



Revised – August 2011

# **Student Chapter Guidance Manual**



The Technical Association of the Pulp and Paper Industry (TAPPI) founded in 1915 is the leading technical association for the worldwide pulp, paper, and converting industry. TAPPI provides its members rapid access to:

- The largest international group of technically experienced people in the industry
- The most comprehensive collection of reliable technical information and knowledge
- The highest quality products and services created to meet the specific needs of people who solve technical problems in the industry.

TAPPI's objective is to:

- Promote education in the science and engineering of pulp and paper manufacture
- To encourage the professional development of students preparing for careers in the pulp, paper, packaging, and converting industries
- To establish student chapters wherever there are the interested students who wish to form and maintain an effective organization.

TAPPI's Mission is to engage the people and resources of our Association in providing sound solutions to the workplace problems and opportunities that challenge our current and future members.

TAPPI's Vision is to make a significant positive difference in the professional lives of our members.

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## USA & INTERNATIONAL STUDENT CHAPTER REGULATIONS

### Petition

- The formation of a student chapter shall be requested by the written petition of twenty-five (25) or more students enrolled in university of college courses in science, engineering, or technology. Specific requirements for the petition for establishing a student chapter are described in the section titled "Procedures for Chartering a Student Chapter."

### Operations

- Each student chapter shall elect its own officers ***who shall be Student Members of TAPPI*** during the period they hold office.
- **USA Universities:** After the formation of the student chapter, the sponsoring Local Section will work with the faculty and the students for the benefit of the industry.
- **International Universities:** After the formation of a student chapter, the faculty advisors and or industry representative to provide sustained coaching and organizational stability.
- The student chapter shall establish rules for its operation which are consistent with the Bylaws of the Association. The faculty advisor is appointed by the TAPPI Executive Committee.
- The student chapter shall maintain a minimum of twenty-five (25) student members. Failure to meet this requirement will constitute proper cause to withdraw the authorization for a TAPPI student chapter.
- The Association Chairman may at any time for proper cause rescind the authorization of any student chapter and thereby terminate its affiliation with the Association.
- The Association ***strongly recommends*** that the student chapter and the Local Section (USA) or Faculty Advisor and Industry Representative (international) in whose area the chapter is located work closely with each other on matters of mutual interest and concern.
- On or before April 15, the student chapter shall submit an annual report of activities to TAPPI. This report shall include a review of the past year's activities, a list of the student chapter members, a financial statement, and the names and addresses of the incoming officers.
- The President of TAPPI may at any time for proper cause rescind the authorization of any student chapter and thereby terminate its affiliation with the Association.

Following is a list of student activities that TAPPI encourages and/or sponsors:

- Student Chapter Presidents' Meeting at the TAPPI Student Summit
- Outstanding Student Chapter Member Award
- Industrial Advisor to Upperclassmen (mentorship)
- Industrial speakers available from TAPPI staff
- Reduced registration fees at any TAPPI event
- Community projects

As required by the Internal Revenue Service for Student Chapters in the USA the rules of the organization of the student chapter shall make the following provision for the dedication of assets upon dissolution of the student chapter:

"Upon dissolution of the student chapter and the discharge of its debts and the settlement of its affairs, all funds and property of the student chapter remaining thereafter shall be conveyed to the Association for the general purposes of the Association or to such organizations as the student chapter officers shall designate, provided the said organizations are organized and operated exclusively for educational and scientific purposes and have established their tax-exempt status under Section 501(c) (3) of the Internal Revenue Code."

## **PROCEDURES FOR CHARTERING A USA & INTERNATIONAL STUDENT CHAPTER**

A petition for establishing a **USA student chapter** shall be submitted to the chairman of the Local Section in whose area the proposed student chapter is located. A petition for establishing a **International student chapter** shall be submitted to TAPPI headquarters.

### **Petition Procedures:**

- The number of students currently enrolled in each grade level of the department.
- Names of TAPPI members engaged in full-time teaching and administrative functions in the school seeking the student chapter.
- Names of other engineering and scientific organizations already in existence in the department seeking the student chapter.
- Name of faculty advisor and a statement from him/her indicating willingness to serve in this capacity.
- A statement of the purpose and operating procedures of the student organization and a review of its past history and current activities.
- A letter from the administrative head of the school or the department in which the student chapter is proposed, indicating support of the petition.
- A letter of transmittal for the above items written by the faculty advisor of the proposed **USA student chapter** to the chairman of the parent Local Section. A letter for the above items written by the faculty advisor of the proposed **International student chapter** to TAPPI headquarters.

The petition shall be submitted to TAPPI for its review. The recommendation shall be forwarded with the petition to the TAPPI Executive Committee who approves or disapproves the petition.

After approval from the TAPPI Executive Committee and Association Chairman, a charter is printed.

The chartering ceremony usually takes place at a Local Section (USA) meeting or an event in the country of the choice of the International student chapter.

### **Faculty Advisor's responsibility for student chapter:**

Each student chapter shall have a faculty advisor who shall be a member of the Association. His duties shall be:

- To advise the officers and members of the student chapter.
- To ensure the affairs of the student chapter are conducted in a businesslike manner consistent with the general policies of the school and the Association.

- To ensure that an annual report prepared by the student chapter is mailed to the sponsoring local section and/or association on or before April 15.
- To ensure all information and requests received from the Association are promptly and properly handled.

**Local Section Responsibility For Student Chapters (USA)**

- The Local Section in whose geographical area the student chapter resides should be responsible for the successful operation of the chapter and should provide guidance and help where necessary to assure successful operation of the chapter. The Local Section should maintain contact with TAPPI regarding any pertinent issues.

# **STUDENT CHAPTER PLANNING**

## **SCOPE AND OBJECTIVES**

- Define jurisdictional boundaries on campus, regarding membership. Identify which departments qualify for student chapter programming.
- Establish relationships (both formal and informal) with other campus organizations. These relationships, in part, may be defined by the campus student government association, or by university department policy.
- Provide membership with technical information and industry exposure in conjunction with and supplemental to the school's pulp and paper related curriculum.

## **ORGANIZATIONAL STRUCTURE**

- Define organizational structure.
- Define officer responsibilities.
- Set up committees to perform routine and/or special functions. Clearly identify their responsibilities and goals.
- Stimulate membership participation as much as possible.
- Maintain close contact with faculty advisor, sponsoring Local Section or TAPPI in order to make the best use of all available resources.
- Take time twice annually to assess the effectiveness of the organizational structure and look for areas to improve.
- Design the annual schedule for the chapter to accommodate year-to-year leadership transition.

