THE

AMERICAN ASSOCIATION OF TEXTILE
CHEMISTS AND COLORISTS

BY-LAWS

Of

INDIA SECTION

FIRST PUBLISHED June / 2005
# TABLE OF CONTENTS

**ARTICLE I : ORGANIZATION** ................................................................. 1  
Section 1 - Name ............................................................................. 1  
Section 2 - Government ................................................................. 1  
Section 3 - Objectives .................................................................. 1  
Section 4 - Membership ............................................................... 1  
Section 5 - Voting Members ......................................................... 1  

**ARTICLE II : ELECTED REPRESENTATIVES**  
Section 1 - Officers ........................................................................ 1  
Section 2 - National Councilors .................................................. 1  
Section 3 - Sectional Committee ................................................... 1  
Section 4 - Sectional Committee Members ................................... 2  
Section 5 - Eligibility .................................................................... 2  
Section 6 - Term of Office ............................................................ 2  
Section 7 - Nominations and Elections ........................................ 2  

**ARTICLE III : MEETINGS** ............................................................... 3  
Section 1 – Technical Meetings .................................................. 3  
Section 2 – Annual Meeting ......................................................... 3  
Section 3 – Special Meetings ....................................................... 3  
Section 4 – Sectional Committee Meetings ............................... 3  
Section 5 – Quorum .................................................................... 3  

**ARTICLE IV : DUTIES OF ELECTED REPRESENTATIVES** .............. 3  
Section 1 – Duties of the Chair ................................................... 3  
Section 2 – Duties of the Vice Chair .......................................... 4  
Section 3 – Duties of the Secretary .............................................. 4  
Section 4 – Duties of the Joint Secretary ..................................... 5  
Section 4 – Duties of the Treasurer ............................................. 5  
Section 5 – Duties of the Sectional Committee ......................... 5  
Section 6 – Duties of the Sectional Committee Members .......... 5  
Section 7 – Duties of the National Councilors ......................... 5  

**ARTICLE V : STANDING COMMITTEES** ........................................ 6  
Section 1 - Standing Committees ............................................... 6  
Section 2 – Term of Standing Committee .................................. 6  
Section 3 – Standing Committee Appointments ....................... 6  
Section 4 – Special Committees .................................................. 6  

**ARTICLE VI : COMMITTEES** ............................................................ 7  
Section 1 - Budget Committee .................................................... 7  
Section 2 – Speakers Program Committee ................................ 7  
Section 3 – Dining Committee .................................................... 7  
Section 4 – Publicity Committee ................................................ 8  
Section 5 – Intersectional Technical Paper Competition Committee .. 8  
Section 6 – Annual Outing Committee ....................................... 8  

AATCC India Section Bylaws Final.docPage 2 of 16
TABLE OF CONTENTS (Cont'd)

Section 7 - Properties Committee ................................................. 9
Section 8 - Student Chapter Committee ........................................ 9
Section 9 - Nominating Committee .............................................. 9
Section 10 - Auditing Committee ................................................ 10
Section 11 - By-Laws Committee ............................................... 10
Section 12 - Corporate Membership Committee ............................ 10
Section 13 - Individual Membership Committee ............................ 11
Section 14 – Appointments of Delegates to the Board of The Governing Committee of the Indian Regional Meeting .... 11

ARTICLE VII : GENERAL .......................................................... 12
Section 1 – Awards ................................................................. 12
Section 2 – Change of Residence ............................................... 13
Section 3 – Vacancy of Office .................................................. 13
Section 4 – Amendments to the By-Laws ................................. 13
BY-LAWS

INDIA SECTION

ARTICLE I : ORGANIZATION

Section 1 – Name

INDIA Section of the American Association of Textile Chemists and Colorists.

Section 2 – Government

The Section shall be governed by these By-laws which are consistent with the constitution and By-laws of the American Association of Textile Chemists and Colorists.

Section 3 – Objectives

To promote the knowledge of textiles, dyestuffs, and chemicals as related to textile trade and Industry in India.

To provide meetings of interest, which are in harmony with the objectives of the American Association of Textile Chemists and Colorists.

Section 4 – Membership

All senior, associate, junior, and student members of the Association who reside within the boundaries specified for the Indian Section shall be members of this Section. Others shall be members only after their request for assignment to the Indian Section has been approved by the association.

Section 5 – Voting Members

Only Senior members of the Indian Section shall have the right to vote.

