



# IAPRI Rules

## 1 Name

The title of the Association shall be the “International Association of Packaging Research Institutes” (referred to hereafter as IAPRI). Rules governing Ethics for the Association are found in Appendix 1.

## 2 Aims of the Association

- a) To establish and advance professional and personal relations between representatives of packaging research and/or education institutions in the world
- b) To share information and to obtain peer review with respect to methodology, analysis, and potential outcomes at early stages of research projects
- c) To exchange projected research interests which are being planned by particular institutions
- d) To exchange experience with respect to instrumentation, measurement and analysis techniques especially as they relate to development of new standards and test methods.
- e) To give advice on the equipment and apparatus which may be employed by member institutions for specific research testing or education in packaging.
  - f) Avoid duplication of work by means of the above exchange of information between institutions during IAPRI working groups, symposiums and conferences.
- g) To publish a newsletter, Working Group information and calendar of events on the IAPRI website.
- h) To arrange or to support the arrangement of IAPRI conferences, symposia, lectures and other educational activities.
- i) To promote packaging science and technology to important target groups, including international organisations, government bodies and foundations.
- j) To contribute to the academic recognition of education programmes on packaging.
- k) To facilitate the recognition and publishing of scientific and scholarly work by developing interaction with publishers.

## 3 Location

The Association shall have its permanent office at any place proposed by the Board and decided by the General Meeting. The Secretary General will be responsible for maintaining this office with the responsibility to answer phone, fax and email messages sent to the Association. The contact information will be available on the Association website.

## 4 Business year

The business year of the Association shall be the calendar year.

## **5 Membership of IAPRI**

- a) Membership of the Association is open to non-commercial institutions where research into packaging or the development of test methods in packaging or development and implementation of higher educational programs are an important part of the work. The institutions must be willing to exchange information with other members of the Association in regard to the results of their research at symposia, conferences and working groups.
- b) Institutions not (yet) able to fully meet the membership requirements may be admitted to Associate Membership. Associate members are normally expected to be able to convert into full membership within two years after being admitted as Associate Member. Associate membership is usually applicable to institutions that have recently entered the scientific, technical and/or educational disciplines of the Association.
- c) Organisations who are not actively involved in packaging research, test method development and/or higher education programs but have proved themselves able and willing to contribute technical or educational intelligence of interest to, or able and willing to support the aims of the Association may be admitted to Affiliate Membership. The Board may propose additional terms of reference, to be ratified by the General Meeting, for any new Affiliate member.
- d) Commercial entities undertaking packaging research, testing and/or higher education activities or having a demonstrable interest in such activities, may be admitted to Corporate Membership
- e) Applications for all categories of membership must be in writing by email or letter and addressed to the Board/Secretary General for approval. The decision of the Board shall be notified in writing by email or letter by the Secretary General. If the Board does not approve an application, the applicant may, within six months after receiving notification, request that the case be brought before the next General Meeting for review.
- f) Membership shall cease by:
  - i. Retirement from the Association which must be notified in writing addressed to the Board through the Secretary General not later than six months before the effective date.
  - ii. Expulsion. Any Member may be removed from the Association by a resolution of the General Meeting passed by a majority of at least three quarters (75%) of the Members present (in person or by proxy). Notice of the grounds on which such a resolution is proposed shall be sent to all Association Members and to the Member whose removal is in question at least six weeks before the meeting and the Member shall be entitled to be present at the meeting. The matter shall be duly announced on the Agenda for the General Meeting and made available to all members at least six weeks prior to such action.
  - iii. If the subscription fee of a Member becomes more than six months in arrears after a reminder notice has been sent, their membership shall be deemed to have ceased. The member institution shall be contacted by the Secretary General when this condition applies.

## 6 Dues, rights and duties of Members

- a) **Dues.** Regardless of the membership category, all Members shall be required to pay such annual membership fee as shall, from time to time, that is approved at General Meeting by Members on proposal of the Board.
- b) **Rights, duties and entitlements.** Depending on the type of membership the rights, duties and entitlements vary. Each member organisation may nominate a representative being authorised to exercise the rights of the Member. From time to time, the Member may change its representative. All nominations and changes must be notified in writing to the Secretary General.
  - i. **Full Members** have the right to attend, vote and exercise all rights of the Member at all General Meetings of the Association. They may be represented at the Board, host Symposia and Conferences, participate in Symposia, have their information listed at the Association's website, have access to member-only information and membership of working groups.
  - ii. **Associate Members** have the same rights and entitlements as Full Members with the exception of voting rights at the General Meeting and representation at the Board.
  - iii. **Affiliate Members** are entitled to participate in General Meetings but have no voting rights; have the right to present work at and participate in Symposia but cannot host a Symposium; cannot be represented at the Board; are entitled to have their information listed at the Association's website, and have access to member-only information; they may be invited to join working groups.
  - iv. **Corporate Members** have the same rights and entitlements as Affiliate Members
- c) Members shall be deemed to have received notice from the Association when this is sent to their registered (electronic) address. Members shall notify the Secretary General of their registered address and of any changes therein. Members will provide relevant input to update lists of members and other promotional means upon request of the Secretary General.

