapter and Affiliate Relations in the US, or the Director of European Administration in Europe.
    - 3.6.1.2. Identify a contact person who will liaise with ISPE Staff during the creation and ongoing maintenance of the site.
    - 3.6.1.3. The contact should complete and return the Information Specification sheet (Addendum 1) to ISPE Headquarters or ISPE Europe before construction on the site begins.
  - 3.6.2. Hosted by an outside source
    - 3.6.2.1. Notify the Director of Chapter and Affiliate Relations in the US, or the Director of European Administration in Europe of intent to create a Web site.
    - 3.6.2.2. Identify a point of contact for the site.
    - 3.6.2.3. Provide Director of Chapter and Affiliate Relations in the US, or the Director of European Administration with an on-line draft for approval prior to live release of the site.
  - 3.6.3. Student Chapter Web sites
    - 3.6.3.1. Notify the Director of Chapter and Affiliate Relations in the US, and/or the Student Chapter's Industry Advisor.
    - 3.6.3.2. Identify a student contact person who will be responsible for the creation and ongoing maintenance of the site.
    - 3.6.3.3. Provide Director of Chapter and Affiliate Relations in the US, and/or the Student Chapter's Industry Advisor with an on-line draft for approval prior to live release of the site.

- 3.7. **Members-only Areas**  
Support for Member log-in will be provided by ISPE only to those Affiliate/Chapter sites hosted on ISPE's server.
- 3.8. Information will be collected for Affiliate and Chapter mail lists/guest books via a link to ISPE.org. Affiliate and Chapter sites will not be authorized to maintain separate guest books for the creation of mail lists.
- 3.9. A "Contact Us" feedback form will be present on Affiliate/Chapter sites for the purposes of contacting the Affiliate or Chapter directly. The Affiliate or Chapter must identify a contact to whom all inquiries from the feedback form will be sent.
- 3.10. **Periodic Review**
  - 3.10.1. All Affiliate/Chapter sites will be reviewed monthly by the ISPE Director of Chapter and Affiliate Relations in the US or the Director of European Administration in Europe; the ISPE Web Site Manager; and the Affiliate or Chapter's Board.
  - 3.10.2. Student Chapter Web sites will be reviewed no less than once each semester by the Student Chapter's Industry Advisor.
- 3.11. **Responsibility for updating information**
  - 3.11.1. Sites hosted by ISPE:  
Affiliate/Chapter will notify the ISPE Web Site Coordinator in the US or in Europe of changes to be made.
  - 3.11.2. Sites hosted by the Affiliate/Chapter  
Affiliate/chapter will be responsible for all updates, but must notify the ISPE Director of Chapter and Affiliate Relations in the US, or the Director of European Administration of changes that affect the international database.
  - 3.11.3. Student Chapter Web Sites  
As they are typically hosted on a college/university server, the student Chapter contact person assumes responsibility for the updating of content. Content must be updated no less than at the beginning of each semester.

#### 4. **CAREER OPPORTUNITIES**

- 4.1. Resumes may be posted by ISPE Members only.
- 4.2. Jobs may be posted by anyone at a monthly fee.
- 4.3. Internship positions may be posted at no charge.
- 4.4. All jobs posted to the On-Line Career Center will automatically be included in ISPE's On-Site Career Center.
- 4.5. Anyone may search the posted jobs.
- 4.6. Any registered company with at least one active job posting may search resumes.
- 4.7. Affiliate/Chapter/Committee sites will not be permitted to host independent job banks, but may link directly to the Career Opportunities section on ISPE.org.

#### 5. **CHAT ROOMS**

***No ISPE Web site(s) will host live chat.***

#### 6. **COMMERCIALISM**

Commercialism is not permitted on the ISPE Web site(s), exclusive of the advertising

on designated pages. This includes, but is not limited to, logos and signature of web-design sources.

## 7. COMMITTEES, COUNCILS, AND TASK TEAM SITES

### **7.1. All guidance stated in this document applies to all committee sites.**

- 7.2. Committees wishing to implement a daughter site should contact their ISPE Staff Liaison. A daughter site will be created if sufficient content exists.
- 7.3. The Committee will identify a point of contact to liaise with ISPE Staff during the creation and ongoing maintenance of the site.
- 7.4. All Committee sites will be hosted by ISPE.
- 7.5. Committee sites will conform to a standardized template provided by ISPE Headquarters.
- 7.6. All committee sites will include a link to ISPE.org. The ISPE Web site will include links to all committee sites.
- 7.7. All committee sites hosted by ISPE headquarters are subject to the same technological abilities and constraints as the ISPE Web site.

