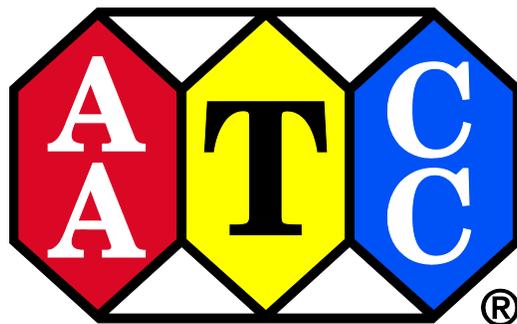


AATCC

STUDENT CHAPTER

HANDBOOK

Revised October 2013



Association of Textile, Apparel
& Materials Professionals

MEMBERSHIP & PUBLICATIONS DEPARTMENT

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INTRODUCTION

This handbook is designed to help AATCC student chapters get organized and interact with their faculty advisors and their local [AATCC sections](#). Your international [Association leaders](#) and the [AATCC Technical Center staff](#) can also give you suggestions for maintaining a strong level of activity in your chapters and for gaining new members.

MEMBERSHIP

Chapter membership or participation is *not* the same as AATCC student membership.

AATCC Membership

- To join AATCC, student may join [online](#) or you may submit a completed application form with dues payment to the AATCC Technical Center. The application can be downloaded [here](#).
- AATCC membership entitles students to [benefits](#), such as access to the article archive and membership database, program and publication discounts, and a subscription to *AATCC Review* and the online *AATCC Journal of Research*. AATCC student members are also eligible to participate in various competitions, and to be nominated for the student award for their chapters. AATCC also offers a free [Jobsite](#) and [Student Internship Site](#), so that you can search for the perfect internship opportunity or a fulltime job once you graduate. AATCC also lists the resumes of graduating seniors so that prospective employers can search for the top talent in the industry.
- An [information flyer](#) is available highlighting student benefits.

Chapter Membership

- Additional chapter dues may be collected for the purpose of funding activities and events. These dues are separate from the annual dues paid to AATCC, and do not entitle the student to AATCC membership or member benefits.

FORMING A NEW STUDENT CHAPTER

Individual AATCC student members may take advantage of the benefits of AATCC, but an organized chapter can provide additional structure and support. It also provides valuable leadership opportunities for students.

According to the [AATCC Bylaws](#) (Article XIII, Section 1):

“When ten or more Student Members desire to form a Student Chapter in connection with a school or similar educational institution, the Board of Directors may, upon written application of such members, authorize the formation of such Chapter.”

Submit the following to the AATCC [membership & publications director](#) or [Membership Department](#):

- Letter indicating that the members wish to form a chapter.
- List of at least 10 current AATCC student members at the school
- Letter from a school faculty member indicating willingness to serve as advisor to the chapter (The proposed advisor must be a current senior or associate member of AATCC.)
- Copy of the chapter bylaws (see Appendix for sample)

DEVELOPING & SUSTAINING A STUDENT CHAPTER

- Identify relevant departments and concentrations for participation in the student chapter. Consider the full scope of AATCC activities and interest groups, including chemistry, engineering, design, and merchandising.
- Establish relationships (both formal and informal) with other campus organizations. These relationships, in part, may be defined by the campus student government association or by university department policy.
- Provide chapter members with technical information and industry exposure. This may be in conjunction with or supplemental to the school’s textile science, chemistry, materials, technology, design, retail, and merchandising curricula.
- Chapter activities may include industry or academic speakers, workshops, facility tours, conference attendance, and preparation for AATCC- or other industry-sponsored competitions. Such activities may be supplemented—but not replaced—by fund raising activities, social events, and charitable projects. Contact [AATCC Membership Services](#) if help with speakers is needed.
- AATCC student chapters are entitled to free viewings of [pre-recorded webinars](#) on a variety of topics. Students must view the webinar as a group Chapter activity. Contact the [AATCC Education Department](#) for additional information. Webinar topics are updated frequently.
- Maintain close contact with the faculty advisor, the local AATCC section, and the AATCC Technical Center; make the best use of all available resources.

ORGANIZATIONAL STRUCTURE

According to the [AATCC Bylaws](#) (Article XIII, Section 1):

“Each Student Chapter shall elect each year a Chair, a Secretary, a Treasurer, and such other officers as it may deem necessary.”

