

## 1. AIMS of IAPRI

- 1.1. To establish and advance professional and personal relations between representatives of packaging research and/or education institutions in the world
- 1.2. To share information and to obtain peer review with respect to methodology, analysis, and potential outcomes at early stages of research projects
- 1.3. To exchange projected research interests which are being planned by institutions
- 1.4. To exchange experience with respect to instrumentation, measurement and analysis techniques especially as they relate to development of new standards and test methods.
- 1.5. To give advice on the equipment and apparatus which may be employed by member institutions for specific research testing or education in packaging.
- 1.6. To avoid duplication of work by means of the above exchange of information between institutions during IAPRI working groups and conferences.
- 1.7. To promote packaging science and technology to important target groups, including international organizations, government bodies and foundations.
- 1.8. To contribute to the academic recognition of education programs on packaging.

These aims are supported and enabled by:

- The publication of a newsletter, Working Group information and calendar of events on the IAPRI website.
- The arrangement of IAPRI conferences, symposia, lectures and other educational activities.
- The development of interaction with publishers to facilitate the recognition and publishing of scientific and scholarly work.

## 2. Membership of IAPRI

### 2.1. Full Membership Category and Types

2.1.1. **Institutional Membership** in IAPRI is open to institutions where research into packaging or the development of test methods in packaging or development and implementation of higher educational programs are a focused center of activity. The institutions must be willing to exchange information with other members of IAPRI regarding the results of their research at conferences, symposia, and within working groups.

2.1.2. **Corporate Membership** is available to for-profit entities having a demonstrable interest in packaging research, testing and/or higher education activities and wanting to receive recognition as supporters of IAPRI. The entities should be willing to exchange information with other members of IAPRI regarding the results of their research at conferences, other events, and within working groups. Corporate membership is limited to a maximum of twenty-five (25%) of the Full Membership category members.

2.2. **Affiliate Membership** is granted to associations/societies who are not actively involved in packaging research, test method development and/or higher education programs but are ready, willing and able to contribute with technical or educational intelligence of interest to IAPRI in



## Operating Policies

- support of the aims of IAPRI. The Board may propose additional terms of reference for any new Affiliate member.
- 2.3. Other Membership although allowed in the by-laws at this time there are no Other Membership Types established by the board of directors.
  - 2.4. Application forms for membership are available on the IAPRI website. The Board of Director votes on new members. The decision of the Board shall be sent by email or letter from 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 membership at the next Annual Meeting for review.
  - 2.5. Membership shall cease by:
    - 2.5.1. Retirement from IAPRI which must be notified in writing addressed to the Board through the Secretary General not later than six months before the effective date.
    - 2.5.2. If the membership fee of a Member becomes more than six months in arrears after a reminder notice has been sent, their membership may be terminated by the board.
      - 2.5.2.1. The member institution shall be contacted by the Secretary General when this condition applies.
    - 2.5.3. Any Member may be removed from IAPRI by a resolution at the Annual Meeting or an electronic vote passed by a majority of at least three quarters (75%) of the Members voting. 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 voting and the Member shall be entitled to present a defense.

### 3. Rights and Duties of Members

- 3.1. Rights, duties, and entitlements. Depending on the category and type of membership the rights, duties, and entitlements vary. Each member organization shall designate a Delegate authorized to exercise the rights of the Member. From time to time, the Member may change its Delegate. All nominations and changes must be notified in writing to the Secretary General.
- 3.2. Full Members have the right to vote and exercise all rights of the Member. They may be represented on the Board, host and participate in IAPRI events, have their information listed at IAPRI's website. Their people shall have access to member-only information and have membership in working groups.
- 3.3. Affiliate and Other Members are entitled to participate in member meetings but have no voting rights, except in special ballots as defined in the By-Laws, Article II(5); have the right to present work at and participate in events but cannot host an event; cannot be represented on the Board; are entitled to have their information listed at IAPRI's website, and their Delegate shall have access to member-only information; they may be invited to join working groups.
- 3.4. Members shall be deemed to have received notice from IAPRI 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.