## 8. CONTENT

- 8.1. The International Board of Directors reserves the right to determine the content of the ISPE Web site(s).
- 8.2. All content is subject to approval by the ISPE Director of Knowledge Management.
- 8.3. Some sections and features will be required (see Addendum 1.)
- 8.4. The goal of the ISPE Web site(s) will be to maintain the most current publicly available data and information. However, given the size of the site(s) and the amount of Staff time involved, ISPE cannot guarantee that all of the content on its Web site(s) is current.
- 8.5. When considering content for the ISPE Web site(s), priority will be given to member-only areas.
- 8.6. Any information acquired from a third party must be approved for use by that provider, and adequate update and maintenance of the information should be ensured.
- 8.7. The ISPE Web site(s) must not include offensive, obscene and/or libelous material or any other material that may lead to civil or criminal liability and cannot be directly linked to any other sites that may include offensive, obscene and/or libelous material or any other material that may lead to civil or criminal liability.

## 9. COPYRIGHT

### 9.1. General Disclaimer

This copyright notice applies to all proprietary pages, images, text, programs, and other material available throughout this Internet site (collectively, this "Publication"). All materials posted on the Web site are subject to copyrights owned by the International Society for Pharmaceutical Engineering ("ISPE") and other individuals or entities. Any reproduction, retransmission or republication of all or part of any documents found on this site is expressly prohibited, unless ISPE or the copyright owner of the material has expressly granted its prior written consent to reproduce, retransmit or republish the material. All other rights reserved.

### 9.2. Notice Specific to Documents Available on this Web site

Permission to use Documents (such as white papers, press releases, datasheets and any other information) from this site is granted, provided that (1) the below copyright notice appears in all copies and that both the copyright notice and this permission notice appear, (2) use of such Documents from this Server is for informational and non-commercial or personal use only and will not be copied or posted on any network computer or broadcast in any media, and (3) no modifications of any Documents are made. Use for any other purpose is expressly prohibited by law, and may result in severe civil and criminal penalties. Violators will be prosecuted to the maximum extent possible.

Documents specified above do not include the design or layout of the Web site(s) or any other ISPE owned, operated, licensed or controlled site. Elements of ISPE Web site(s) are protected by trade dress and other laws and may not be copied or imitated in whole or in part. No logo, graphic, sound or image from the Web site may be copied or retransmitted unless expressly permitted by ISPE.

### 9.3. Trademarks

Unless otherwise noted, product names, designs, logos, titles, words or phrases within this Publication are the trademarks, service marks, trade names or other property of ISPE. All other unregistered and registered trademarks are the property of their respective owners.

## 10. DESIGN GUIDELINES

### 10.1. Branding

- 10.1.1. All pages will have a consistent design at the top and bottom of the page that easily establishes the site as an ISPE Web site or daughter site in the User's mind.
- 10.1.2. All pages will contain the ISPE logo with registered trademark (®), a link to the home page, copyright notice, an email address for a "webmaster" or responsible point of contact, and the date of the last page update.

### 10.2. Consistency

- 10.2.1. Consistency will be maintained on all pages by using a standard page layout as well as consistent linkage and navigation.

### 10.3. Browser Compatibility

- 10.3.1. The ISPE Web sites will be designed to be as browser independent as possible.

## 11. DISCLAIMERS

- 11.1. This Internet site may be used for information purposes only. No part of the information on this Internet site can be redistributed, copied, or reproduced for commercial or non-personal use without the prior written consent of ISPE. Any information provided to ISPE through this Internet site or through electronic-mail transmission becomes the exclusive property of ISPE, shall not be deemed to be confidential, and freely and without restriction may be reproduced, disclosed, published, disseminated or otherwise used by ISPE and its Affiliates and Chapters. Descriptions of, or references to, products or publications not owned by ISPE or its Affiliates and Chapters do not imply endorsement of that product or publication. ISPE makes no warranties of any kind with respect to such products or publications or the completeness or accuracy of such information. Changes periodically are made to the information

contained in this Internet site. ISPE assumes no responsibility for and disclaims all liability for any errors or omissions in this publication or in related publications that may be discovered through this Internet site. Although the ISPE site includes links providing direct access to other Internet sites, ISPE takes no responsibility for the content or information contained on those sites, and does not exert any editorial or other control over those sites.

- 11.2. This Internet site is available internationally and may contain references to products or services not available in all countries. References to particular product or services does not imply that ISPE intends to make such products or services available in such countries. This Internet site was developed in the United States of America in accordance with and use of this site shall be governed by the laws of the United States of America.