## 7 Organisation

- a) **Controlling authority.** The Association will be headed by a Board which shall consist of 8-10 persons, a Corporate Board Member, as appropriate, each representing a full Member of the Association, and a Secretary General. Persons representing Associate, Affiliate and Corporate Members cannot be elected to the Board. A representative from the membership maybe invited by the Board from time to time to attend Board meetings but this would be on an ad hoc non-voting basis.
- b) The Secretary General being the public officer of the Association is considered a full member of the Board but may not represent one of the Association Members. Being the public officer of the Association, the Secretary General position attracts an appropriate remuneration decided and approved by the Board on an annual basis.
- c) Members of the Board shall be elected by the General Meeting upon nomination by the Board. Nominations for Board Members other than the Secretary General, can also be submitted from the membership. Such nominations are to be supported by at least two full

Members other than the nominee and are to be submitted in writing to the Board at least one month before the General Meeting.

- d) The Secretary General shall be nominated by the Board for election by the General Meeting upon which he/she becomes a Board Member.
- e) The President shall be proposed by the Board from its members and confirmed by the Membership. The Board shall elect amongst themselves a Vice-President. All members of the Board shall be elected for a term of three years and can be re-elected once but the following exceptions shall apply: (i) The President, once elected will start a new term of three years (ie additional to the period he can serve as a normal Board member) and can be re-elected once by the Board or more often if so determined by the Board and confirmed by the General Meeting; (ii) The Vice President once elected will start a new term (ie additional as aforementioned) of three years only ; (iii) The Secretary General once initially nominated by the Board and confirmed by a General Meeting as per 7(d) above shall serve for an initial period of three years and thereafter can be re-elected on an unlimited number of occasions by the Board with confirmation by the General Meeting on a three-year cycle, A Board Member is expected to take an active part in the meetings and in the work of the Association.
- f) If a member of the Board ceases from office for any reason whatsoever the Board may appoint a representative of a full Member of the Association as a member of the Board to fill any such casual vacancy. This appointment must be confirmed at the next General Meeting and, for purposes of retirement, the appointed Member will at that time begin a new term on the board.
- g) Board Members are expected to maintain integrity and volunteer to develop the success of the Association. The IAPRI Ethics document (Appendix A) provides some general expectations for all Members including those serving on the Board.

## **8 Terms of reference of the Board**

The Board is to perform duty of care regarding the Association. It takes on all activities that are deemed necessary in the interest of the Association's development and administration.

Specific duties are:

- a) To develop and implement strategies to meet the objectives of the Association. At each General Meeting a review of past actions and future plans will be endorsed.
- b) To review continuously the Rules of the Association and to relate those Rules by reference to the General Meeting to the particular stage of development of the Association as required.
- c) To review applications for membership
- d) To promote the Association among its members and external stakeholders
- e) To appoint a host member institution and select a general theme for the symposium and conferences held alternately every two years from suggestions by Members of the Association.
- f) To advise the host country organiser of each symposia and conference with regard to the acceptance of papers.
- g) To approve a list of invitations to the symposia.
- h) To establish working groups on specific matters as is deemed appropriate.

## 9 Conferences and Symposia

The final program for both conferences and symposia must be approved and confirmed by the IAPRI Board. There is a limit of one oral presentation per speaker. Any exemption must be confirmed by the IAPRI Board.

### Conferences

A conference hosted by one of the Members, is held every two years. Member Institutions can submit an application form for hosting a conference to the Board at anytime. The Board shall nominate the hosting institution to the General Meeting at least two years before the event is to take place. The Board may indicate a main considered theme if desirable. The Conference is open to all interested parties.

a) **General. Members may submit a paper for non-peer review or poster presentation.**

At least six months before the date of the conference participants shall be invited to propose up to 4 papers they would like to present. The title and a minimum 200 word abstract (in English) of each paper and poster shall be submitted at this time to the host institution with the name(s) of author(s) who will present it. The abstracts will be refereed by a scientific committee, appointed by the IAPRI board and the host institution, for admission.

b) **Timing.** The conference shall normally last 3 days. The host (organising) institution shall produce a programme from the papers submitted on the basis that each paper shall have 20 minutes for presentation and discussion. If the number of papers submitted exceeds the possibility of achieving this then parallel sessions and/or poster presentations may be arranged. The General Meeting of the Association shall be held during these three days as determined by the Board and notified to the Members. On the day immediately prior to the conference, a Board meeting and working group meetings, are to be scheduled.