# OFFICER DUTIES AND RESPONSIBILITIES

## Student Chapter President

- Be aware of the importance of the President's position including the following:
  - ❖ Professional attitude
  - ❖ Enthusiasm
  - ❖ Motivation
- Coordinate all efforts within the student chapter.
- Delegate responsibility and authority as required to accomplish goals. Appoint committees to plan and coordinate special functions, such as social events, or special chapter projects. Make appointments according to merit wherever possible.
- Be sure there is always adequate follow-up for programs and projects.
- Guide the Executive Committee, if an Executive Committee is part of the chapter structure. Otherwise, this pertains to just the chapter officers.
- Attract qualified people to committees.
- Planning. Keep in mind these time frames:
  - ❖ Short range - one year
  - ❖ Long range - three-five years
- Establish chapter goals.
- Maintain contact with the sponsoring Local Section (**USA student chapter**), other student chapters and the TAPPI Staff. Ask for advice or help when needed.
- Ultimately responsible for all efforts of:
  - ❖ Technical Programs
  - ❖ Treasurer
  - ❖ Publicity
  - ❖ Completion of Goals
  - ❖ Arrangements
  - ❖ Publications
  - ❖ Chapter Membership
  - ❖ Chapter Activities

- Review President's duties sheet frequently.
- Keep Vice President properly informed.
- For **USA student chapters**, encourage the sponsoring Local Section to provide lodging and/or otherwise subsidize student chapter participation in Local Section activities/meetings.
- Attend annual Student Chapter Presidents' Meeting, (or at least make sure a substitute attends to represent the chapter.)
- Send as many students as possible to TAPPI's annual Student Summit or to another conference
- Be sure the annual schedule for the chapter accommodates the year-to-year leadership transition.

### **Student Chapter Vice President (Program Chairman)**

- Be responsible for all programs, speakers, contacts, and the establishment of a committee to assist.
- Be able to fill in for the President when absent. Keep adequately informed.
- Coordinate the program plan. Plan meetings far enough in advance to allow adequate publicity.
- Communicate effectively and timely with the Publicity Chairman regarding all events.
- Obtain speaker information for introduction, etc. The Program Chairman is responsible for introducing the speaker to the officers and other attendees during the meeting. If the speaker's spouse attends, responsible for hospitality toward the spouse.
- Keep abreast of new developments that can affect the student chapter.
- Obtain and review the updated Speakers List from TAPPI Headquarters. (Contact TAPPI Staff in Atlanta, Georgia, USA.)
- Search and recommend additional speakers for the list.
- Act as master of ceremonies for the actual program part of the meeting.
- Announce upcoming programs far enough in advance to attract attendees.
- Request assistance when necessary from the President or other chapter officers or other chapters.
- Contact TAPPI Staff whenever help or advice is needed. Don't forget the sponsoring Local Section (**USA student chapter**) or TAPPI when searching for speakers. This is

probably your best source. Know the Local Section Program Chairman (**USA student chapter**)

### **Student Chapter Secretary**

- If publicity is part of responsibility of the secretary, then all the responsibilities shown for the Publicity Chairman apply as well.
- Accurately record and publish the minutes of all chapter officer meetings in a prompt time period.
- Maintain an up-to-date list of all chapter members and provide complete contact information (university, address, phone, fax, and email) of each Student Chapter member to TAPPI staff.
- Write correspondence for chapter when required, including letters of appreciation to guest speakers.
- Publish notices of Executive Committee and chapter meetings with agendas.
- Copies of all agendas, minutes, etc. should go to TAPPI Staff in Atlanta.
- Be able to fill in for the Program Chairman (Vice President) in his/her absence.
- Maintain a file for minutes and other records including all programs to be passed along to the next Secretary, in order to keep the chapter membership list, history, general files current. A copy of the file should be kept in the faculty advisor's office as a back-up.
- Coordinate the preparation of the annual report to TAPPI.

### **Student Chapter Treasurer**

- Maintain the bank account.
- Obtain a copy of the Treasurer's Workbook form from TAPPI for reference and for the ledger sheets.
- Prepare an annual budget. See the Treasurer's Workbook for details. Review the budget with the chapter officers and faculty advisor. Keep for future reference. Compare estimate with actual at end of year.
- Prepare Treasurer's reports to submit to the Executive Committee, periodically, as required.
- Have a copy of every document which is to be filled out during the term of office and dates when to fill them out.
- Have a written set of instruction for every responsibility. Contact the TAPPI Comptroller if needed.

- Determine if there are any funds available from the university or student government association and how to apply for funding.
- Determine if funds might be available from the sponsoring local section for special programs or projects.
- Investigate the possibility of having fund-raising events.
- Establish annual student chapter member dues with the approval of the faculty advisor.

### **Student Chapter Publicity Chairman**

- Report accurate and timely information on past meeting events, paper presentation, and future meetings. Also, to keep each student chapter Publicity Chairman informed of publication deadlines.
- Maintain a clear open line of communication between the chapter and TAPPI.
- Provide meeting follow-up materials such as:
  - (1) summary of reports (guest speakers)
  - (2) summary of Chapter Officer meeting
  - (3) schedules of upcoming events.
- Be aware of magazine publication dates and see that all information is sent or on hand by these dates.
- Encourage speakers to provide a written summary of oral presentations. This material may be made available for the whole group or just the Publicity Chairman.
- Be consistent and predictable.
- Be sure adequate advance notice of meetings is made to membership.
  - School newspaper
  - E-mail lists or website
  - Posters on department bulletin boards
  - Announce in classes
  - Residence hall bulletin boards
- Be sure the publicized material is interesting.

### Summary....

- Publicity is good for all of us - especially for the university we represent.
- Chapter members want to know what the rest of the industry is doing
- Our members need to know how they may participate at meetings whether in gaining the experience of others or presenting their experiences.