11.3. **Warranties**

THIS PUBLICATION IS PROVIDED "AS IS" WITHOUT WARRANTIES OF ANY KIND. EITHER EXPRESSED OR IMPLIED, INCLUDING BUT NOT LIMITED TO THE IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, OR NON-INFRINGEMENT. ISPE MAKES NO REPRESENTATIONS OR WARRANTIES REGARDING THE ACCURACY OR COMPLETENESS OF THE INFORMATION CONTAINED HEREIN. ISPE PROVIDES NOTICE THAT THE OPINIONS EXPRESSED ON ITS BULLETIN BOARD DO NOT NECESSARILY REPRESENT THE VIEWS OF ISPE. ISPE SPECIFICALLY DISCLAIMS AND DENIES ANY ENDORSEMENT OR SUGGESTION OF CONTENT PROVIDED BY THIRD PARTIES.

THE DOCUMENTS AND RELATED GRAPHICS PUBLISHED ON THIS SITE COULD INCLUDE TECHNICAL INACCURACIES OR TYPOGRAPHICAL ERRORS. CHANGES ARE PERIODICALLY ADDED TO THE INFORMATION HEREIN. ISPE MAY MAKE IMPROVEMENTS AND/OR CHANGES IN THE PRODUCT(S) AND/OR THE PROGRAM(S) DESCRIBED HEREIN AT ANY TIME.

11.4. **Limitation Of Liability**

In no event shall ISPE or any of its Affiliates or Chapters, or the officers, directors, employees, members, or agents of each of them, be liable for any damages of any kind, including without limitation any special, incidental, indirect, or consequential damages, whether or not advised of the possibility of such damages, and on any theory of liability whatsoever, arising out of or in connection with the use of performance of this Internet site.

**12. DISCUSSION FORUMS**

- 12.1. The following Disclaimer must be available from all Discussion Forums:  
"ISPE does not represent or guarantee the truthfulness, accuracy, or reliability of communications posted by Users or endorse any opinions expressed by Users. User acknowledges that any reliance on material posted by other Users will be at the User's risk."
- 12.2. ISPE reserves the right, at its sole discretion, to delete Users' postings from the Web site(s).
- 12.3. User Privacy  
Total anonymity from search engines cannot be guaranteed and Users should

be aware that any messages they post to the Forums could be indexed and displayed by search engines.

- 12.4. English-language Affiliate and Chapter sites are restricted from hosting separate, local discussion forums. Those Affiliate and Chapters sites that communicate in languages other than English may host their own Discussion Forum.
- 12.5. All Discussion Forums must contain a link to the ISPE Discussion Forums on [ISPE.org](http://ISPE.org)

### 13. E-COMMERCE

- 13.1. Currency used for credit card transactions over the ISPE Web site(s) will be US dollars only. The option to pay in Euros or other currencies and/or by means other than credit card will be made available in the form of a printable order form.
- 13.2. Users will be able to join ISPE on-line, renew membership on-line, purchase products, and register for educational offerings.

### 14. *GAMP.org*

- 14.1. GAMP.org will be hosted by ISPE as an official daughter web.
- 14.2. The updating and maintenance of the content will be performed by an outside source at this time.
- 14.3. Every effort will be made to synchronize the information on ISPE.org and GAMP.org.

### 15. *GMP1st.com*

- 15.1. GMP1st.com will be hosted by ISPE as an official daughter web.
- 15.2. The updating and maintenance of the content will be performed by an outside source at this time.
- 15.3. GMP Publications and GMP Workshops information will reside on ISPE.org only with links to and from the appropriate pages.

### 16. LANGUAGE

- 16.1. Information on the ISPE Web site(s) will be published in languages other than English as part of its Affiliate Web site program.
- 16.2. Affiliate sites may published be in up to two languages, English and another language of choice.
- 16.3. All domain names must be in English only.

### 17. LINKS

- 17.1. External Links
  - 17.1.1. The links in this area will let Users leave the ISPE site(s). The linked sites are not under the control of ISPE and ISPE is not responsible for the contents of any linked or any link contained in a linked site, or any changes or updates to such sites. ISPE provides these links only as a convenience, and the inclusion of any link does not imply endorsement by ISPE of the site.

- 17.1.2. Requests for links to third-party Web sites will be reviewed by The Director of Knowledge Management, the Director of Marketing, or the Web Site Manager on a case-by-case basis for approval.
- 17.1.3. No links will be authorized to vendor sites outside of the paid advertisements and Buyers Directory.
- 17.2. Links to ISPE
  - 17.2.1. If requested in writing, ISPE will provide a non-exclusive, limited license to use its logo solely for the purpose of providing a hyperlink to ISPE Web site(s).
  - 17.2.2. Any link must transfer the User directly to ISPE Web site(s) to enable viewing of the site as posted by ISPE without the imposition of any frames or third party content.
- 17.3. Information-source links will be authorized, including
  - Publications
  - Other Societies
  - Regulatory Sources
  - Reciprocal
  - Advertising Links (see "Advertising")

## 18. MEMBERS-ONLY ACCESS

- 18.1. Only Members in good standing will have access to the Members-only sections of the site(s).
- 18.2. ISPE Members will be required to login with their ID and password to access the Members-only sections of the site(s).