ARTICLE II : ELECTED REPRESENTATIVES

Section 1 – Officers

The officers of this Section shall consist of a Chair, a Vice Chair, a Secretary, and a Treasurer.

Section 2 – National Councilors

The number of National Councilors shall be determined from the constitution of the Association. They shall be elected by the voting members of the Section at the Annual Meeting.
Section 3 – Sectional Committee

The Sectional Committee shall consist of the Officers of the Section, the National Councilors and four elected Sectional Committee members.

Section 4 – Sectional Committee Members

Four senior members of the Section shall, upon election by the voting members, be designated Sectional Committee Members.

Section 5 – Eligibility

To be eligible for the office of Section Chair, a senior member must have served as a member of the Sectional Committee.

To be eligible for the offices of Vice Chair, Secretary, Treasure and Sectional Committee member, the candidate must be a Senior member of the Indian Section.

Section 6 – Term of Office

Chair and Vice Chair: The Chair and Vice Chair shall hold office for Two years and then be eligible for re-election. They may not hold the same office for more than Four years consecutively.

Secretary: The Secretary shall hold office for Two years and then be eligible for re-election but may not hold office for more than Four years consecutively. Should difficulty arise in replacing a Secretary, the Nomination Committee may grant an extension of this period.

Joint Secretary: The Joint Secretary shall hold office for Two years and then be eligible for re-election but may not hold office for more than Four years consecutively. Should difficulty arise in replacing a Secretary, the Nomination Committee may grant an extension of this period.

Treasurer: The Treasurer shall hold office for Two years and then be eligible for re-election but may not hold office for more than eight years consecutively. Should difficulty arise in replacing the Treasurer, the Nomination Committee may grant an extension of this period.

Sectional Committee: The Sectional Committee members shall be elected for a term of Two years and then be eligible for re-election but may not hold office for more than Four years consecutively.

Section 7 – Nominations and Elections

Nominations and elections shall take place at the Annual Meeting. Nominations shall be made by the Nominating Committee as set forth in ARTICLE VI, Section 9. Other nominations may be made if proposed and signed by 15 senior members and presented to the Secretary together with a written acceptance of the nominee 10 days prior to the elections.
ARTICLE III : MEETINGS

Section 1 – Technical Meetings

There shall be a minimum of four regular technical meetings of the Indian Section each year. The dates and places for these meetings shall be selected by the Sectional Committee.

Section 2 – Annual Meeting

The Annual Meeting of the Section shall be held in combination with the last regular technical meeting of each calendar year. The business of the Annual meeting shall consist of:

- Election of Officers
- Presentation of annual reports
- Audit report of the Treasurer
- Other business properly presented to the meeting

Section 3 – Special Meetings

Special meetings may be called at any time necessary by a majority of the Sectional Committee.

Sectional 4 – Sectional Committee Meetings

Two Sectional Committee Meetings a year shall be held. The first meeting shall take place within the first thirty of the calendar year. A Sectional Committee Meeting may be called by the Chair or by a majority of the Sectional Committee.

Section 5 – Quorum

A quorum for conducting business of the Section at a regular meeting shall consist of Ten percent (10%) of the senior members of the Indian Section. A Sectional Committee Quorum shall consist of a majority of the members of the Sectional Committee.

ARTICLE IV : DUTIES OF ELECTED REPRESENTATIVES

Section 1 – Duties of the Chair

The Chair shall

a. Act as the presiding officer at all meetings of the Section and of the Sectional Committees.
b. Appoint the Chairs of all standing committees. Be a member ex-officio of all committees, but shall not have voting power in these committees.
Call for reports from committees whenever so deemed necessary.
All committee appointments are subject to approval by the Sectional Committee.
c. Appoint the Chair and all members of the Nominating Committee sixty days prior to the Annual Meeting. Notify the Chair of the Nominating Committee, in writing, of the officers to be nominated for the ensuing year.
d. Act as Chair of the Student Chapter Committee.
e. Preside over the election of officers at the Annual Meeting.
f. Accept the report and nominations of the Nominating Committee and conduct the elections.
g. Approve for payment by the Treasurer all bills which conform to the Budget Committee’s program that has been approved by the Sectional Committee.
h. Appoint a Senior Member of the Section as substitute National Councilor (for one council meeting) to represent the Section whenever a duly elected National Councilor is unable to attend a meeting. Notify the Secretary of the Association, in writing, of the member so appointed.
i. In the event of absence or inability to perform the expected duties, notify the Vice Chair to assume those duties.