- Officers of the AATCC student chapter should be current members of the Association
- Define chapter officers’ responsibilities. The lists in this handbook are *guidelines*. You may create additional offices and distribute responsibilities as appropriate for your group. The offices and responsibilities should be defined in the chapter bylaws. The faculty advisor’s responsibilities should also be clearly defined.
- Set up committees to perform routine and/or special functions. Clearly identify their responsibilities and goals.
- Take time regularly to assess the effectiveness of the chapter’s organizational structure and look for ways to improve.

Student Chapter Chair (President)

The [AATCC Bylaws](#) (Article XIII, Section 1) require that student chapters elect a chair each year.

The exact responsibilities of the position may be defined by the chapter bylaws and individual strengths. The following are suggested responsibilities of the chapter chair or president.

- [Join](#) AATCC!
- Be aware of the importance of the position, and maintain a professional attitude. Demonstrate enthusiasm!
- Motivate other officers.
- Coordinate all efforts within the student chapter.
- Delegate responsibility and authority to accomplish goals. Appoint committees to plan and coordinate special functions, such as social events or special chapter projects. Make appointments according to merit whenever appropriate.
- Be sure there is always adequate follow-up for programs and projects.
- Attract qualified people to committees.
- Lead the chapter's planning process:
 - Short range – one year
 - Long range – three to five years
- Establish chapter goals.
- Maintain contact with your local [AATCC section](#), other [student chapters](#), and the AATCC [membership & publications director](#). Ask for advice or help when needed.
- Be responsible for the chapter's efforts in:

Programming	Fund-raising and record-keeping
Publicity	Setting and achieving goals
Planning	Membership recruitment and retention
- Keep the chapter vice-chair properly informed.
- Encourage your local AATCC section to subsidize or sponsor student chapter participation in local section activities and meetings.
- Send the AATCC [membership & publications director](#) a list of your officers (either right after the election is held, or at the beginning of the fall term).

Student Chapter Vice-Chair (Vice-President, Program Chair)

The vice-chair position is not required by the [AATCC Bylaws](#), but is important in case of the chair's absence.

The exact responsibilities of the position may be defined by the chapter bylaws and individual strengths. The following are suggested responsibilities of the chapter vice-chair, vice-president, or program chair.

- [Join](#) AATCC!
- Be responsible for all programs, speakers, contacts, and the establishment of a committee to assist.
- Keep up to date with the chapter chair; be able to substitute for the chair when necessary.
- Coordinate program planning. Plan meetings far enough in advance to allow adequate time for generating publicity. Announce upcoming programs far enough in advance to attract attendees.
- Communicate effectively with the publicity chair regarding all events.
- Search for and recommend speakers. Don't forget your local AATCC section when searching for speakers. This is probably one of your best resources—know your local section program chair. To see a list of section officers, click on the name of the appropriate [section](#).
- Obtain speaker biographical information for introductions, etc. Introduce the speaker to the officers and other attendees during chapter meetings.
- AATCC Student Chapters may view [pre-recorded webinars](#) from AATCC for free during chapter meetings. Arranging for a viewing can provide an easy program for your chapter.
- Plan projects and trips for your chapter! Coordinate with the chapter Treasurer about funding the trip or project (fundraising may be required). Arrange plant tours or meetings with industry leaders. Visit industry trade shows.
- Arrange for your chapter to visit AATCC's International Conference! The IC is a great way to network with industry professionals from all sectors of the industry and from all over the world. Attendance is free to AATCC student members! (You must arrange to pay for your travel, hotel, and meals.)
- Act as master of ceremonies for the program portions of chapter meetings.
- Keep abreast of new developments that can affect the student chapter.
- Request assistance when necessary from the chair, other chapter officers, other [chapters](#), or the [membership & publications director](#) at the AATCC Technical Center.

Student Chapter Secretary

The [AATCC Bylaws](#) (Article XIII, Section 1) require that student chapters elect a secretary each year.

The exact responsibilities of the position may be defined by the chapter bylaws and individual strengths. The following are suggested responsibilities of the chapter secretary.