## 19. NEWSLETTERS

- 19.1. Ads contained within newsletters will be permitted beginning January 1, 2003.
- 19.2. Hyperlinks leading from ads contained within newsletters will be permitted beginning January 1, 2003.

## 20. SECURITY OF INFORMATION

- 20.1. ISPE has a "server certificate" issued by VeriSign, the Secure Sockets Layer (SSL) certificate authority on the Internet, effective April 15, 2002.
- 20.2. All transfer of payment information, including credit card handling, is done through a secure server using the SSL protocol. This allows a browser to encode any data it sends to the server.
- 20.3. ISPE is committed to handling Users' information with high standards of information security. Users credit card information is stored only in encrypted form on computers that are not connected to the Internet. We restrict access to Users' personally identifiable information to employees who need to know that information in order to provide products or services to Users. We maintain physical, electronic and procedural safeguards to guard your nonpublic personal information.

## 21. USER PRIVACY

- 21.1 See ISPE's Privacy Policy:  
<http://www.ispe.org/template.cfm?Template=/ispecustom/privacy.htm>

***This document is effective as of 1 October, 2004. ISPE reserves the right to change this guidance at any time by notifying Users of the existence of a new guidance statement.***

## ADDENDUM 1: Information Specification for ISPE Affiliate/Chapter Web Sites hosted by ISPE

ISPE will build and host a Web site for the ..... Affiliate/Chapter.

### Address

The Affiliate/Chapter Web site will be a sub-web under [www.ispe.org](http://www.ispe.org) and the full URL will be [www.ispe.org/affiliate](http://www.ispe.org/affiliate) (the name of your Affiliate/Chapter in English, e.g. [www.ispe.org/france](http://www.ispe.org/france))

### Scope

ISPE will work with the Affiliate/Chapter in determining the scope of the Web site. Listed below are the features that will be contained in all Affiliate/Chapter Web sites. Any other features that the Affiliate/Chapter would like to incorporate can be included, provided that this is technically feasible. The Web site will be designed to highlight the specific products and service the Affiliate/Chapter offers.

### Appearance

As an example, please visit [www.ispe.org/australia](http://www.ispe.org/australia). ISPE will use the same style, with colors, photos, and graphics symbolic to your region. ISPE can use its resources to find suitable images.

Please indicate your preferred symbolic photos/graphics .....  
.....

If the Affiliate/Chapter has a logo, this can be incorporated into the design.

Please indicate if you wish the Affiliate/Chapter logo to feature .....

### Language

The Affiliate/Chapter Web site can be set up in English or in the local language. Provided text and ongoing updates are given to ISPE in both languages, the site may include a maximum of two languages (English and the local language).

Please indicate the chosen language(s) .....

### Recommended Sections

Features **1 through 6** will be part of the basic Web site. These features contain basic information and once established will require minimum input from the Affiliate/Chapter (approximately 30 minutes per month to update the Schedule of Events and Board Members).

#### 1. *About ISPE / About the Affiliate/Chapter*

***ISPE will generate the copy for "About ISPE" in English. ISPE will translate the copy into the language chosen by the Affiliate. The Affiliate/Chapter will be required to approve the final translation. The Affiliate/Chapter will provide copy for "About the ..... Affiliate/Chapter" in the chosen language. This can be some background information, how the Affiliate/Chapter was formed, its mission, etc.***

#### 2. **Upcoming Events**

The Affiliate/Chapter will provide information for this section. Dates and titles are on already on file with ISPE, but a more extensive description of the events is desirable. ISPE will provide a link to the full International schedule in conjunction with the Affiliate/Chapter event information.

3. **Membership Benefits / Join ISPE**  
ISPE will provide promotional material describing the benefits of ISPE membership translated in the language chosen by the Affiliate/Chapter. The Affiliate/Chapter will be required to approve the final translation. The Affiliate/Chapter is encouraged to provide additional copy describing the benefits of membership in that particular Affiliate/Chapter. A link will be provided to complete the membership process on [ispe.org](http://ispe.org).
4. **Affiliate/Chapter Board of Directors / Management Committee**  
This will be a directory of contact information. The Affiliate/Chapter will provide names; ISPE can pull all other information from its database. If desired, photos and direct e-mail links can be added.
5. **Contact Us**  
This will be an on-line feedback form that will be emailed to the Affiliate/Chapter's designee.
6. **Mail List**  
The site's visitors will have the option to input their contact information by way of a link to ISPE's international database from which the Affiliate/Chapter can generate mailings.
7. **ISPE Products and Services (to be confirmed)**  
ISPE will provide Information on Society-wide products and services in the chosen language if that is not English. The Affiliate/Chapter will be required to approve the final translation. Links to the specific pages on [www.ispe.org](http://www.ispe.org) will be installed.

