



# IAPRI Rules

## 1 Name

The title of the Association shall be the “International Association of Packaging Research Institutes” (referred to hereafter as the Association).

## 2 Aims of the Association

- a) To establish and advance professional and personal relations between staff of packaging research and/or education Institutions in the world
- b) To exchange information and to obtain criticism in respect of research results at an early stage in their prosecution.
- c) To exchange projected research themes which are planned by particular institutions
- d) To exchange experience in respect of measuring techniques especially in relation to standards.
- e) To give advice on the equipment and apparatus which may be employed by particular institutions for specific research, testing or education purposes.
  - f) Avoid duplication of work by means of the above exchange of information between institutions
  - g) To publish a handbook, newsletter and calendar and to provide continuous updating, an IAPRI website will be established
- h) To arrange or to support the arrangement of 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.

## 3 Location

The Association shall have its permanent office at any place proposed by the Board and decided by the General Meeting.

## 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.

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.

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.

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. Corporate membership is subject to the provision of a special contribution - the type and level of which is subject to negotiation with and approval by the Board - to the Association in addition to normal membership dues.

e) Applications for all categories of membership must be in writing and addressed to the Board for approval. The decision of the Board shall be notified in writing. 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 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 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.
  - iii. If the subscription fee of a Member becomes more than six months in arrears after a reminder notice his membership shall be deemed to have ceased.

## 6 Dues, rights and duties of Members

- a) **Dues.** Regardless of the membership category, all Members shall be required to pay such entrance fee (if any) and such annual subscription fee as shall, from time to time, be fixed by the Members in General Meeting 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, and have access to member-only information.
- 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 technical working groups.
  - iv. **Corporate Members** have the same rights and entitlements as Affiliate Members but are also entitled to a special listing on the Association's website and other communications; additional recognition entitlements may be granted subject to the nature and extent of the 'special' contribution.
- 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, each representing a full Member of the Association plus a Secretary General. Persons representing Associate Members cannot be elected to the Board.
- b) The Secretary General being the public officer of the Association is considered a full member of the Board but does not normally represent one of the Members. Being the public officer of the Association, the Secretary General position attracts an appropriate remuneration.
- 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 four years and can be re-elected once. The Secretary General shall be elected for a period of four years and can be re-elected twice. 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 retire at the time the

member of the Board whom he/she has replaced would have retired if he/she had served his/her full term of office.

## 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 a Strategic and Operational Plan to meet the objectives of the Association. At each General Meeting an updated Plan is to 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 internal and external stakeholders
- e) To appoint a host member institution and select a general theme for the symposium held every two years from suggestions by Members of the Association.
- f) To advise the host country organiser of each symposia with regard to the acceptance of papers.
- g) To approve a list of invitations to the symposia.
- h) To give approval for other activities such as conferences as deemed advisable.
- i) To establish working groups on specific matters as is deemed appropriate.

## 9 Symposia

A Symposium hosted by one of the Members, is held on average every two years. Member Institutions can submit an application for hosting a Symposium in writing 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.** At least 6 months before the date of the Symposium every Member shall be invited to propose up to 4 papers they would like to present. The title and a 100 word abstract (in English) of each paper 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 host institution, for admission.

**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) **Admission to the symposium.** The entrance ticket to the symposium is a paper preferably presented by the staff member who carried out the research or developed the educational program. Sometimes, other written contributions of importance may be admitted as an entrance ticket. In addition, a written report of the research and educational programme

and other activities of the Member Institution supplied in advance as a paper and presented by the Head of the Institution or his/her Deputy, will also provide an entrance ticket. It is intended to keep the number of participants at a symposium limited in order to promote personal contact and fruitful discussion.

*Note.* General reports will be limited to research questions. Research may be defined as the activity which endeavours to find out the causes of things. A catalogue of facts without explanations will not be regarded as research.

d) ***Papers for all topics shall be written according to the following outline.***

An introduction which shall consist of an outline of the difficulties and observations industrially which forms the basis of the research. This will be followed by a statement of the experimental work and any theories which have been built up. There will then be a summary of the general conclusions and recommendations for further work. The length of a full paper should not exceed 3,000 words.

e) ***Reporting.*** A report of each symposium should be published in the Packaging Science and Technology (An International Journal) and in the packaging journals of the countries of the Members. In order to facilitate this, good summaries shall be produced by each author.

f) ***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.