## **Faculty Advisor**

Each student chapter shall recommend the appointment of a ***faculty advisor who shall be a professional member of the TAPPI***. He/she will be appointed as faculty advisor to the student chapter by the Executive Committee of TAPPI. His/her duties shall be:

- To act in an advisory capacity to the officers and members of the student chapter.
- To see that the affairs of the student chapter are conducted in a business-like manner consistent with the general policies of the school and the Association.
- To see that an annual report is prepared by the student chapter each year. Prior to the close of the spring semester, the student chapter shall submit an annual report of activities to the chairman of the sponsoring local section. This report shall include a review of the past year's activities, a list of the student chapter members, a financial statement, and the names and addresses of the incoming officers. A copy should be sent to TAPPI Staff in Atlanta and the sponsoring Local Section (**USA student chapter**).
- To see that all information and requests received from the Association are promptly and properly handled.
  1. Comply with other applicable TAPPI suggested guidelines.
  2. Provide continuity in chapter leadership.
  3. Identify and encourage good student leadership.
  4. **USA Student Chapters:** Represent the chapter at Local Section Executive Committee meetings.
  5. Use industry contacts for the benefit of the chapter.
  6. Use University contacts for the benefit of the chapter.
  7. Assist officers with annual transition.
  8. Act as co-signer to chapter checkbook.

## **Student Chapter Member**

- Attend all meetings possible.
- Be on time with dues, etc.
- Volunteer for special projects, programs.
- Communicate your interests with the chapter officers.
- Meet as many mill or supplier personnel as possible. These contacts can be very valuable.
- Take a sincere interest in TAPPI - the experience is worthwhile.
- **USA Student Chapters:** Try to attend at least one Local Section meeting during the year. Most Local Sections offer registration discounts to Student Chapter members. Quite often this discount will more than cover an annual Student Chapter membership. Take your membership card to the meeting.
- Join International TAPPI (optional, but *strongly recommended – the benefits are numerous*). Faculty advisors have TAPPI membership application forms. Membership entitles the student to a subscription to *Paper360* and *TAPPI JOURNAL*
- Be sure to keep TAPPI posted of any address changes. For example, one month's advance notice is needed to process a change to the student's summer employment address, and then back to school.
- All student grade members of TAPPI can attend any or all conferences and technical sessions sponsored by the Association at discounted rate.
- **USA Student Chapters:** Join and actively participate in the Local Section following graduation.

## Year End Transition

This is probably the most important objective to achieve. Much experience is lost with the graduating senior class.

Hold a meeting in the spring with the incoming and outgoing officers and faculty advisor. Be sure the incoming officers are clear on their responsibilities and objectives.

Be sure the proceedings at the spring planning meeting were attended by the incoming officers or by prospective new officers.

Communicate among new chapter officers during the summer in order to start up full speed ahead in the fall.

**USA student chapter:** Assist graduates in joining the respective Local Section wherever the graduate locates. Those that remain within the sponsoring Local Section are valuable resources for programming, etc. - keep in touch.

Invite past chapter officers to return and speak at chapter meetings, especially on successful programs held in previous years.

Incoming officers should become aware of potential pitfalls, particularly financial.

Schedule officer elections allowing sufficient time to permit a transition period. This may vary depending on whether the school is on a semester or quarter system. If the existing schedule is inadequate, work out necessary changes with the faculty advisor.

## CHAPTER PROGRAMMING

**USA student chapter:** Refer to the Program and Arrangements section of the Local Section Guidance Manual (faculty advisor has a copy). Most of the concepts contained therein are applicable to student chapters. Be sure the student chapter Vice-President (Program Chairman) is familiar with his responsibilities, as well as the other officers.

### SCHEDULE PLANNING MEETINGS

#### **Fall Planning Meeting**

Review meeting schedule (consider holidays, athletic events, exam schedules, etc.)

Select program topic/confirm those selected earlier.

Assign responsibilities for obtaining speakers.

Plan and implement a membership drive (encourage membership in TAPPI as well).

Review budget and financial status.

Discuss any special projects for the semester.

Set up tentative meeting schedule for the spring semester.

Have an agenda for the meeting and be sure everyone has a copy.

Publish minutes.

#### **Spring Planning Meeting**

Review meeting schedule (consider holidays, etc. as before)

Confirm program topics selected in the fall

Assign responsibilities for obtaining or confirming topics

Evaluate membership drive results

Review budget.

Discuss any special projects for the semester.

Set up a date for election of new officers (if this is done in the spring)

Set up meetings between the incoming and outgoing officers to facilitate smooth transition.

Survey the membership for desired topics for the fall semester prior to the meeting. Select preliminary topics.

Assign members, who have summer jobs at pulp and paper mills the responsibility of getting

speakers lined up for the fall. This is easy when the mill's resources are available.

Discuss long range goals.

Have an agenda for the meeting and be sure everyone has a copy.

Publish minutes - this will be especially helpful when returning in the fall.

Follow officer guidelines with respect to programming responsibilities. Keep the other officers informed.

**USA student chapter:** Invite the sponsoring Local Section officers to assist in chapter programming, or at least provide suggestions for speakers.

Set goals for the chapter and follow through.

Hold productive meetings. This is more important than you might think for stimulating interest and participation. Select excellent topics and speakers.

Follow through with the publicity effort within the school, the university, sponsoring local section (**USA student chapter**), national TAPPI, and publication.

Look for creative and innovative programs. Read back issues of *Paper360* and *TAPPI JOURNAL* and President's Meeting Minutes for ideas. Share ideas with other student chapters.

Set up an awards papers program. (Competition rules should be on file).

Use some of the following criteria for selecting meeting topics:

- Cover as many aspects of pulp and paper manufacturing as possible.
- Select a good blend between mill and supplier speakers.
- Presentations should not be so technical as to scare off the underclassmen.
- Ease of getting speakers.
- Topic not covered in sufficient detail by the curriculum.
- Pick back-up topics in case one falls through during the year.
- Try to get someone from a nearby mill to speak on some facet of the mill then arrange for a tour.
- Consideration should be made as to the universal interest and anticipated attendance.
- Specific research, problems, start-up at nearby mills.
- Be clear as to what you expect from the speaker so his presentation will be on target.
- Encourage the use of visual aids. Offer to provide equipment. Have extra projection bulbs on hand.
- Encourage the speaker to have copies of his talk or at least a summary to refer to later.
- Keep a list of speaker not to invite back, also keep a list of excellent speakers.
- Use your resources!