Section 2 – Duties of the Vice Chair

The Vice Chair shall:

a. In the absence or inability of the Chair, assume his/her duties and preside at all Meetings for the interim.
b. Be Chair of the Speakers’ Program Committee.
c. Be responsible for program planning of the Technical Meetings.
d. Be Chair of the Budget Committee.

Section 3 – Duties of the Secretary

The Secretary Shall:

a. Be the custodian of the records of the Section and such properties as the Section may hold for distribution to its members, the Association Council or the public.
b. Keep the minutes of all Sectional Committee meetings and distribute copies to all members of the Sectional Committee.
c. Distribute proper notices of each meeting of the Section to all Section members.
d. Send a personal notice of election and a copy of the Section’s By-Laws to each Candidate elected to office immediately following the Annual Meeting.
e. Request that each officer, at the end of the term, transfer without delay to his/her Successor all books, papers, records, funds and all other properties of the Section in his/her possession or control.
f. Be a member of the Budget Committee.
Section 4 – Duties of the Joint Secretary

The Joint Secretary Shall: Conduct all the duties of the Secretary in the absence of the Secretary, which are outlined in Section 3 above.

Section 5 – Duties of the Treasurer

The Treasurer shall:

a. Collect all monies due the Section.
b. Pay all bills incurred by the Section which have been approved for payment by the Section Chair and Vice Chair or the Section Chair and Secretary.
c. Keep books of account of all finances of the Section.
d. Present the annual financial report to the members at the Annual Meeting. The Fiscal year shall terminate on March 31st.
e. Submit the books to the Sectional Committee whenever requested.
f. Submit the books to the Auditing Committee twenty days prior to the Annual Meeting.
g. Be a member of the Budget Committee.

Section 5 – Duties of the Sectional Committee

The Sectional Committee shall:

a. Act as the executive committee of the Section.
b. Be charged with the planning and operation of the affairs of the section in a manner consistent with the best interests of the Section.
c. Approve the programs, dates and places of the technical meetings of the Section.
d. Approve the operating budget of the Section.

Section 6 – Duties of the Sectional Committee Members

The Sectional Committee Members shall:

a. Help to originate and promote the activities of the Section.
b. Attend all Sectional Committee meetings.
c. One member shall be a member of the Budget Committee appointed by the Chair of the Section.
d. Recommend to the Section Chair candidates for the various committee Chairs.

Section 7 – Duties of the National Councilors

The National Councilors shall:

a. Attend all Sectional Committee meetings.
b. Help to originate, promote and legislate the business of the Section.
c. Attend all National Council meetings and represent the will of the Section at those meetings.
d. Contact each other prior to each Council meeting, and/or when meeting, appoint one of their members as Secretary.
e. Request guidance from the Sectional Committee on the business to be considered at National Council meetings.
f. Notify the Section Chair if unable to attend an Association Council meeting with adequate time allowed for the Chair to appoint a temporary alternate.
g. Be prepared to give an oral report on the business of each Council meeting to the Section members at the next Section meeting. Elect one of their number to carry this out.

ARTICLE V : STANDING COMMITTEES

Section 1 – Standing Committees

1. Budget
2. Program
3. Test method and Standards review committee
4. Student Chapter
5. Nominating -
6. Auditing and By-Laws
7. Membership – Individual and Corporate

Section 2 – Term of Standing Committee

Unless otherwise specified under ARTICLE VI, the term of service of the Chair and members of a Standing Committee shall be One year. No restriction shall be placed on the number of consecutive terms of service unless otherwise specified in ARTICLE VI.

Section 3 – Standing Committee Appointments

The Chair of the Section shall appoint the Chair of all Standing Committees unless otherwise specified in ARTICLE VI.

Section 4 – Special Committees

The Chair of the Section and the Sectional Committee shall appoint any special committee they deem necessary for the proper functioning of the Section. These committees should not be continuing in nature and shall be dissolved at the end of the calendar year of appointment.
ARTICLE VI: COMMITTEES

Section 1 – Budget Committee

a. Membership

The Budget Committee shall consist of the Vice Chair, the Secretary, the Treasurer, and one Sectional Committee Member.

b. Duties

This Committee shall prepare and present its budget for the fiscal year to the Sectional Committee at the first meeting in the calendar year.