- [Join](#) AATCC!
- Accurately record and publish the minutes of all meetings in a timely manner.
- According to [AATCC Bylaws](#), Article XIII, Section 1, "...the Secretary of a Student Chapter must send to the [Executive Vice President](#) of the Association a report of each meeting within two weeks of the meeting." It is useful to send a copy of that report to the [membership & publications director](#).
- For publicity of your chapter events, send notices, information, reports, flyers, or photos to the [membership & publications director](#) before and after each meeting. The AATCC Technical center can help generate excitement for your events and inspire other chapters with your success stories via the Association's social media pages at Facebook, YouTube, Twitter, LinkedIn, etc., and via the AATCC App.
- Maintain an up-to-date list of all chapter members. The [AATCC Membership Services department](#) can assist you with a list of all AATCC student members at your school if necessary.
- Write correspondence for the chapter when required, including letters of appreciation to guest speakers.
- Publish notices of chapter meetings with agendas.
- Be able to substitute for the program chair (vice-president) if necessary.
- Maintain a file for minutes and other records, including all programs, to be passed along to the next secretary. Keep the chapter membership list, history, etc., current. A copy of the file should be kept in the faculty advisor's office as a backup.
- If publicity is part of your responsibility, then the following should apply:
 - ❖ Work with the program chair to obtain information on events, speakers, etc.
 - ❖ Be sure members have adequate notice of meetings, through the school newspaper, residence hall bulletin boards, announcements in class, notices on department bulletin boards, web postings, etc.
 - ❖ Contact the [AATCC Technical Center](#) for the official guidelines on how to properly use the AATCC logo.

Student Chapter Treasurer

The [AATCC Bylaws](#) (Article XIII, Section 1) require that student chapters elect a treasurer each year.

The exact responsibilities of the position may be defined by the chapter bylaws and individual strengths. The following are suggested responsibilities of the chapter treasurer.

- [Join](#) AATCC!
- Maintain the chapter's checking and/or savings account.
- Prepare treasurer's reports to present at chapter meetings.
- Determine if there are any funds available from the university or student government association and how to apply for funding.
- Plan fund-raising events for the chapter.
- Establish annual student chapter membership dues, with the approval of the other officers and the faculty advisor (optional). These dues would be in addition to AATCC membership dues, to be used for chapter activities.

Student Chapter Members

All chapter members have a responsibility to help maintain the strength and vitality of the student chapter. Suggested responsibilities include:

- [Join](#) AATCC!
- Attend chapter meetings.
- Pay dues on time.
- Volunteer for special projects, programs, etc.
- Communicate your interests to the chapter officers.
- Take a sincere interest in AATCC.
- AATCC Student Chapters may view [pre-recorded webinars](#) from AATCC for free during chapter meetings. Ask your Program Chair to arrange for a viewing if there is a topic you find of interest.
- Try to attend at least one local AATCC section meeting during the year. Contacts made at these meetings might prove to be quite valuable in the future. Most local sections offer registration discounts to student chapter members. In some local sections, members will sponsor students to attend the sectional meetings.
- If possible, attend AATCC's yearly [International Conference](#). The IC is a great way to network with industry professionals from all sectors of the industry and from all over the world. Attendance is free to AATCC student members! (You must arrange to pay for your travel, hotel, and meals.)
- Visit the AATCC [Internship Site](#) for student internship opportunities. Graduating seniors may [post their resumes](#) for employers looking for recent graduates.
- After graduation:
 - ❖ You may renew your membership with AATCC for one year after graduation at the student rate!
 - ❖ Actively participate in the local AATCC section
 - ❖ Visit the [AATCC Jobsite](#) for job listings throughout the industry and from all over the world. Visit often, since the site is updated frequently.

Student Chapter Faculty Advisor

The faculty advisor's responsibilities are not defined by the [AATCC Bylaws](#). They may vary from broad oversight to intimate involvement in chapter activities.

The following are required duties of the faculty advisor:

- Maintain AATCC senior or associate membership. (If the chapter has 15 or more members on May 1, the advisor's membership fee is waived.)
- Oversee student chapter activities.
- Communicate information from the AATCC Technical Center to the student chapter:
[Competition, scholarship, and grant opportunities](#)
Changes in AATCC policy related to student chapters
Information [Flyer](#) of student [membership benefits](#)
- Ensure chapter activities are communicated to the [AATCC Technical Center](#), personally or via chapter secretary.
- Make sure the student chapter complies with all school rules for extracurricular organizations and appropriately represents AATCC on campus.
- Review content of all chapter flyers, websites, etc., including correct use of the AATCC logo. Contact the [AATCC Technical Center](#) for the official logo guidelines.
- Submit nomination for [AATCC Student Chapter Award](#) and [Outstanding Graduate Award](#) by January 15.