## **SUGGESTIONS FOR MAKING MEETINGS PRODUCTIVE**

### **FIRST, DETERMINE THE REASON OR PURPOSE OF MEETING WHICH MAY INCLUDE:**

- Discussing goals
- Selling or generating ideas
- Discovering or solving problems
- Developing plans or programs
- Assigning specific responsibilities to individuals
- Explaining plans or programs
- Training people
- Motivating membership
- Making decisions, reaching a firm consensus
- Socializing, introducing new members, etc.
- Providing general information
- Seeking advice

### **SECOND, DETERMINE WHO SHOULD ATTEND, INCLUDING ANY OR ALL OF THE FOLLOWING:**

- Officers
- Members (any particular ones, or all)
- Guests
- Speakers
- Faculty advisor
- Faculty members
- Prospective members

### **THIRD, DON'T HOLD A MEETING IF:**

- Decision does not require approval of entire group
- Information can be transmitted by other means (memo, fax, e-mail, etc.)
- Key people cannot attend
- Not enough time is available for preparation

### **FOURTH, KEEP THE FOLLOWING POINTS IN MIND:**

- Be sure to have an agenda for the meeting - send it out in advance so everyone can prepare for the meeting (if many items are to be discussed), allocate enough time for each item.
- Have good seating arrangement. (Learn about group dynamics.)
- Set a time limit for the meeting and stay on schedule
- State purpose of meeting at the beginning
- Be a good listener as well as a good speaker, have a good attitude.
- Don't allow one or two people to dominate the meeting - call on others for comments.
- Speak clearly, be confident and enthusiastic.
- Use visual aids to increase retention and maintain control.
- Take a break if the meeting runs over an hour.
- Don't get upset when people disagree with you and don't allow arguments.
- Do not make fun of anyone or joke at a serious topic.

- Secure audience participation as required.
- Have questions available to ask guest speakers or lecturers.
- Acknowledge contributions of members.
- Assign responsibility for follow-up. Be clear on your assignments. Don't be afraid to delegate.
- Summarize accomplishments at the end of the meeting.
- Publish minutes to provide continuity and follow-up.
- If the meeting is held on a regular basis, publish a schedule in advance. Plan around other conflicts.

## AWARDS

### OUTSTANDING STUDENT CHAPTER MEMBER AWARD

This award is given for the purpose of encouraging students to obtain high grades, become active in the Student Chapter and be more aware of the advantages of becoming employed in the pulp and paper industry after graduation.

The award is presented annually to a student chapter member chosen by the faculty for meritorious service to the chapter. Award selection is based upon:

- (a) scholastic achievement
- (b) demonstrated leadership skills
- (c) character
- (d) activity in the Student Chapter.

The award consists of a certificate from TAPPI and the first year of TAPPI dues after graduation paid by the Association, *provided the recipient is a paid Student member of TAPPI at the time of the awards presentation.*

## TAPPI STUDENT CHAPTER CHARTER DATES & LOCAL SECTION SPONSOR

CHAPTER	CHARTER DATE	LOCAL SECTION SPONSOR
Alabama Southern Community College Tomasville, AL, USA	March 23, 1998	Gulf Coast Section
Auburn University Auburn, AL USA	November 11, 1994	Gulf Coast Section
Clarkson University Potsdam, NY USA	January 28, 1998	Empire State Section
Dabney S. Lancaster Community College Clifton Forge, VA USA	June 26, 1992	Virginia-Carolina Section
Ecole Francaise de Papeterie et des Industries Graphiques St. Martin - D'Herès Cedex, FRANCE	October, 2000	
Fox Valley Technical College Appleton, WI USA	May 8, 1979	Lake States Section
Georgia Institute of Technology Atlanta, GA USA	March 29, 1980	Southeastern Section
Halifax Community College Weldon, NC USA	November 30, 2002	Virginia-Carolina Section
Helsinki University of Technology Hut, FINLAND	September, 1999	
Institute of Paper Science & Technology Atlanta, GA USA	May 11, 1982	Southeastern Section
Miami University Oxford, OH USA	March 27, 1980	Ohio Section
Mississippi State University Mississippi State, MS USA	January 18, 1985	Gulf Coast Section
North Carolina State University Raleigh, NC USA	April 13, 1971	Virginia-Carolina Section
Oregon State University Corvallis, OR USA	September 13, 1984	Pacific Section
Rutgers University Piscataway, NJ USA	October 14, 1986	Delaware Valley Section
San Jose State University San Jose, CA USA	May 15, 1989	Western Section
State University of New York Syracuse, NY USA	October 9, 1980	Empire State Section

<b>CHAPTER</b>	<b>CHARTER DATE</b>	<b>LOCAL SECTION SPONSOR</b>
University of Idaho Moscow, ID USA	April 22, 1985	Pacific Section
University of Jyvaskyla Jyvaskyla, FINLAND	April 11, 1997	
University of Maine Orono, ME USA	April 22, 1981	Maine-New Hampshire Section
University of Minnesota St. Paul, MI USA	September 28, 1982	Minnesota Section
University of New Hampshire Durham, NH USA	March 8, 1983	Maine-New Hampshire Section
University of Toronto Toronto, ON,CANADA	April 22, 1995	Virginia-Carolina Section
University of Washington Seattle, WA USA	October 22, 1974	Pacific Section
University of Wisconsin Stevens Point, WI USA	March 27, 1975	Lake States Section
Western Michigan University Kalamazoo, MI USA	January 27, 1977	Kalamazoo Valley Section

## **COMMON QUESTIONS OF STUDENT CHAPTER OFFICERS**

**Q. What is TAPPI?**

**A.** TAPPI is the leading technical association for the worldwide pulp, paper, packaging, and converting industry. TAPPI provides its members rapid access to:

- the largest international group of technically experienced people in the industry
- the most comprehensive collection of reliable technical information and knowledge
- the highest quality products and services created to meet the specific needs of people who solve technical problems in the industry

**Q. Our chapter goes through transition problems every year when the officers change. How can this be avoided?**

**A.** There are several steps that can be taken to avoid transition problems. Try to have as many underclassmen as possible involved in leadership roles throughout the year. By learning leadership skills slowly and with the help of others that are experienced, they will be better able to handle elections. Try to have elections at a time when the parting officers will have time to spend with the new officers to give them some advice and assistance. Try to keep a central student chapter file that is maintained throughout the year and can be passed down to the new officers. This file should contain information on social activities, fundraisers, speakers, industry and TAPPI contacts, local section information and treasury records. Remember to use your faculty advisor. He/she has been a part of the chapter in the past and will most likely continue. Let the advisor be a line of continuity of the group from year to year.

**Q. Why should students be involved with TAPPI headquarters?**

**A.** TAPPI headquarters provides many opportunities especially for students.

Many conferences are held throughout the year in varying areas of the country. Student members are admitted at a discounted fee. This is an opportunity to learn the newest technological advances, to meet the leaders of our industry, and to introduce yourself to potential employers for the future.