Other sections may include as many of the following, or any additional requested sections as suit the needs of the Affiliate

1. **Newsletter**  
The Affiliate/Chapter would provide electronic copy, or a .PDF file. Newsletters must be secured in a Members-only area.
2. **Welcome New Members**  
ISPE would pull a list from its database on a quarterly basis.
3. **Committee Section**  
Meeting schedules, agendas, minutes, etc. An e-Community on [www.ispe.org](http://www.ispe.org) will be provided, which can be password protected,
4. **Regional Industry News**  
Stories provided by the Affiliate/Chapter.

### Set-up Process

ISPE will create a template featuring a custom home page graphic, and add generic information in English. The Affiliate/Chapter will supply information specific to themselves. For non-English sites, ISPE will work with the Affiliate/Chapter to translate generic copy, but all specific copy generated by the Affiliate/Chapter must be supplied to ISPE in both the Affiliate's chosen language and in English.

The draft site will be published at [www.ispe.org](http://www.ispe.org) for the Affiliate/Chapter's review. Upon the Affiliate/Chapter's approval, the site will be made "live." ISPE will create links from [www.ispe.org](http://www.ispe.org) to the Affiliate/Chapter's site and vice versa. Web usage reports will be made available.

### Updating

The Web site will need monthly updating for which you must provide information in the chosen language(s). Due to security configurations only ISPE will have access to the site to edit or add copy. ISPE will also review the Web site monthly and any outdated information will be removed. Please indicate the contact details of the main person in your Affiliate/Chapter who will be responsible for the update of the Web site.

- Name .....
- Company .....
- Tel. ....
- Fax .....
- Email .....

Please indicate the requested information on this form and return to ISPE. From there we will start the process of gathering the requested copy.

## Appendix K- ISPE Web Site Policy

### ISPE Web Site Policy

This agreement governs all Affiliate and Chapter Web sites, and Committee, Council and Task Team Web sites containing the ISPE name and logo. It provides a combination of requirements and guidance to be used in the development and maintenance of an Affiliate or Chapter Web site. The goal is to properly protect the assets and mission of ISPE while allowing for innovation and growth of additional Web sites officially sanctioned by ISPE to further serve its membership.

### Web Site Mission and Vision

All information contained in all ISPE Web sites must support the mission: *To become indispensable to Society Members by being a premier source of Industry information and by providing immediate and constant customer service.*

### Starting and Maintaining an ISPE Web Site

The leader of any Chapter or Affiliate desiring to develop and maintain an ISPE Web site shall contact the appropriate liaison within ISPE to determine the feasibility and appropriateness. The leader of such a group must sign this agreement annually, confirming the group's acceptance of the terms and conditions, and identify a point of contact within the group responsible for implementing and maintaining the Web site, referred to as an "Administrator" (see "*ISPE Web Site Guidance*," Section 3.6.)

### Agreement

ISPE grants you the right to operate a Web site using the ISPE name and logo, and to represent it as an official ISPE Web site, provided that you agree to develop, maintain, and operate the site consistent with the policies and procedures of ISPE, as amended from time-to-time. A copy of the full ISPE Web Site Guidance is attached. The content of your Web site is your responsibility, but is subject to review and approval by the Staff and Board of Directors of ISPE. Prior to "going live" with your Web site, you must submit your site to ISPE for initial approval. In the event that a determination is made at any time that your Web site fails to abide by ISPE policies in spirit or in substance, ISPE reserves the right to terminate this agreement at its sole discretion. In the event of termination you agree to immediately cease operation of your Web site, or remove any reference to ISPE.

### Hosting

ISPE offers all Affiliates and Chapters the benefit of hosting as a "daughter site" of ISPE.org. Sites hosted by ISPE may be updated and maintained only by ISPE staff, but ISPE will endeavor to promptly implement any changes requested by your Administrator. The target is to make any such changes within 36 hours of submittal. In the event that it is not practical or possible for ISPE to host your Web site, third party host services may be employed, but this shall be at no expense to ISPE (see "*ISPE Web Site Guidance*," Section 3.5.)