Additional responsibilities of the position may be defined by the chapter bylaws and individual strengths. The following are suggested responsibilities of the faculty advisor.

- Serve as a resource for industry contacts and events relevant to the chapter.
- Encourage new students to join and participate in AATCC.
- Participate in semi-annual meetings of AATCC's C15, [Textile Education Committee](#).
- Request information or assistance from the [AATCC Technical Center](#) as needed.
- Provide feedback on chapter activities and needs to the [AATCC Technical Center](#).

BYLAWS

A separate constitution is not required for student chapters. The name and objectives of the organization are defined in the [AATCC Constitution](#).

According to the [AATCC Bylaws](#) (Article XIII, Section 1):

“It [The Student Chapter] may adopt Bylaws suited to its needs; but a copy of such Bylaws and any amendments thereto must be forwarded to the Executive Vice President of the Association, and shall be subject to approval by the Board of Directors.”

Chapter bylaws are very important in outlining the day-to-day and year-to-year operation of each student chapter. They provide guidance and structure as new leaders take office each year.

Chapter bylaws may not conflict with any part of the AATCC [Constitution](#) or [Bylaws](#), but there is considerable freedom to set up a chapter that meets the needs of a particular student body.

Items to be covered by student chapter bylaws:

- Who may join? Can others participate in chapter activities?
- What is required of members (payment of dues, attendance at a minimum number of meetings, etc.)?
- What offices exist? (Remember that the [AATCC Bylaws](#) require at least a chair, secretary, and treasurer.)
- How will officers be chosen?
- What are the responsibilities of each office?
- When and where are meetings held? (This may be left flexible, but should outline a basic structure.)

Student chapters are encouraged to update and modify their bylaws as needed. A copy of all changes should be sent to the AATCC [Executive Vice President](#) (with a copy to the [membership & publications director](#)) as soon as possible. The changes must officially be approved by the AATCC Board of Directors.

A set of sample chapter bylaws is included in Appendix I of this handbook. Text in red should be closely reviewed and edited to meet the needs of a specific chapter. Other text may also be edited, provided it does not conflict with the AATCC [Constitution](#) or [Bylaws](#).

STUDENT CHAPTER ACTIVITIES

It is expected that most groups will have multiple meetings each semester (or other academic term). In this case, a planning meeting at the start of each semester, as outlined below, is suggested.

Fall Planning Meeting

- Prepare an agenda for the meeting and be sure everyone has a copy.
- Review the meeting schedule (consider holidays, athletic and special events, exam days, etc.)
- Select program topics or confirm those selected earlier.
- Assign responsibilities for obtaining speakers.
- Plan and implement a membership drive.
- Review the budget and the chapter's financial status.
- Discuss any special projects for the term.
- Discuss if the chapter plans to send representatives to the [AATCC International Conference](#), and if so, how to raise funds for their travel and hotel fees.
- Set up a tentative meeting schedule for the spring term.
- Publish minutes (on the student chapter website, if possible, and provide a link to the [AATCC Technical Center](#).)

Spring Planning Meeting

- Prepare an agenda for the meeting and be sure everyone has a copy.
- Review the meeting schedule (consider holidays, athletic and special events, exam days, etc.)
- Confirm program topics selected in the fall.
- Assign responsibilities for obtaining or confirming topics.
- Evaluate membership drive results.
- Review the budget.
- Discuss any special projects for the term.
- If the chapter is sending representatives to the [AATCC International Conference](#), confirm that these individuals still plan to attend, assign them any action items from the chapter (i.e. "attend this presentation and write a report on what was said to present to the chapter"), and disburse travel funds or tickets/reservations to the individuals.
- Set a date for election of new officers (if this is done in the spring).
- Schedule a meeting between the incoming and outgoing officers to facilitate smooth transitions.
- Survey the membership for desired topics for the fall term, prior to the meeting. Select preliminary topics.
- Assign members who have textile-related summer jobs the responsibility of getting speakers scheduled for the fall.
- Discuss long-range goals.
- Publish minutes – this will be especially helpful when returning in the fall. These can be published to your student chapter website, LinkedIn page, Facebook page, etc., if you wish. If you send a link to the [Membership Director](#), we can publish that link on the AATCC Facebook page.