TAPPI headquarters also has a scholarship program in which you may be eligible to participate. Many divisions and local sections also have scholarship opportunities. For more information contact TAPPI staff.

TAPPI is interested in being a part of your professional career as well as your student career. Your professional involvement in TAPPI will benefit your employer and your career.

As a student, you can join TAPPI as a student member for only US\$35. With your membership, you will receive all the benefits of a regular member, including a year subscription to *Paper360*.

**Q. Where do we get money for chapter activities and what responsibilities come with the funds?**

**A.** Each **USA student chapter** has a sponsoring local section. Each local section has its own means of dispersing funds. The local section will in return request some small amount of paperwork, such as a budget or list of planned activities. Contact your Local Section representative for further more specific means of receiving funds.

Many student chapters have fundraisers as well. There are many ways to raise funds such as selling T-shirts, mugs, and other items of interest.

Some chapters also have a membership fee to join. This is completely optional and is left to the discretion of each chapter.

**Q. How can we help educate the community about the pulp and paper industry?**

**A.** Remember, when your TAPPI group educates the community about your group and the pulp and paper industry, you are also advertising your school and your program.

Some examples of community events that have been done by other chapters include: a Paper Chase (a race that raises money for charity), Career Day Booths, and Paper Express Demonstrations.

**Q. What are some resources for seminar speakers?**

**A.** Your faculty advisor should be able to give you names of individuals or companies that have shown an interest in visiting your group.

For **USA student chapters** another very valuable resource is your Local Section. Contact your representative for potential speakers. In many cases, the Local Section would be pleased to arrange seminars for your group.

Another idea is to contact recruiters that will be visiting your school. Take the opportunity to hear what they are looking for in a potential employee, what kind of work their company is involved in, and any other expertise they would be willing to share.

**Q. How can we circulate information about TAPPI activities?**

**A.** A newsletter is a great way to keep all students informed of activities and upcoming events. Use creativity and humor to catch and keep the attention of the reader.

Knowing how and where to reach them, information can be dispersed easier and more smoothly.

Also try printing a list of officers and their email addresses to distribute. If a member has a question they can directly contact someone with the answer.

**Q. What is the President's meeting and what do I need to bring?**

**A.** The President's meeting is a gathering of the Presidents from all the student chapters. This is an opportunity for the exchange of ideas, concerns, and questions.

The meeting is typically held in conjunction with TAPPI's Student Summit. You will receive information in the mail regarding dates, times, flights, and what you need to bring along for the trip. TAPPI picks up the cost of the hotel room of the Student Chapter President. **There may also be some travel scholarship money available from TAPPI headquarters or from the Local Sections. Please contact TAPPI headquarters in the early autumn to find out about travel scholarship funds, if needed.**

**Q. Who should we call if we have questions?**

**A.** There are numerous individuals who would be happy to supply you with information regarding TAPPI and your student chapter. One such individual is your faculty advisor. **USA student chapters**, another source of information is your Local Section Chairman representative, or other officers. TAPPI Staff are always available to assist with your questions.

**Q. How can we get the underclassmen involved with our student chapter?**

**A.** Make an extra effort to let them know you want them to be involved and a part of your group. They may need some extra encouragement. Be sure to let them know about activities well in advance. Perhaps have a seminar or two that is directed specifically to their level. Examples might include student skills, summer co-op information, interview skills, or resume writing.

**Q. Within our student chapter we have "conflicting" personalities. What can we do?**

**A.** There will always be conflicting personalities at universities and in industry. Take this as an opportunity to broaden your leadership skills and learn to manage and/or cope with these conflicts. Try to remember everyone has a strength that can benefit your student chapter. It may be difficult to see how some people could possibly contribute, but a good manager will seek out individual strengths and can organize individuals into a working group.

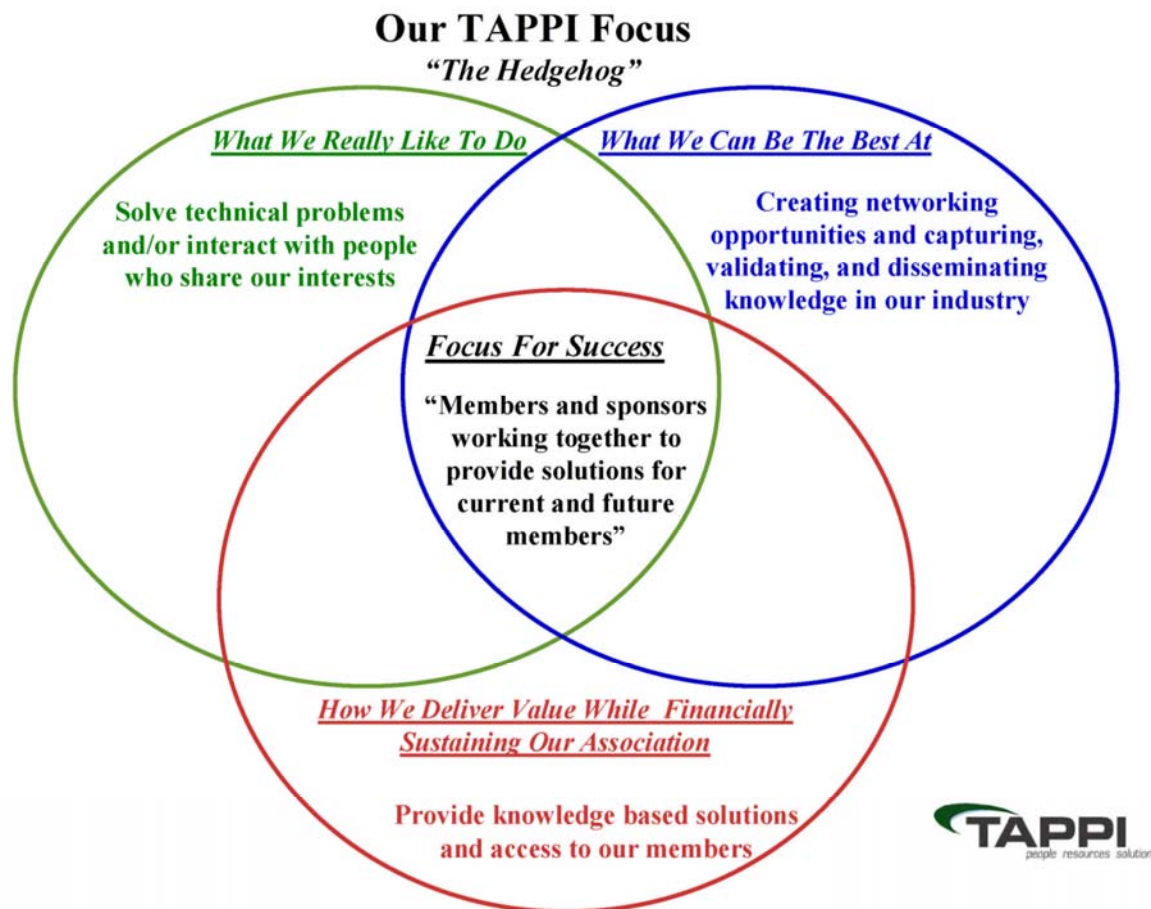
**Q. Do you have any suggestions for social activities?**