c) **Papers for presentation.** The papers intended for presentation at the Conference should not have been published previously. Any paper which has already been published should only be presented where emphasis can be laid on development which has taken place since the publication. In this event results which have already been described in the publication should only be outlined in the introduction. Dissemination of the papers to a wider audience should be planned between IAPRI and the host.

d) **Schedule.** The invitation to participate in the conference by means of a scientific paper shall be sent out by the organising institution to reach all members at least six months before the date of the conference. The institution organising the conference will ask suitable persons to act as chairperson for the various sessions.

e) **Language used at the conference.** The official language for the conference is English. Hence, the abstract, the full paper and the presentation should be in English.

f) **Social programme.** There will be no formal speeches prior, during or after dinners but an official representing the host organization may be allowed to welcome the participants and the President may say a few words. The organising institution, will, however, always give advice regarding evening activities and other events which are special for the place where the conference is to be held.

## Symposia

A Symposium hosted by one of the Members, is held every two years. Member Institutions can submit an application form for hosting a Symposium to the Board at anytime. The Board shall nominate the hosting institution to the General Meeting at least two years before the event is to take place. The Board may indicate a main considered theme if desirable.

- a) **General.** Members may submit a paper for peer review, non-peer review or poster presentation. At least one year before the date of the Symposium every Member shall be invited to propose up to 4 papers they would like to present. For peer review, full papers must be submitted one year in advance. Six months in advance, non-peer reviewed papers and poster must be submitted. The title and a 100 word abstract (in English) of each paper and poster shall be submitted at this time to the host institution with the name(s) of author(s) who will present it. The abstracts will be refereed by a scientific committee, appointed by the IAPRI board and the host institution, for admission.
  - b) **Timing.** The symposium shall normally last 3 days. The host (organising) institution shall produce a programme from the papers submitted on the basis that each paper shall have 20 minutes for presentation and discussion. If the number of papers submitted exceeds the possibility of achieving this then parallel sessions and/or poster presentations may be arranged. The General Meeting of the Association shall be held during these three days as determined by the Board and notified to the Members. On the day immediately prior to the symposium a Board meeting and working group meetings (if appropriate) are to be scheduled.
  - c) **Papers for presentation.** The papers intended for presentation at the Symposium should not have been published previously. Any paper which has already been published should only be presented where emphasis can be laid on development which has taken place since the publication. In this event results which have already been described in the publication should only be outlined in the introduction. Dissemination of the papers to a wider audience should be planned by IAPRI and the host..
  - d) **Schedule.** The invitation to participate in the symposium by means of a scientific paper shall be sent out by the organising institution to reach all members at least twelve months before the date of the symposium.. The institution organising the symposium will ask suitable scientists who are staff of members of IAPRI to act as chairperson for the various sessions.
  - e) **Language used at the symposium.** The official language for the symposium is English. Hence, the abstract, the full paper and the presentation should be in English.
  - f) **Social programme.** There will be no formal speeches prior, during or after dinners but an official representing the host organization may be allowed to welcome the participants and the President may say a few words. Participants' accompanying spouses or partners are invited to the social programme but no special programmes for spouses/partners will be made because the symposium is to be regarded as a networking session rather than a conference. The organising institution, will, however, always give advice regarding evening activities and other events which are special for the place where the symposium is to be held.
- b) **IAPRI-prize.** An award is offered on occasion of the IAPRI-symposia to three scientists. One prize is dedicated to the most promising scientific work presented, one to

the best oral presentation, and one to the best poster presentation. In awarding the prizes the Board will encourage young scientists by applying higher thresholds for scientists over the age of 40. The prizes offered amount to 500 Euro each, and will be announced and handed over by the President during the General Meeting, organised on the occasion of the Symposium. The organisation and the amount of the prize remain under the authority of the Board.

## **10 Working Groups**

The Association may establish working groups (WG) on topics of significant common interest to the members. The primary purpose of a WG is to form an international network with a specific scientific/technical focus. Its activities may include but are not limited to:

- Consideration and preparation of scientific, technical and/or regulatory common points of view (consensus) on issues pertinent to the topic of the WG;
- Undertaking of preparatory work towards the drafting and/or underpinning of international standards and/or regulations the results of which may be submitted/recommended to international standardization or regulatory agencies;
- Exchange of information between the members' experience in research endeavours, testing protocol development and implementation, education programs, regulatory preparation work, etcetera;
- Identification and documentation of member capabilities and interests within the scientific/technical field of the WG;
- Identification of capability and/or knowledge gaps and pathways to fill-in those gaps.