General Meetings

Invite your local [AATCC section](#) officers to assist in chapter programming, or to provide suggestions for speakers. The [AATCC membership database](#) is also a valuable resource that can be searched by location or company.

Use the following criteria for selecting meeting topics:

- Cover as many aspects of textiles as possible. Select a good mix of speakers in materials development, processing, testing, design, and merchandising.
- Presentations should not be so technical as to be irrelevant to the audience.
- Select back-up topics in case one falls through during the year.
- Try to get someone from a nearby company to speak on some facet of the company; then arrange for a tour.
- Select topics that appeal to the universal interest and anticipated attendance.
- Be clear as to what you expect from the speaker, so the presentation will be appropriate.
- Encourage the use of visual aids. Offer to provide equipment.
- Encourage the speaker to have copies of the presentation, or a summary to refer to later.
- Keep a list of the *excellent* speakers your group would like to see again; also keep a list of speakers *not* to invite back.
- Contact the [membership & publications director](#) at the AATCC Technical Center for any help necessary.

Inviting speakers is just one of the activities you can do as a student chapter. Contact other campus groups or [other student chapters](#) for suggestions.

- Visits to mills, fashion shows, or markets
- Attend the [AATCC International Conference](#)
- Group work on [AATCC competitions](#)
- AATCC Student Chapters may view [pre-recorded webinars](#) from AATCC for free during chapter meetings. Ask your Program Chair to arrange for a viewing if there is a topic you find of interest.
- Instructional workshops
- Hands-on dyeing, printing, etc.
- Attend local section meetings or other AATCC events
- Community service
- Social events

Year-End Transition

This is probably the most important objective to achieve. Much experience is lost with the graduating class. Hold a meeting in the spring with the incoming and outgoing officers and the faculty advisor. Be sure the incoming officers are clear on their responsibilities and objectives.

- Communicate among new chapter officers during the summer to ensure a good start in the fall.
- Stay in contact with graduates who join the local AATCC sections near the school; they are valuable resources for programming, etc.
- Invite past chapter officers to return and speak at chapter meetings.
- Outgoing officers should share “best practices” and ideas/experiences with incoming officers.
- Schedule officer elections allowing sufficient time to permit a transition period. This may vary depending on whether the school is on a semester (or other term) system. If the existing schedule is inadequate, resolve necessary changes with the faculty advisor.

APPENDIX I: SAMPLE BYLAWS

BYLAWS

AATCC Student Chapter

*** University

- I. Name
 - a. The name of the chapter shall be the *** University Student Chapter of AATCC (also referred to herein as the AATCC Student Chapter or simply, the Chapter).
[Note: the AATCC Membership Committee voted that AATCC Student Chapters may call themselves anything they wish (i.e. "AATCC Fashion Club," or "AATCC Materials Engineering Society"), as long as "AATCC" is part of the title.]

- II. Purpose
 - a. The purpose of the Chapter is to advance to objectives of the AATCC at *** University.

- III. Affiliation
 - a. The Chapter shall be governed by the Constitution and Bylaws of the AATCC, and by such rules and regulations as the Board of Directors of AATCC may establish for the conduct of student chapters, and laws adopted by the Chapter as approved by the Board of Directors of AATCC.
 - b. Due regard shall be given to [AATCC Bylaws Article XIII, Section 1](#), and compliance there within in all respects shall be mandatory.

- IV. Membership
 - a. **Officers of the AATCC Student Chapter shall be student members of the AATCC as defined in [Article IV Section 3 of the AATCC Constitution](#).**
 - b. Each Chapter member must be in good standing with the university and have and maintained a minimum of a **2.0** cumulative grade point average.
 - c. There must be a minimum of 10 members, representing the AATCC Student Chapter. The elected officers of AATCC student chapter shall be the Chair, **Vice Chair**, Secretary, and Treasurer.
 - d. The organization does not discriminate in the selection of its members or appointments when discrimination is defined as denying individuals membership or appointment on the basis of a person's age, race, national origin, color, gender, sexual orientation, creed, handicap, marriage status, place or residence.
 - e. No member of the AATCC Student Chapter shall have authority to represent this Chapter of the Association officially, or to incur any expenses in the name of the Chapter of the Association, except as may be authorized by specific majority vote of the Board of Directors ([AATCC Bylaws Article XIV, Section 1](#)).

- V. Voting Membership
 - a. Students who are currently enrolled at *** University, and are AATCC Student Members, will be eligible to be a voting member of the Student Chapter, or an elected or appointed officer of said organization with payment of their annual dues to AATCC.