**A.** Yes, but so do you. First of all, use your creativity and imagination to develop an idea that meets the social needs of your group. If you are still having problems getting the ideas to flow, take a look at events your school has used in the past or ideas other universities are using. Use your imagination or Google. The more original the better!

# TAPPI THE ASSOCIATION

## PURPOSES OF TAPPI

TAPPI is the leading association for the worldwide pulp, paper, packaging, and converting industry.



### TAPPI’s Mission

*...to engage the people and resources of our Association in providing technically sound solutions to the workplace problems and opportunities that challenge our current and future members*

### TAPPI’s Vision

*...is to make a significant difference in the professional lives of our members*

Founded in 1915, TAPPI has grown into the world's largest professional association serving the pulp, paper, packaging, and converting industries. TAPPI's members look to the association for information, education, and knowledge-sharing opportunities.

Ninety years later TAPPI remains a growing, vibrant society embracing new technology and looking forward to the future. As a professional technical society, TAPPI is in a unique position to offer a wide array of information, products, services, and knowledge-sharing opportunities unparalleled in the paper and related industries. TAPPI provides value to members and others in the industry through the following products and services: Journals and Magazines; Conferences and Symposia; Trade Fairs and Exhibitions; Courses, Company Classroom, and Online Learning; TAPPI PRESS Publications, Division and Community Activities, Test Methods and Technical Information Papers, and our comprehensive website, [www.tappi.org](http://www.tappi.org).

## **LOCAL SECTIONS**

The first local section of TAPPI was the Pacific Section, formed in 1929. The geographically organized units of TAPPI are known as Local Sections. Members of Local Sections must be members of the national Association. TAPPI members are not automatically members of the Local Section in their area.

Local sections are frequently the starting point for new members and provide a strong link between the individual mills, the local supplier representatives, the student chapters and the members. Many local sections sponsor one or more student chapters.

## **Antitrust Policy/Anti-competitive Behavior**

This document sets forth TAPPI's antitrust policy and the rules of conduct and compliance procedures which govern all TAPPI activities. These formal guidelines are intended to do two things: (1) to prevent the occurrence of an actual antitrust violation in the course of TAPPI activities, and (2) to prevent inadvertent conduct which might give the appearance of an antitrust violation to someone unfamiliar with TAPPI's nature and purposes. They are designed to protect you, your employer and TAPPI from any accusation of wrongdoing arising out of your participation in TAPPI activities.

Accomplishment of these objectives is everyone's responsibility. We urge you to keep this document handy, and to refer to it whenever you have any question about the antitrust implications of any activity you might undertake under the auspices of TAPPI. We also urge you to advise your colleagues and corporate officers of TAPPI's comprehensive antitrust compliance program, so that you can count on their continued support in your TAPPI activities.

Any questions you or your company's legal counsel may have concerning TAPPI's antitrust compliance program should be directed to Larry Montague, President and CEO, TAPPI, 15 Technology Parkway South, Norcross, Georgia 30092 USA , Phone +1-770-209-7227, Fax +1-770- 446-6947.

### **STATEMENT OF ANTITRUST POLICY**

TAPPI is a professional and scientific association organized to further the application of the sciences in the paper and related industries. Its aim is to promote research and education in the areas of interest of its members. TAPPI is not intended to, and may not, play any role in the competitive decisions of its members or their employers, or in any way restrict competition in the paper and related industries.

Through its short courses, technical conferences and other activities, TAPPI brings together representatives of competitors in the paper and allied industries. Although the subject matter of TAPPI activities is normally technical in nature, and although the purpose of these activities is principally educational and there is no intent to restrain competition in any manner, nevertheless the Board of Directors recognizes the

It shall be the responsibility of every member of TAPPI to be guided by TAPPI's policy of strict compliance with the antitrust laws in all TAPPI activities. It shall be the special responsibility of committee chairmen, Association officers, and officers of Local Sections to ensure that this policy is known and adhered to in the course of activities pursued under their leadership.

To assist the TAPPI staff and all its officers, directors, committee chairmen, and Local Section officers in recognizing situations which may raise the appearance of an antitrust problem, the Board will as a matter of policy furnish to each of such persons the Association's General Rules of Antitrust Compliance. The Association will also make available general legal advice when questions arise as to the manner in which the antitrust laws may apply to the activities of TAPPI or any committee or Section thereof.

Antitrust compliance is the responsibility of every TAPPI member. Any violation of the TAPPI General Rules of Antitrust Compliance or this general policy will result in immediate suspension from membership in the Association and immediate removal from any Association office held by a member violating this policy.

## **TAPPI GUIDELINES FOR SUBMITTING COPIES OF CORRESPONDENCE TO TAPPI HEADQUARTERS**

TAPPI headquarters needs to remain aware of what particular committees and sections of TAPPI are doing or are planning to do in order to better assist those groups in achieving their objectives and to continue to supervise actively the antitrust compliance of TAPPI. The Board of Directors of TAPPI therefore has adopted this formal statement of TAPPI's policy which requires that persons corresponding or receiving correspondence on behalf of TAPPI provide copies of the type of correspondence outlined below to the appropriate liaison person at TAPPI headquarters.

For this policy TAPPI does not require copies of routine, written communications regarding arrangements for speakers, meetings, travel, dinner reservations and the like.

TAPPI headquarters does require that copies of correspondence of an important nature and of non-routine matters be supplied in a timely fashion to TAPPI headquarters personnel connected with the committee or Section involved as shown below:

1. Plans regarding the general nature of the activities of TAPPI committees or Sections.
2. Communications with other TAPPI groups or other organizations outside TAPPI.
4. All written or recurring verbal suggestions or criticisms of TAPPI activities.