Section 2 – Speakers’ Program Committee

a. Membership

This Committee shall consist of the Section Vice Chair who will chair this Committee and two other members appointed by the Vice Chair.

b. Duties

1. At the last Sectional Committee meeting of the calendar year, this Committee shall submit a prospective schedule for the Technical Meetings of the Section for the ensuing year. This schedule should include speakers, subjects, meeting dates and meeting places and shall be submitted to the Sectional Committee for approval.

2. Upon Sectional Committee approval of a program for the Technical Meetings, this committee shall complete all arrangements for the technical program of the Section meetings and the reception and transportation of the speakers.

3. The Program Committee Chair may, on appropriate occasions, designate Individual members of the committee to be Technical Chairs of specific meetings. The Technical Chair shall work jointly with the Program Committee Chair in the planning and conducting of the Technical Program of a specific meeting.

4. The Committee Chair shall be prepared at all times to report the status of the program to the Section Chair.

Section 3 – Dining Committee

a. Membership

This Committee shall consist of a Chair and two members.
b. **Duties**

1. Upon Sectional Committee approval, this Committee shall:
   - Contract for menus and prices for dinner meetings of the Section.
   - Care for all tickets and reservation arrangements.
   - Approve all dinner expenses and turn over all monies collected to the Treasurer.
   - Arrange to have the Treasurer pay for all dinner expenses.
   - Give the Treasurer a detailed report within two weeks of each dinner meeting.

2. They shall keep an accurate record of all members attending each dinner meeting.

**Section 4 – Publicity Committee**

a. **Membership**

This Committee shall consist of a Chair and one member.

b. **Duties**

1. This Committee shall be responsible for the submission of all technical papers presented to the Section meetings to the National Publication Committee.

2. They shall submit notices of meeting of the Section to all journals, trade papers and newspapers allied with the interests of the Association. They should submit an abstract of each meeting for publication to any of the above sources.

3. They should publicize the activities of the section.

**Section 5 – Test Methods Review Committee**

a. **Membership**

The Section Chair shall appoint the Chair of this Committee who in turn shall form a support Committee. This appointment shall be made yearly.

**Section 6 – Annual Outing Committee**

a. **Membership**

The Section Chair shall appoint the Chair of this Committee who in turn shall form a support Committee.
b. **Duties**

1. This Committee shall, with the approval of the Sectional Committee, name the place, date and cost of attendance at the annual outing.
2. This Committee shall have full authority and responsibility for conducting the annual outing, subject to the preliminary approval of the estimated budget by the Sectional Committee.
3. This Committee shall file copies of detailed reports of its annual outing with the Section Chair, Secretary, and Treasurer.

**Section 7 – Properties Committee**

a. **Membership**

This Committee shall consist of a Chair and two members.

b. **Duties**

1. This Committee shall be responsible for the care of the public address system, projector, screen, and other properties of the Section used at their meetings.

2. This Committee shall provide for whatever items of equipment are necessary for the Section meetings.

**Section 8 – Student Chapter Committee**

a. **Membership**

This Committee shall consist of a Chair and two members. The Chair shall be the Section Chair.

b. **Duties**

1. This Committee shall maintain liaison with the student Chapters and shall act in an advisory capacity to the Chapters. They shall attend at least one student meeting each year in each Chapter.

2. They shall meet with student Chapter officials to select any papers which are to be presented to the Section.

**Section 9 – Nominating Committee**

a. **Membership**

This Committee shall consist of a Chair and four members. Each must be a Senior member in good standing and not an elected officer of the Section.
b. **Duties**

1. Upon direction by the Section Chair, this Committee shall meet and select candidates for nomination to the officers specified by the Section Chair.
2. This Committee shall present its report and its nominations to the Section at the Annual meeting.
3. This Committee shall notify the candidates of their nomination.

**Section 10 – Auditing Committee**

a. **Membership**

This Committee shall consist of a Chair and two members. Each must be a Senior member in good standing and not an elected officer of the Section.

b. **Duties**

This Committee shall examine the Treasurer's records and shall prepare report for delivery at the Annual meeting.

**Section 11 – By-Laws Committee**

a. **Membership**

This Committee shall consist of a Chair, the Section Secretary and two other members.

b. **Duties**

1. Establish that all amendments to the By-Laws are duly recorded in the Section's records.
2. Instruct the Section Secretary each year to mail a copy of the By-Laws to each new member of the Section.
3. Undertake any task pertaining to the By-Laws directed to them by the Sectional Committee.
4. Receive, take under advisement, and prepare proposals for additions and amendments to these By-Laws.