- b. **Non-students and non-members will be allowed to participate in any Chapter activity**, but will not be voting members or officers of said organization. A non-student is someone who is not currently enrolled at *** **University** for the fall or spring semester. A non-member is someone who is not an AATCC Student Member.
- VI. Privileges of Membership
- a. The Executive Committee of the student chapter shall be elected in accordance with Article VIII of this constitution.
 - b. Special Committees may be appointed by, and their duties defined by the Executive Committee.
 - c. Special events will take place with permission granted by members.
- VII. Establishment of Officers, Their Duties, and Authority
- a. The affairs of AATCC Student Chapter shall be managed by an Executive Committee.
 - b. The Executive Committee of the student chapter shall consist of the Chair, **Vice Chair**, Secretary, Treasurer, and Faculty Advisor.
 - c. The Chair shall be elected to serve for **one year**.
 - i. The Chair shall preside or appoint the Vice Chair as the presiding officer at each general meeting of the Chapter and each meeting of the Executive Committee.
 - ii. The Chair, through written notice to the Secretary, may delegate his duties to the Vice Chair. In the event of absence or disability, the Chair will appoint the Vice Chair to serve as acting Chair until the Chair is able to resume duties.
 - iii. **In addition to such duties, the Chapter Chair will appoint the Vice Chair to serve as Chair of any special committees.**
 - iv. A written report shall be given at each general meeting on the activities of such committees.
 - d. **The Vice Chair shall be elected to serve for one year.**
 - i. **The Vice Chair shall be appointed to serve as Chair of any special committees.**
 - ii. **Shall preside as acting Chair in the event of an absence or disability until the Chair is able to resume duties.**
 - e. The Secretary shall be elected to serve for **one year but may stand for re-election**.
 - i. The Secretary shall be the custodian of records and properties of the Chapter.
 - ii. The Secretary shall record the minutes of the Executive Committee and of the general meetings of the Chapter. The report shall include a statement of meeting attendance and the progress of enlisting new members.
 - iii. In accordance with Article XIII, Section 1 of the [AATCC Bylaws](#), the Chapter Secretary shall send to the AATCC [Executive Vice President](#) a report of each general meeting of the Chapter within two weeks of the meeting.

- f. The Treasurer shall be elected to serve for **one year but may stand for re-election**.
 - i. The Treasurer shall manage the financial transactions of the Chapter in accordance with the rules of ***** University**.
 - ii. Organization monies will be handled by the Treasurer regardless of source.
 - iii. An itemized budget for the planned activities of each Chapter shall be prepared for presentation to the **Student Senate** at the start of each academic year.
 - iv. The Treasurer shall render a written report of the financial condition of the Chapter at each general meeting, and an annual report after the completion of the academic year.
 - g. No individual shall hold two offices concurrently.
 - h. The Faculty Advisor will be considered part of the Executive Committee. The Faculty Advisor's duties will be to assist the Executive Committee and attend the Student Chapter functions. In the instance that a duty cannot be fulfilled a substitute shall be appointed. In order to qualify for advisorship, the individual must be Academic/Administrative faculty of ***** University** as well as a current member of AATCC.
- VIII. Nominations, Elections, and Removal of Officers
- a. Nominations for the offices of Chair, **Vice Chair**, Secretary, and Treasurer shall be made **each year by floor nominations prior to the ending of the spring semester. Nominations can only be made when at least one-half of the members are present**.
 - b. Election of officers will be held by **secret ballot during a general meeting** of the Chapter. The candidate receiving the largest number of votes shall be declared elected to each office.
 - c. Each officer must be in good standing with the university, have a working knowledge of University policies and procedures and the **Student Code of Conduct**, exemplify the core values of ***** University**, and have and maintain a minimum of a **2.0 grade point average**.
 - d. If officers cannot be elected by the first meeting of the year, the Faculty Advisor may appoint an Acting Chair, Acting Secretary, and Acting Treasurer until an election can be held.
 - e. In the event that the Chair is to be removed or resigns from office, the **Vice Chair** will take the place of the Chair. In the event the **Vice Chair**, Secretary, or Treasurer is to be removed from office, there will be a meeting called to elect a member to that position.
- IX. Meetings
- a. Meetings will be held **monthly during the fall and spring semesters**. The officers can set a convenient meeting day and time.
 - b. Each regular member will be notified of scheduled meetings at the beginning of each semester.
 - c. Meetings of the Chapter and its Committees shall be conducted in accordance with parliamentary procedure as set forth in Robert's Rules of Order.