All correspondence falling under the above-stated policy must be forwarded promptly to the appropriate TAPPI headquarters liaison person, preferably at the time of transmittal or receipt.

## **TAPPI GUIDELINES FOR MANUFACTURING PLANT TOURS**

Manufacturing plant tours in connection with TAPPI technical program activities provide an opportunity for observation of applied science and technology. On-site inspection of equipment and processes by program attendees serves to promote knowledge of advances in manufacturing processes. Sponsored plant tours are conducted for the purpose of promoting understanding of production techniques and alternative approaches to technical problems in areas such as safety, pollution control, noise abatement and energy conservation. They may also promote the practical education of new TAPPI members and student members.

TAPPI's General Rules of Antitrust Compliance forbid the use of any TAPPI activity, including plant tours, for the purpose of exchanging competitive information.

In order to assure compliance with TAPPI's antitrust policy and general rules in connection with plant tours, the TAPPI Board of Directors has adopted the following supplemental guidelines to cover the plant tour portion of TAPPI programs:

1. Participation in plant tours should be limited to meeting registrants.
2. Plant tours should not include any discussion or exchange of competitive information.
3. Participants in plant tours should not under any circumstances discuss or otherwise disclose proprietary information.
4. Plant tour participants should not divulge to each other any operating data which could be used to reveal competitive information.
5. Plant tour participants may discuss the productive capacity of particular processes or items of equipment, but may not discuss the planned utilization of such productive capacity by the host plant or any other producer.

6. Plant tour participants may discuss production cost savings which may result through the use of a particular process or piece of equipment, but may not discuss the overall production costs of the host plant or any other producer.
7. The plant tour is to be conducted in compliance with TAPPI's Antitrust and Plant Tour Guidelines outlined in this document, as well as the rules and directives of the host plant. While TAPPI encourages participation by all registrants for the plant tour, a host plant may decide to restrict or limit tour participation. It is the responsibility of those arranging plant tours to inform affected registrants of the restrictions as far in advance of the tour date as possible.

### **GENERAL RULES OF ANTITRUST COMPLIANCE**

The following rules are applicable to all TAPPI activities and must be observed in all situations and under all circumstances without exception or qualification other than as noted below.

1. Neither TAPPI nor any committee, Section or activity of TAPPI shall be used for the purpose of bringing about or attempting to bring about any understanding or agreement, written or oral, formal or informal, express or implied, among competitors with regard to prices, terms or conditions of sale, distribution, volume of production, territories or customers.
2. No TAPPI activity or communication shall include discussion for any purpose or in any fashion of prices or pricing methods, production quotas or other limitations on either the timing or volume of production or sale, or allocation of territories or customers.
3. No TAPPI committee or Section shall undertake any activity which involves exchange or collection and dissemination among competitors of any information regarding prices or pricing methods.
4. No TAPPI committee or group should undertake the collection of individual firm cost data, or the dissemination of any compilation of such data, without prior approval of legal counsel provided by the Association.
5. No TAPPI activity should involve any discussion of costs, or any exchange of cost information, for the purpose or with the probable effect of
  - (a) increasing, maintaining or stabilizing prices; or,
  - (b) reducing competition in the marketplace with respect to the range or quality of products or services offered.
6. No discussion of costs should be undertaken in connection with any TAPPI activity for the purpose or with the probable effect of promoting agreement among competing firms with respect to their selection of products for purchase, their choice of suppliers, or the prices they will pay for supplies.
7. Scientific papers published by TAPPI or presented in connection with TAPPI programs may refer to costs, provided such references are not accompanied by any suggestion, express or implied, to the effect that prices should be adjusted or maintained in order to reflect such costs. All papers containing cost information must be reviewed by the TAPPI legal counsel for possible antitrust implications prior to publication or presentation.
8. Authors of conference papers shall be informed of TAPPI's antitrust policy and the need to

comply therewith in the preparation and presentation of their papers.

9. No TAPPI activity or communication shall include any discussion which might be construed as an attempt to prevent any person or business entity from gaining access to any market or customer for goods or services, or to prevent any business entity from obtaining a supply of goods or otherwise purchasing goods or services freely in the market.
10. No person shall be unreasonably excluded from participation in any TAPPI activity, committee or Section where such exclusion may impair such person's ability to compete effectively in the pulp and paper industry.
11. Neither TAPPI nor any committee or Section thereof shall make any effort to bring about the standardization of any product for the purpose or with the effect of preventing the manufacture or sale of any product not conforming to a specified standard.
12. No TAPPI activity or communication shall include any discussion which might be construed as an agreement or understanding to refrain from purchasing any raw material, equipment, services or other supplies from any supplier.
13. Committee chairmen shall prepare meeting agendas in advance and forward the agendas to TAPPI headquarters for review prior to their meetings. Minutes of such meetings shall not be distributed until they are reviewed for antitrust implications by TAPPI headquarters staff.
14. All members are expected to comply with these guidelines and TAPPI's antitrust policy in informal discussions at the site of a TAPPI meeting, but beyond the control of its chairman, as well as in formal TAPPI activities.
15. Any company which believes that it may be or has been unfairly placed at a competitive disadvantage as a result of a TAPPI activity should so notify the TAPPI member responsible for the activity, who in turn should immediately notify TAPPI headquarters. If its complaint is not resolved by the responsible TAPPI member, the company should notify TAPPI headquarters directly. TAPPI headquarters and appropriate Section, division or committee officers or chairpersons will then review and attempt to resolve the complaint. In time-critical situations, the company may contact TAPPI headquarters directly.

## **GUIDELINES FOR ANTITRUST COMPLIANCE**

### **Do's and Don'ts for Meetings and Operations**

- DO send the agenda for all meetings to TAPPI headquarters 15 days prior to the meeting.
- DO send all minutes to TAPPI headquarters 30 days after the meeting.
- DO review TAPPI Antitrust Policy and General Rules of Antitrust Compliance prior to the meeting.
- DO stop any discussion which appears to be leading to:
  - (a) Discussion of prices or pricing policy,
  - (b) Any restraint on competition of any kind.