For the establishment of a working group, the following convention shall apply:

- a) A working group is to be established by a Board resolution on the basis of proposed Terms of Reference submitted by a member or group of members.
- b) Such Terms of Reference should include at least:
  - The goal and purpose of the WG;
  - Initial membership and an indication of potential members;
  - A proposed plan of activities;
  - A description of the operational set-up.
- c) Membership in working groups is open to any person (appropriately knowledgeable in the area) representing a full, associate or affiliate member of the Association. Representatives of corporate members and non-member entities may be invited to join a WG, should this be expected to be helpful in meeting the objectives of the Group. Such an invitation is subject to approval by the Board.
- d) The cost associated with participation in WG activities is expected to be absorbed by the participating members.
- e) A Working Group should preferably be convened by a person representing a full member.
- f) Working Groups should report regularly to the Board about their progress. A formal, but brief, progress and achievements report, including a listing of the members and their affiliation, is to be presented at each General Meeting.
- g) In the event that a WG decides to wind up its activities, the convener shall notify the Board in writing about the decision. In the event that the Board has not received any

progress reports for a consecutive period of 2 years, the WG shall be deemed to have ceased activity.

## **11 General Meeting**

The Association shall hold a General Meeting every year on the occasion of a Symposium, Conference or otherwise as determined by the Board. The place of the General Meeting and Symposium/Conference shall be the same.

The business of the General Meeting shall be:

- a) To approve the record of the previous meeting.
- b) To deal with any matters arising.
- c) To receive and approve the report of the Board and accounts including an update of past actions and future plans
- d) To elect Members of the Board.
- e) To make amendments to these Rules.
- f) To fix the dues as stipulated in Rule 6, and approve a budget for the subsequent two years.
- g) To approve the proposal of the Board concerning the time and place of the next Symposium.
- h) To transact any other business which should be transacted at the General Meeting and has been notified to the Secretary at least two weeks beforehand.

## **12 Elections**

- a) Each Member Institution shall have one vote in the General Meeting and may in writing authorise the representative of another Member to represent and vote for him/her as proxy at the General Meeting. A Member may not act as proxy for more than three other Members at a General Meeting. Associate members are allowed to attend the General meeting but are not eligible to vote.
- b) Decisions of the General Meeting shall be made by simple majority (50% or more) of the Members present in person and by proxy unless otherwise stipulated by these Rules.
- c) Elections on the Board shall be conducted by ballot unless the number of nominees is equal or smaller than the number of Board vacancies, in which case all nominees are deemed to be elected. On election to the Board, the persons having the greatest number of votes shall be elected.

## **13 The President and the Secretary General**

- a) The President serves as the Executive leader of the Association, and should represent a Full Member, and shall serve for the same period as other Board Members.
- b) The President chairs the Board Meetings. He/she performs representative functions during symposia and conferences. He represents the Board and/or IAPRI at official meetings during his term. The role of the Vice-President will be to represent the Association in the absence of the President.

- c) The Secretary General is the Operations leader of the Association on a day to day basis to all members and external stakeholders, undertake all administrative tasks as required and manages the Association's business with due care on direction of the Board. The Secretary General is principally accountable to the Board and ultimately to all the Members at the General Meeting.

## **14 Dissolution**

- a) The dissolution of the Association must be effected by a resolution of the General Meeting of the Association passed by a majority of at least three-quarters (75%) of the Members of the Association.
- b) In the event that such a resolution is not carried because the required majority of votes is not obtained, the proposal shall then be determined by a postal ballot which shall be held within two months of the date of the aforesaid General Meeting for which a majority of votes of at least three-quarters (75%) of the Members of the Association shall be required. Notice of the ballot and full details of the proposal must be given to each Member not less than four weeks in advance of the declared closing date for the return of the voting papers. Members not returning their voting papers by the required date shall be deemed to have voted to wind-up the Association.

## **15 Minutes**

The Board shall cause minutes to be kept of:

- a) All appointments of board members.
- b) The names of the Members of Board present at each meeting of the Board.
- c) The Agenda and Minutes of all Board meetings
- c) All resolutions and proceedings of General Meetings and of meetings of the Board.

## **16 Accounts**

- a) The Board by means of the Secretary General shall cause proper books of accounts to be kept with respect to all sums of money received and expended by the Association and the matters on which the receipts and expenditure take place. Within three months following the end of each business year an audit of the books shall be conducted by a chartered practising accountant or equivalent.
- b) The books of accounts, minutes and other documents and records pertaining to the Association shall be kept at such place or places as the Board think fit and shall at all times be open to inspection by Members of the Board.
- c) The place of performance for all legal transactions arising from these Articles shall be at the place at which the permanent office of the Association is located.