

# CONSTITUTION

American Association of Textile Chemists and Colorists OSU Student Chapter

Oklahoma State University

## Article I- Organization Name

- a. The name of the chapter shall be the AATCC OSU Student Chapter.

(also referred to herein as the AATCC OSU Student Chapter or simply, the Chapter).

## Article II- Purpose

- a. The purpose of the Chapter is to advance the objectives of the American Association of Textile Chemists and Colorists (AATCC), provide opportunities for resume building, networking, and professional development for all majors at Oklahoma State University.

## Article 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.

## Article IV- Membership

- a. Each Chapter member must be in good standing with Oklahoma State University. Undergraduate students must have and maintain a minimum of a 2.0 cumulative grade point average and graduate students must have and maintain a minimum of a 3.0 cumulative grade point average.
- b. There must be a minimum of 10 members, representing the AATCC OSU Student Chapter.
- c. The Chapter 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, marital status, place or residence.

- d. No member of the AATCC OSU Student Chapter shall have authority to represent the National AATCC officially, or to incur any expenses in the name of the National AATCC, except as may be authorized by specific majority vote of the Board of Directors (AATCC Bylaws Article XIV, Section 1).

#### Voting Membership

- a. Students who are currently enrolled at Oklahoma State University, are National AATCC Student Members and have paid their AATCC OSU Student Chapter dues, will be eligible to be a voting member of the AATCC OSU Student Chapter. The president will abstain from voting except in the case of a tie vote.
- 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 Oklahoma State University for the fall or spring semester. A non-member is someone who is not an AATCC OSU Student Chapter Member.

#### Privileges of Membership

- a. Special Committees may be appointed by, and their duties defined by the Executive Committee.
- b. Special events will be voted on by Chapter Members.
- c. Chapter Members will have preferential access to Chapter-sponsored events..

### Article V- Establishment of Officers, Their Duties, and Authority

#### Section 1: Eligibility

- a. The affairs of AATCC Student Chapter shall be managed by an Executive Committee.
- b. The Executive Committee of the Chapter shall consist of the Officers: President, Vice President, Secretary, Treasurer, Public Relations, and the Faculty Advisor.

- c. The Officers of the Chapter shall be elected in accordance with Article VIII of this Constitution.
- d. Officers can be either graduate or undergraduate students. Each AATCC OSU Student Chapter officer should be in good standing with Oklahoma State University and be a full-time student. Undergraduate student officers shall maintain a 2.5 GPA, and Graduate student officers shall maintain a 3.0 GPA.
- e. Officers of the AATCC OSU Student Chapter shall be student members of the National AATCC as defined in Article IV Section 3 of the AATCC OSU Student Chapter Constitution.

## Section 2: Offices

- a. The President shall be elected to serve for one year and may stand for re-election for one term.
  - i. The President shall preside or appoint the Vice President as the presiding officer at each general meeting of the Chapter and each meeting of the Executive Committee.
  - ii. The President, through written notice to the Secretary, may delegate his duties to the Vice President. In the event of absence or disability, the President will appoint the Vice President to serve as acting President until the President is able to resume duties.
  - iii. In addition to such duties, the Chapter President will appoint the Vice President to serve as President of any special committees.
  - iv. A written report shall be given at each general meeting on the activities of such committees.
- b. The Vice President shall be elected to serve for one year and may stand for re-election for one term.
  - i. The Vice President shall be appointed to serve as Chair of any special committees.
  - ii. The Vice President shall preside as acting President in the event of an absence or disability until the President is able to resume duties.

- iii. The Vice President shall also serve as parliamentarian during Chapter Meetings.
- c. The Secretary shall be elected to serve for one year and may stand for re-election and may stand for re-election for one term.
  - 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 each meeting.
- d. The Treasurer shall be elected to serve for one year but may stand for re-election for one term.
  - i. The Treasurer shall manage the financial transactions of the Chapter in accordance with the rules of Oklahoma State University. The Treasurer shall complete the Oklahoma State Treasurer's training online.
  - 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 chapter 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.
- e. The Public Relations Officer shall be elected to serve for one year but may stand for re-election for one term.
  - i. The Public Relations Officer shall manage the Chapter communication on and off campus including, but not limited to, social media, posters, fliers, and other promotions.
  - ii. Responsible for photo documenting all Chapter activities and meetings.

- f. 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 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 Oklahoma State University as well as a current member of AATCC.
- g. No individual shall hold two offices concurrently.

## Article VI- Nominations, Elections, and Removal of Officers

- a. Nominations for the offices of President, Vice President, Secretary, Public Relations and Treasurer shall be made each year by floor nominations during the November meeting. 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 in December. The candidate receiving the largest number of votes shall be declared elected to each office.
- c. Each officer must be in good standing with Oklahoma State University, have a working knowledge of Oklahoma State University policies and procedures and the Student Code of Conduct, exemplify the core values of Oklahoma State University, and have and undergraduates should maintain a minimum of 2.5 grade point average; graduate students should maintain a minimum of 3.0 grade point average
- d. In the event that the President is to be removed or resigns from office, the Vice President will take the place of the President. In the event the Vice President, Secretary, Treasurer or Public Relations, is to be removed from office, the Faculty Advisor shall call a meeting to elect a member to the empty position.
- e. 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 Oklahoma State University Department Head for Design, Housing, and Merchandising, in consultation with the officers of the AATCC Student Chapter.

## Article VII- Meetings

- a. Meetings will be held monthly during the fall and spring semesters. The officers will 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.

### Article VIII- Dues of the Organization

- a. Each student wishing to be a member of the AATCC OSU Student Chapter must join the National AATCC organization.
- b. Each member of the Chapter must pay local chapter dues in order to establish and maintain AATCC OSU Student Chapter active status.
- c. Both National and Chapter dues must be paid in full by the March Chapter meeting.
- d. No part of the net earnings of the Association (the AATCC OSU Student Chapter) 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 OSU Student Chapter.

### Article IX- Quorum

- a. The quorum necessary for the AATCC OSU Student Chapter to make decisions is a 50% of the membership plus one, majority vote.

### Article X- Disbursal of Organization Assets

- a. In the event of disbanding of this AATCC Student Chapter all assets will go to an Oklahoma State University Design, Housing, and Merchandising Scholarship Fund.

### Article XI- Reports to Leadership & Campus Life Office

- a. At the beginning of the fall semester, the AATCC OSU Student Chapter shall report the name of officers and advisors to the Department of Leadership and Campus Life and shall promptly report any changes that occur during the school year. (Changes in the officers and/or faculty advisors occurring during the year MUST be reported to the Department of Leadership and Campus Life promptly to keep organizational records current. Updates should be made through the CampusLink program at [www.campuslink.okstate.edu](http://www.campuslink.okstate.edu).)
- b. At the beginning of the fall semester, AATCC OSU Student Chapter will file with the Department of Leadership and Campus Life a signed “Affirmation of Compliance.” (Forms may be signed electronically at here (click on link).)
- c. The funds of the AATCC OSU Student Chapter, if any, will be deposited with the University banking services and these may be audited yearly, preferably at the time a new treasurer is installed.
- d. It is understood that failure to submit such materials, either through continued negligence or willful omission, may result in the suspension of the charter of the AATCC OSU Student Chapter by the Committee on Student Organizations.

## Article XII- Amendments

- a. Proposed amendments to these constitutions must be presented in writing, tabled for one month, and voted upon at the next consecutive meeting.
- b. 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 Constitution 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. In addition, all amendments to this Constitution must be approved by the Leadership and Campus Life of Oklahoma State University for the approval of student organizations.