- DO advise all meeting attendees to observe the General Rules of Antitrust Compliance in informal conversations as well as formal TAPPI activities.
- DO NOT place constraints on committee membership, other than the member's technical capability in the area covered by the committee and the willingness of the committee member to participate actively in committee work.
- DO NOT undertake any committee activity involving collection or dissemination of prices or pricing methods.
- DO NOT undertake any committee activity involving collection of individual firm cost data or dissemination of any compilation of such data without prior approval of TAPPI legal counsel.
- DO NOT undertake any activity to establish a product standard or specification. All test methods must be cleared by TAPPI headquarters prior to publication.
- DO NOT set a numerical limit on committee size unless membership on the committee is rotated on a regular and reasonable basis. You may set a numerical limit on the maximum number of representatives per company.

### **RECOMMENDATIONS FOR THE SELECTION OF SPEAKERS**

TAPPI technical sessions at conferences and seminars are not designed to be sales forums; they are designed to provide a forum for the exchange of technical information. Nevertheless, employees of suppliers are sometimes asked to participate as speakers or panelists because of their knowledge and experience. Participation on the program of a conference or seminar may be viewed by suppliers as a significant competitive opportunity, and the favoring of some suppliers over others can give rise to antitrust problems.

The exclusion of a supplier from a panel or program will not be considered an antitrust violation unless it constitutes an unreasonable restraint on competition. The key to "reasonableness" in this area is fair-minded decision making based upon objective criteria. In order to be fair to all suppliers and to avoid a charge of acting unreasonably to deprive any supplier of a significant competitive opportunity, TAPPI session developers should in all cases observe the following guidelines:

1. No speaker should be chosen with the intent to afford his company a competitive advantage, and no speaker should be excluded with the intent to deny any company a competitive opportunity.
2. Speakers should be chosen individually on the basis of objective criteria reasonably related to the educational purpose of the session, such as technical knowledge, experience, professional reputation, and effectiveness as a speaker.
3. The criteria to be used in selecting speakers should be established prior to the actual selection of speakers.
4. Supplier participation should be planned so as to minimize any competitive advantage which might arise from participation in a TAPPI activity.
5. Consideration should be given by session developers to all available methods for equalizing the competitive opportunity among suppliers.

## HOW TO WORK WITH PEOPLE IN MEETINGS

How They Act	Why	What to Do
Group is tired, apathetic, and dull. Marked lack of interest, low response rate, yawning, quiet, and polite.	Primary tension.	Small talk, joshing, kidding humor, make them smile, chuckle, laugh. Display as much enthusiasm and energy as you can. Don't give up if the first attempts to release the tension fail. Keep pumping enthusiasm until it is caught. Explain subject vividly, ask lots of easy questions, play the devil advocate.
Overly talkative	He/her may be an "eager beaver" or a showoff. He/her may also be exceptionally well informed and anxious to show it, or just naturally wordy.	Don't be embarrassing or sarcastic.. you may need his/her traits later on.  Slow him/her down with some difficult questions.  Interrupt with: "That's an interesting point, now let's see what the group thinks of it."  In general, let the group take care of him/her as much as possible.
Highly Argumentative	Combat personality... professional heckler.  May be normally good-natured but upset by personal or job problems.	Keep your own temper firmly in check... don't let group feel excited either.  Honestly try to find merit in one of his/her points.. express your agreement (or get the group to do so)... then move on to something else.  When he/she makes an obvious misstatement, toss it to the group. Let them turn it down.  As a last resort, talk to him/her privately during a recess.. try to find out what's bothering him/her.. see if you can win his/her cooperation.

Quickly Helpful	Really trying to help actually makes it difficult and keeps others out.	<p>Cut across him/her tactfully by questioning others.</p> <p>Thank him/her, suggest “we put others to work.”</p> <p>Use him/her for summarizing.</p>
Rambler	Talk about everything except the subject.	<p>When he/she stops for breath, thank him. Refocus his/her attention by restarting the relevant points, and move on.</p> <p>Grin, tell him/her that his/her point is interesting, point to the blackboard and in a friendly manner indicate we are a bit of the subject.</p> <p>Last resort: Glance at your watch.</p>
Personality Clash	Two or more members clash.	<p>Emphasize points of agreement; minimize points of disagreement (if possible).</p> <p>Draw attention to objectives. Cut across with direct question on the topic.</p> <p>Bring a sound member in to the discussion.</p> <p>Frankly ask that personalities be omitted. Such clashes can divide your group in to factions.</p>
Won't Budge	<p>Prejudiced</p> <p>Hasn't seen your points.</p>	<p>Throw his/her view to the group. Have group members straighten him/her out.</p> <p>Tell him/her that time is short and that you will be glad to discuss his/her point later. Ask him/her to accept the group view point for the moment.</p>
Wrong Subject	Not rambling, just off base.	Take the blame: “Something I said must have led you off the subject; this is what we should be discussing.” Restate the point or use the board.

Side Conversation	<p>May be related to the subject.</p> <p>May be personal.</p> <p>Distracts members of the group and you.</p> <p>He/her needs help.</p>	<p>Don't embarrass them.</p> <p>Call one by name, ask him an easy question, or call one by name, then restate last opinion expressed or last remark made by group, and ask his opinion of it.</p> <p>If during conference, you are in the habit of moving around the room, saunter and stand casually behind members who are talking. This should not be made obvious to the group.</p>
Inarticulate	<p>Lacks ability to put thoughts in proper words.</p> <p>He/her is getting ideas but can't convey it.</p> <p>He/her needs help.</p>	<p>Don't say, "What you mean is this," Say, "let me repeat that" (then put it in better language).</p>
Definitely Wrong	<p>Member hasn't understood discussion.</p>	<p>Say, "I can see how you feel" or "That's one way of looking at it."</p> <p>Say, "I see your point, but can we reconcile that with the..."</p> <p>Must be handled delicately.</p>

<p>Asking for your opinion</p>	<p>Trying to put you on the spot.</p> <p>Trying to have you support one view.</p> <p>May be simply looking for your advice.</p>	<p>Generally, you should avoid solving their problems for them. Never take sides.</p> <p>Point out that your view is relatively unimportant, compared to the view of the people at the meeting. Don't let this become phobia. There are times when you must and should give a direct answer.</p> <p>Before you do so, try to determine their reason for asking your view.</p> <p>Say, "First let's get some other opinion." Or "how do you look upon this point?" (Select a member to reply.)</p>
<p>Gripes/complaints</p>	<p>Has a pet peeve.</p> <p>Professional griper.</p> <p>Has legitimate complaint.</p>	<p>Point out we can't change policy here; problem is to operate as best we can under the system.</p> <p>Indicate you'll discuss the problem with him privately later.</p> <p>Have a member of the group answer him.</p> <p>Indicate the pressures of time.</p>