**Section 12 – Corporate Membership Committee**

a. **Membership**

This Committee shall consist of a Chair and two members. Each must be a Senior member in good standing, and not an elected officer of the Section.
b. Duties

1. This Committee shall promote interest in securing new corporate memberships in cooperation with the National Corporate Membership Committee.
2. The Chair shall report the progress of the Committee to the Section Chair.

Section 13 - Individual Membership Committee

a. Membership

This Committee shall consist of a Chair and two members. Each must be a Senior member in good standing, and not an elected officer of the Section.

b. Duties

1. This Committee shall promote interest in securing new members of the Association.
2. The Chair shall report progress of the Committee to the Section Chair.

Section 14: Appointments of Delegates to the Board of The Governing Committee of the International Regional Meeting.

a. Governing Committee Appointment

The Chair of the Indian Section, with the approval of the Sectional Committee, shall appoint a three member delegation to the Governing Board of the International Regional Meeting.

This delegation is empowered to act on behalf of the India Section but, nevertheless is required to report to the Chair and Sectional committee on actions taken and to refer for guidance to the Chair and Sectional Committee such matters as may be considered to:

1. Compromise the sovereignty of the Indian Section,
2. Obligate the Indian Section to actions which involve the expenditure of sectional funds not approved in the Section’s annual budget or
3. Go counter to sectional policy.

The Sectional Chair may be a member of this delegation.

b. Term of Membership

One member of the initial delegation shall serve for one year, another for two, and the third for three years.
Starting with the second year, one member shall be appointed annually for a three year term replacing the delegates who has completed the three year term of service.

A person who served as a delegate for a full three year term may serve again after a lapse of two years from the last period of service.

c. Function

In the event that India Regional Meeting shall in any given year operate at a deficit, the Sectional Committee, after reviewing the audited report of the India Regional Meeting Treasurer's accounts, shall take necessary action to amend the sectional budget.

The Sectional Committee shall authorize the Treasurer of the Indian Section to disburse to the India Regional Meeting Treasurer an amount representing the Section's proportional assessment of the deficit plus $400.00 for reconstituting the operating fund for the ensuing year.

d. Annual Report

The Secretary of the Indian Section shall ensure that copies of the Annual Report of the Operating Committee are obtained and submitted to the Sectional Committee for acceptance.

e. Disbursement and/or Receipt of Funds

The Treasurer of the Indian Section shall insure that no disbursements above those authorized in the sectional budget shall be made against assessments to the Indian Section from the India Regional Meeting without appropriate action of the Sectional Committee.

S/he shall also insure receipt by the Section of the proportionate sums as may accrue in the India Regional Meeting above the expenditures incurred.

ARTICLE VII - GENERAL

Section 1 – Awards

In fulfilling its objectives of furthering the development and the knowledge of textile chemistry, the Section may on suitable occasion make presentation of scientific awards.

Citations which designate the nature, purpose, and scope of such awards must be submitted, in writing, to the Sectional Committee for its deliberation and action.
An award may be made only after a complete proposal defining the nature, purpose, financial conditions, duration and method of selection of recipients has received a two-thirds majority vote of the Sectional Committee members and subsequently has been approved by two-thirds majority vote of the members present at a regular meeting of the Section.

It is recognized that changing conditions may make changes in an award advisable. Therefore, any established award may be changed by the same procedure as designated above for the formulation of a new award.

Section 2 – Change of Residence

When an officer transfers from the Section, s/he shall notify the Secretary, resign Section office and transfer all records and properties of the Section to his/her successor.

Section 3 – Vacancy of Office

When, for any reason, an office becomes permanently vacant more than ninety days before the end of the calendar year, the highest remaining officer shall request the Nominating Committee to supply a nomination within thirty days.

Election will then be held at the next regular meeting of the Section provided this nomination is announced in the meeting notice sent to all members.

Section 4 – Amendments to the By-Laws

a. Any Senior member in good standing may at any time propose additions or amendments to the By-Laws. These must be submitted in writing to the By-Laws Committee.

b. The By-Laws may be amended at any time by a two-thirds majority vote of the members present at a Sectional Committee meeting, followed by a two-thirds majority vote of the members present at a regular meeting of the Section.