- X. Dues of the Organization
- a. Each student wishing to be a member of the AATCC Student Chapter must [join AATCC](#).
 - b. No part of the net earnings of the Association shall be to benefit of, or be distributable to, its members, trustee, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered. The organization shall not carry on any activities not permitted to be carried on by any organization exempt from federal income tax under Section 501 of the US Internal Revenue Code of 1964 (or equivalent relevant local laws, including the corresponding provisions of any future such laws). The term Association in this section refers to the AATCC Student Chapter.
- XI. Quorum
- a. The quorum necessary for the AATCC Student Chapter to make decisions is a 50% of the membership plus one, majority vote. A quorum refers to the number of members of a group or organization required to be present to transact business legally, usually a majority.
- XII. Selection and Replacement of Faculty Advisor
- a. The Faculty advisor shall be a member of AATCC and may be replaced at his or her own request or at the request of the Chair of the *** Department in consultation with the officers of the AATCC Student Chapter.
- XIII. Disbursal of Organization Assets
- a. In the event of disbanding of this AATCC Student Chapter all assets will go to the *** Fund.
- XIV. Amendments
- a. Proposed amendments to these bylaws must be presented in writing, tabled for one month, and voted upon at the next consecutive meeting.
 - b. A 50% of the membership plus one member shall be required for passage of any amendment. Approval of the Faculty Advisor shall also be required for passage of any bylaw amendment.
 - c. For an amendment to become effective, it must be forwarded to the [Executive Vice President](#) of AATCC and shall be approved by the AATCC [Board of Directors](#). All amendments to these bylaws must be approved by the [Student Senate](#) of *** University.

NOTE: Items in red should be filled in by the individual chapter.

APPENDIX II: AATCC CONSTITUTION & BYLAWS

AATCC Constitution

<http://www.aatcc.org/about/Constitution2004-10.pdf>

AATCC Bylaws

<http://www.aatcc.org/about/bylaws2013-07.pdf>

Additional AATCC Links:

To Join AATCC Online:

<http://members.aatcc.org/Scripts/4Disapi.dll/4DCGI/join/intro.html?Action=Join>

AATCC Section Info: www.aatcc.org/members/sections

AATCC Leaders and Board of Directors:

<http://www.aatcc.org/about/contact/department.htm#board>

AATCC Executive Vice President:

<http://www.aatcc.org/about/contact/department.htm#other>

AATCC Technical Center Staff:

<http://www.aatcc.org/about/contact/department.htm#technical>

AATCC Individual/Student Membership Application download:

www.aatcc.org/members/benefits/IndivApp.pdf

AATCC Textile JobSite: <http://www.aatcc.org/JobSite/index.htm>

AATCC Student Internship site: <http://www.aatcc.org/students/interns/index.htm>

AATCC Student Benefits Flyer:

www.aatcc.org/students/benefits/AATCC_Student_Flyer.pdf

AATCC Membership Benefits: www.aatcc.org/members/benefits/list.cfm

AATCC Membership & Publications Director:
<http://www.aatcc.org/about/contact/department.htm#membership>

AATCC Membership Department:
<http://www.aatcc.org/about/contact/department.htm#membership>

Free Viewings of Pre-recorded Webinars:
http://www.aatcc.org/events/online/Webinar_Snippets.htm

AATCC Education Department:
<http://www.aatcc.org/about/contact/department.htm#education>

AATCC Local Sections: <http://www.aatcc.org/members/sections/index.cfm>

AATCC Student Chapters: <http://www.aatcc.org/students/chapters/index.htm>

AATCC International Conference: <http://www.aatcc.org/ic/index.cfm>

AATCC Student Awards and Competition:
<http://www.aatcc.org/students/awards/index.htm>

AATCC Student Scholarships and Grants:
<http://www.aatcc.org/foundation/grants/index.htm>

AATCC Student Member Benefits: <http://www.aatcc.org/members/benefits/list.cfm#std>

AATCC Outstanding Graduate Award:
<http://www.aatcc.org/students/awards/outstanding.htm>

Textile Education Committee: <http://www.aatcc.org/events/meetings/index.htm>