## What Your Web Site Must Include:

- A domain name in English
- The current ISPE logo containing the registered trademark ( ® )
- A consistent design at the top and bottom of the page that easily establishes the site as an ISPE Web site in the user's mind.
- Sufficient explanation on the home page, in English and/or the language of the Web site, to enable the visitor to understand the purpose, content, and the relationship of the Web site to ISPE and its Affiliates and Chapters.
- Consistency by using standard page layout, linkage, navigation.
- The maximum use of standardized templates provided by ISPE.
- A "Contact Us" feedback form for the purpose of making contact directly with your group (see *"ISPE Web Site Guidance," Section 3.9.*)
- A design that enables "browser independence".
- Copyright notices protecting the product names, designs, logos, titles, words or phrases within any publications and clearly indicating them to be the property of ISPE (see *"ISPE Web Site Guidance," Section 9.*)
- Copyright notices protecting proprietary pages, images, text and other materials that are the property of ISPE (see *"ISPE Web Site Guidance," Section 9.*)
- Disclaimers with respect to implied endorsements of third party products (see *"ISPE Web Site Guidance," Section 11.*)
- Disclaimers with respect to completeness or accuracy of information at the Web site (see *"ISPE Web Site Guidance," Section 11.*)
- A link to ISPE's Privacy Policy, [www.ispe.org/template.cfm?Template=/ispecustom/privacy.htm](http://www.ispe.org/template.cfm?Template=/ispecustom/privacy.htm)
- Links to the ISPE homepage, [www.ispe.org](http://www.ispe.org).
- Links to ISPE's Campus Connection Web site, [www.ispe.org/campusconnection](http://www.ispe.org/campusconnection).

## What Your Web Site May Contain

- Content in the most appropriate language to meet the needs of your Web site and target audience.
- Accessibility options to enable access by users with visual or physical impairments.
- Links to the ISPE database for centralized management of mailing lists.
- Discussion Forums in languages other than English, provided that users are advised that they are at their own risk in using such information, and that they acknowledge that ISPE makes no representations or warranties with respect to the use of such information, and there is a link to the ISPE Discussion Forums (see *"ISPE Web Site Guidance," Section 12.*)
- Links to third party sites provided such links are in compliance with the ISPE Web Site Guidance (Section 17.)
- Links to the Career Opportunities section of ISPE.org.
- Members-only areas (see *"ISPE Web Site Guidance," Section 3.7.*)
- Advertisements, provided that they comply in form and substance with the policy contained in Section 2 of the ISPE Web Site Guidance.

## What Your Web Site Must Not Include

- Offensive, obscene and/or libelous material or any other material that may lead to civil or criminal liability, nor should it contain links to any other site containing such material.
- Discussion groups in English, where a forum already exists on the ispe.org Web site (or more appropriately belongs there to further the best interest of the Society.)
- On-line buyers' directory.
- Logos and/or signatures of Web-design sources.
- Chat rooms.
- Any advertisements not in compliance with the policy contained in Section 2 of the "ISPE Web Site Guidance."
- Guest books for the creation of mail lists separate from the ISPE international database (see "ISPE Web Site Guidance," Section 3.8.)

## Contact Us

ISPE is here to help you be a success with your Web site. We will furnish boilerplate templates and tools to minimize your effort in establishing and maintaining your site. Our goal is to create a consistent family of Web sites that have a similar look and feel, and that are implemented with the highest degree of professionalism. Our goal is also to allow you to be creative, so talk to us for any clarifications and guidance.

I have read and agree to abide by the above ISPE Web Site Policy

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Affiliate/Chapter: \_\_\_\_\_

## **Appendix L – Faculty Advisor Responsibilities**

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

1. Encourage students in engineering and related fields to become Student Members of ISPE
2. Assist with the indoctrination of new Student Officers when they are elected and ensure the continuity of the Student Chapter
3. Assist student officers with the development of Student Chapter activities and programs which stimulate interest in the profession
4. Facilitate networking events between students and professionals, with assistance from the local ISPE Chapter
5. Publicize ISPE programs and opportunities for Student Members
6. Mentor Students
7. Maintain a current Student Chapter roster
8. Encourage each Student Member to continue their membership in ISPE after graduation and remain active in the organization
9. Do annual inventory of technical publications
10. Oversee the completion of the Student Chapter Annual Report and ensure it is sent to ISPE Headquarters by May 1 of each year
11. Receive and distribute all correspondence from ISPE Headquarters

## Appendix M - Student Chapter Cheat Sheet

### STUDENT CHAPTER FORMATION

#### Why Student Membership in ISPE?

- Informative *Pharmaceutical Engineering* Magazine and *ISPEAK* newsletter
- Membership discounts on seminars, programs and activities
- Networking with industry leaders and experts
- ISPE Web site.
- Participation in local Chapter and Affiliate activities at a substantial discount
- Free set of Pharmaceutical Engineering Baseline® Guides for each student chapter
- Local Chapter and Affiliate mentoring programs