Confidentiality and ownership of papers and reports. Before the symposium papers and research reports may not be given to non-attendees to the symposium. After the symposium attendees are free to use summaries provided by the author(s) for information and publication purposes. Arrangements for the use of full papers must be made with the author and the institution concerned.

***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 6 months before the date of the symposium. For the information of research organisations in their respective countries, other packaging institutions may be informed but not invited to participate. The institution organising the symposium will ask suitable scientists who are staff of members of IAPRI to act as chairperson for the various sessions and to prepare a short (200 word) summary of their session afterwards.

h) ***Papers.*** The title of the paper to be given, together with a short English abstract, must be delivered to the organising institution and to the Secretary General of the Board by the advised deadline but *not later than 4 months before the date of the symposium*. Any later submissions may not be accepted. The organising institution will acknowledge receipt and advise the submitter (with copy to the Secretary General) whether the paper is considered or not within one month from the submission deadline. Unless advised otherwise by the organisers of the symposium, fifty copies of the full manuscript in English, French or German will be required by the organisers of the symposium and may be brought by the author or presenter on the opening day of the symposium. One full copy shall be sent to the Secretary General prior to the symposium.

*Two months* before the symposium the organising institution will send the final programme including abstracts of all papers to each participating institution. A list of

participating institutions and authors and a list of appropriate hotel accommodation should also be supplied at the same time. Copies of the full papers will be provided to participants at registration on the day of arrival.

- i) **Research programmes.** Member Institutions shall send 3 copies of a brief outline of their research programme for the next 2 years to the Secretary General two months before the symposium. Directors of Member Institutions are asked to arrange the outline under the following headings:
  - a) Transport packaging and materials
  - b) Retail packaging and materials
  - c) Social and environmental implications
  - d) Machinability
  - e) Industrial packaging
  - f) Preservation
  - g) Compatibility
  - h) New instrumentation
  - i) Packaging education
- j) **Language used at the symposium.** The official language for the symposium is English. Hence whenever possible, the abstract, the full paper and the presentation should be in English. However, some participants may find this difficult and the following relaxation of the Rules may be made at the discretion of the organising Institution.
  - i) the abstract must be in English - this is mandatory
  - ii) the full paper may be written in another language (e.g. French or German) provided that:
    - a) all figures, tables and diagrams are captioned and written in English, and
    - b) the presentation is made in English
  - iii) if the full paper is in English, the presentation may be made in German or French by the author.

The verbal reports given during presenting the papers should be about 1,000 words. All appropriate audio visual facilities will be provided. Because of the difficulties with language, all speakers are requested to speak slowly and clearly. During the discussion any participant not able to speak English well enough to put a question in it may be permitted to put the question in any other language providing someone present at the symposium is able to translate this into English. The same procedure will be valid for the answering of questions. Approximately 40% of the time allotted to each speaker will be reserved for discussion.
- k) **Social programme.** There will be no formal speeches prior, during or after dinners but 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 working group session rather than a congress. 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.
- l) **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 35. The prizes cannot be accumulated. The prizes offered amount to 500 Euro each, and will become announced and handed over by the President during the General Assembly, organised on 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 technical 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;
  - An indication of anticipated interactions with other organizations;
  - 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 are normally expected to be absorbed by the participating members. However, in consultation with the Board, the WG may explore ways to off-set cost of participation.
- 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 wound up.

## **11 General Meeting**

The Association shall hold a General Meeting every two years on the occasion of a Symposium or otherwise as determined by the Board. The place of the General Meeting and Symposium 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 updated Strategic and Operational Plan for the next two years.
- 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 next 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 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 should be the director of a Member Institution 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 world conferences. He represents the Board and/or IAPRI at official meetings during his term. The role of the Vice-President will be to chair Board meetings in the absence of the President.
- c) The Secretary General represents the Association on a day to day basis to all internal 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 the General Meeting

## **14 Winding up**

- a) The winding up 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 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 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 Officers.
- b) The names of the Members of Board present at each meeting of the Board.
- 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.