## 4. World Conferences and Member Conferences

- 4.1. **World Conferences versus Member Conferences:** An IAPRI World Conference or Member Conference is hosted by one of the Members on alternating years. World conferences on even numbered years and member conferences on odd numbered years. World conferences are open to all interested parties while member conferences are only open to IAPRI members.
- 4.2. **Hosting:** IAPRI shall announce a call for hosting an event at least three years in advance of the event. Member Institutions may apply for hosting an event by submission to the Secretary General. Interested members should request the IAPRI Event Guidelines and Application Form. The Board shall announce the hosting institution at the Member Meeting two years before the event is to take place. The Board may indicate a main considered theme if desirable.
- 4.3. **Timing:** Both types of events shall normally last 3 days. The host (organizing) institution shall produce a program from the papers submitted on the basis that each paper shall have 20 minutes for presentation and five minutes for questions. Then five minutes for transition to the next presentation. If the number of papers submitted exceeds the possibility of achieving this then parallel sessions and/or poster presentations may be arranged. They will also ask members of IAPRI to act as chairperson for each of the various sessions.
- 4.4. **Submissions to present:** For Member Conferences, only members may submit a manuscript for peer review, or an abstract for a non-peer review contribution (oral presentation or poster). At least nine months before the date of the Member Conference, IAPRI shall invite every member to propose research they would like to present. For a World Conference, the same general principles apply, except that the call for papers is issued 12 months before the event and to a wider audience beyond members. An abstract (in English) that follows the abstract guidelines published by IAPRI shall be submitted to the host institution at least six months in advance. For peer review, full papers must be submitted to the publishing journal at the same time. The abstracts will be refereed by a scientific committee, appointed by the host institution, and approved by IAPRI Board, for admission. The scientific committee will decide whether the paper will be given as oral presentation or presented as poster presentation, considering the potential impact of the paper and the author(s)'s preference. Papers and Poster shall follow a template format provided by IAPRI and the event host. The papers intended for presentation at these IAPRI events 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 considered by IAPRI and the host.
- 4.5. **Language used:** The official language for IAPRI events is English. Hence, the abstract, the full paper and the presentation (oral or poster) should be in English.

- 4.6. **Schedule:** The Annual Meeting of IAPRI is normally held during these days as determined by the Board and notified to the Members. On the day immediately prior to the event a Board meeting and opening reception will be held. Working group meetings, (if appropriate) shall be scheduled during the event at a time by the IAPRI board.
- 4.7. **Evening programs:** There shall be an opening reception on the night before the conference starts with a welcome from the host and IAPRI. New members of IAPRI since the last event will be introduced. One of the other nighttime events shall be a Dinner Banquet with short speeches from an official representing the host organization welcoming the participants and the IAPRI President may say a few words. Also, there may be awards given. Another evening dinner will be a Social Event. There will be no formal speeches prior, during or after social events. Participants' accompanying spouses or partners are invited to the banquet and social programs. The hosting institute will determine charges for accompanying guests.
- 4.8. **IAPRI Awards and Prizes:** At the discretion of the Board of Directors, a Lifetime Achievement Award may be given out at World Conferences. Prizes are awarded on occasion of the member conference to three scientists. One award 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 researchers by applying higher thresholds for scientists over the age of 40. The value of each prize awarded will be established by the board and announced prior to the member conference. The winners will be announced by the President at the conclusion of the member conference. The organization and the amount of the prize remain under the authority of the Board.

## 5. Symposia

- 5.1. IAPRI may, when the Board deems it appropriate, sponsor an IAPRI Symposium on a very specific single topic by inviting experts to discuss and attendees to listen.
- 5.2. It shall be a one or two-day event, depending on the scale of the topic and number of potential experts.

## 6. Working Groups

- 6.1. IAPRI working groups (WG) may establish 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:
  - 6.1.1. Consideration and preparation of scientific, technical and/or regulatory common points of view (consensus) on issues pertinent to the topic of the WG;
  - 6.1.2. 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;
  - 6.1.3. Exchange of information between the members' experience in research endeavors, testing protocol development and implementation, education programs, regulatory preparation work, etcetera;

- 6.1.4. Identification and documentation of member capabilities and interests within the scientific/technical field of the WG;
- 6.1.5. Identification of capability and/or knowledge gaps and pathways to fill-in those gaps.
- 6.1.6. The possible creation of presentations for IAPRI conferences from its efforts.
- 6.2. For the establishment of a working group, the following convention shall apply:
  - 6.2.1. A working group may be established based on its proposed Terms of Reference submitted by a member or group of members. Such Terms of Reference should include at least:
    - 6.2.2. The goal and purpose of the WG;
    - 6.2.3. Initial membership and an indication of potential members;
    - 6.2.4. A proposed plan of activities;
    - 6.2.5. A description of the operational set-up.
- 6.3. Membership in working groups is open to any person (appropriately knowledgeable in the area) representing a member of IAPRI. Representatives of non-member entities may be invited to join a WG, should this be expected to be helpful in meeting the objectives of the Group.
- 6.4. The cost associated with participation in WG activities is expected to be absorbed by the participating members.
- 6.5. A Working Group should preferably be convened by a person representing a Full Member.
- 6.6. 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 Annual Meeting.
- 6.7. Working Groups may propose the organization of a Symposium to the Board (as defined in Section 5). The Board decides whether and how IAPRI would sponsor it.
- 6.8. If a WG decides to end its activities, the convener shall notify the Secretary General about the decision. If the Board has not received any progress reports for a consecutive period of 2 years, the WG shall be deemed to have ceased activity.

## 7. Accounts

- 7.1. 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 IAPRI and the matters on which the receipts and expenditure take place. Within three months following the end of each business year a report financial report shall be sent to the Board Members and then presented at the next Annual Meeting.
- 7.2. The books of accounts, minutes and other documents and records pertaining to IAPRI shall be kept electronically and shall be inspected by two Members of the Board, designated by the Board.
- 7.3. The place of performance for all legal transactions arising from these policies shall be at the place at which the permanent office of IAPRI is located.