#### Qualification for Student Chapter

- Organization of students in a college, university, technical school, or community college
- Endorsement of application by a department head of the institution
- Minimum of five to ten student members
- Industry and Faculty Advisors to the Student Chapter

#### Student Chapter Formation Flow Chart

1. Determine interest
2. Choose Industry and Faculty Advisors
3. Activation Committee – suggested temporary officers: president, vice president, treasurer, secretary, advisors, one member at large
4. Recruit a minimum of five to ten members including temporary officers
5. Develop Student Chapter Bylaws
6. Complete University Requirements
7. Hold first chapter meeting, elect officers and approve bylaws
8. Send letter to ISPE requesting official authorization

#### Requirements of a Student Chapter

- Hold at least two meetings per academic period
- Send each Advisor and ISPE headquarters Annual Reports and Student Chapter Financials

### Tips

#### International Resources

- PowerPoint Slide Road Show
- Student Chapter Handbook
- ISPE Brochures and Give-Aways (Dartmen, Cards, Pens, etc.)
- Alumni Database

#### Poster Competition

- Schedule local competition
- Get judges
- Publicize and Newsletter articles
- Annual Meeting arrangements including registration, hotel, airfare, poster plotting
- Runner-Up Awards

#### How the Local Chapter or Affiliate Can Help

- Appoint a Student Affairs Committee Chair to act as the liaison between the local Chapter or Affiliate and Student Chapters
- Provide guest speakers
- Make one Chapter meeting a year a special "Student's Night" with a speaker who can discuss career opportunities
- Offer a reduced rate on the cost for students who attend Chapter meetings
- Present awards or grants to students or Student Chapters for outstanding achievements including Chapter of the Year, Member of the Year, Program of the Year, Article of the Year
- Sponsor specific projects to be implemented by the students
- Sponsor a student essay or Poster Competition
- Subsidize student application fees for membership
- Customize Student Chapter Handbook
- Sponsor student attendance ISPE national and local meetings
- Corporate sponsorship of events, transportation or entire student chapters or membership
- Provide speakers for Student Chapter meetings through participation by local Chapter or Affiliate board members
- Provide mentors to students

#### Ideas for Student Chapter Programs and Activities

##### Meetings

- Membership Drive
- Invite manufacturers and distributors of equipment to present a talk, films, exhibits or a demonstration
- Conduct group discussions on articles from *Pharmaceutical Engineering*
- Have students prepare and present a paper at the Student Chapter meeting, followed by discussion
- Invite someone from the local ISPE Chapter or Affiliate to each meeting of the Student Chapter
- Panels with industry representatives
- Hold "regional" Student Chapter Conferences with other Student Chapters; rotate the site among Student Chapters

##### Projects

- Publish articles in Student Chapter newsletter, local Chapter newsletter, *ISPEAK* and *Pharmaceutical Engineering*
- Community service programs
- Technical projects or design contests
- Chapter Document Library
- Campus activities
- Technical and resume writing training and interviewing techniques
- Visit area high schools as a recruiting team for their school and career

##### Plant Tours and Field Trips

- Tours can be arranged with another Student Chapter, the local ISPE Chapter or Affiliate or ISPE International – consider Armchair Tours
- A group trip to ISPE programs, seminars or meetings

##### Social Activities

- Annual dinner party, picnic, dance, holiday or end of year social
- or other social outings, such as group participation in a sporting event.

##### Student Chapter Web site

##### Student Chapter Newsletter

## LEADERSHIP

### **Chapter / Affiliate Student Affairs Committee**

- Select committee members – possible task focuses include:
  - Web and Newsletter Liaison
  - Student Membership
  - Poster Competition
  - Student / Faculty Paper Publication
  - Industry Advisors
  - Corporate Sponsoring
  - Employment, Internships and Career Fair
  - Mentor Program
  - Budget
  - Chapter Excellence
  - Student Chapter Leadership Retreats and Annual Meeting
  - Awards
- Develop Committee Mission Statement
- Hold periodic meetings
- Diversify membership
- Assure Student Chapter reporting
- **Assign individuals to target new institutions**

### **Student Chapter Executive Committee**

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

- Manage the affairs of the Student Chapter
- Approve activities and appointments to Student Chapter committees.
- Determine who is authorized to sign documents on behalf of the Student Chapter

### **Industry and Faculty Advisors**

- *Provide advice, guidance and encouragement to the Student Chapter in all of its activities*
- *Industry Advisor is the liaison to ISPE and its resources*
- *Faculty Advisor is the liaison to the education institution and its resources.*
- *Can be of great assistance in utilizing their contacts with the local Chapter or Affiliate, various companies in industry, the International ISPE headquarters and the educational community to gain support and assistance for the Student Chapter activities*
- *Advisors are ex-officio members of all committees within the Student Chapter*

### **Student Chapter President**

- *Supervise and promote affairs of the Student Chapter with help of the Executive Committee*
- *Preside at meetings of the Student Chapter, Executive Committee and be an ex-officio member (with voting rights) of all committees*
- *Call meetings of the Executive Committee as needed*
- *Maintain records and correspondence of the office and turn over all records to successor*
- *Appoint chairs of various committees, subject to approval of Executive Committee*
- *Require periodic progress reports of all committee chairs*
- *Appoint nominating committee at least 30 days before annual elections and begin accepting nominations 15 days prior to annual elections*
- *Submit Student Chapter Annual Report to each Advisor and ISPE -*

### **Student Chapter Vice President**

- *Assume all duties of the President in their absence or disability*
- *Serve as first assistant to the President*
- *At the president's direction, accept responsibility for specific Student Chapter activities*
- *Serve as ex-officio member (with voting rights) of all committees*

### **Student Chapter Secretary**

- Official correspondent for the Student Chapter
- Maintain correspondence and records of the office and turn over all records and correspondence to their successor
- Serve as Secretary for all Executive Committee meetings and prepare minutes
- Prepare agenda, under direction of President for all meetings and distribute meeting notices in a timely fashion
- Preside at meetings in the absence of the President and Vice President
- Provide copies of minutes of all meetings to Executive Committee members and Advisors, as soon after the meeting as possible, and at least ten days prior to the next meeting
- Review all correspondence from the local Chapter or Affiliate and ISPE National and bring to the attention of the President all correspondence, bulletins, notifications and matters affecting the Student Chapter's activities, especially those that should be discussed at meetings of the Executive Committee
- Turn over all financial documents to Student Chapter Treasurer
- Send all applications with payments for dues covering memberships received in the Student Chapter to the ISPE local chapter / Affiliate or International office for processing
- Maintain a current roster listing addresses and telephone numbers of all Student Chapter members, Executive Committee and others designated by the Executive Committee, with copies to each Advisor and the ISPE International office.
- Assist in preparation of the Annual Report

### **Treasurer**

- Official custodian of funds of the Student Chapter
- Be responsible for receipts and disbursements of Student Chapter funds
- Maintain Student Chapter financial records and turn over all records and correspondence to their successor
- Attend meetings of the Executive Committee and provide periodic reports as requested
- Arrange for safekeeping of the Student Chapter fund in a checking or special funds account as approved by the Executive Committee
- *Arrange a satisfactory method, approved by the Executive Committee, for the management of the Chapter checking account with approved officer signatures for withdrawal, etc. The account should be carried as the "(Name of School) Student Chapter of ISPE," to avoid any possible conflict with International funds*
- *Deposit all receipts in the bank account as soon as received*
- *Reconcile the monthly bank statement*
- *Obtain invoices or receipts for disbursements*
- *Prepare and submit Student Chapter Financial Reports*
- *Assist in preparation of the Student Chapter Annual Report and Treasurers*

### **Optional Student Chapter Committee Officers**

- *Membership Chair*
- *Publicity Chair*
- *Program Chair*

**Appendix N – New Student Chapter Formation Survey**

**\_\_\_\_\_ STUDENT CHAPTER OF ISPE  
FORMATION SURVEY**

1. Are you a Student Member of ISPE? YES NO
2. Do you think that an ISPE Student Chapter would be beneficial for furthering the knowledge of the pharmaceutical/ biotechnology industry in \_\_\_\_\_?  
YES NO
3. Would you be interested in participating on the Steering Committee?  
YES NO
4. If an ISPE Student Chapter is established in the area, would you join?  
YES NO
5. If an ISPE Student Chapter is established in the area, would you attend monthly meetings?  
YES NO
6. Are you, or have you been, involved in another ISPE Student Chapter?  
YES NO
7. Which programs and services should an ISPE Student Chapter offer to its members?  
A. Newsletter C. Guest Speakers  
B. Plant tours D. Other
8. What is your major?
9. Would you consider being a:  
A. Meeting Coordinator B. Speaker C. Officer D. Other
10. Which of the following subjects are of interest to you?  
A. Pharmaceutical R&D/Manufacturing E. Consulting/Design  
B. Biotechnology R&D/Manufacturing F. Construction  
C. Medical Device R&D/Manufacturing G. Other  
D. Contract Manufacturing

**PLEASE PRINT**

Name:	Title:
Company:	Street:
City, State, Zip:	Telephone:
Fax:	Email:

Please return to: **Name/College or University/Phone/Fax/Email**