

BYLAWS

American Association of Textile Chemists and Colorists Oregon State University

- I. Name
 - a. The name of the chapter shall be the Oregon State University Student Chapter of the American Association of Textile Chemists and Colorists (also referred to herein as the AATCC Student Chapter or simply, the Chapter).

- II. Purpose
 - a. The purpose of the Chapter is to advance to objects of the American Association of Textile Chemists and Colorists (AATCC) at Oregon State University.
 - b. Provide opportunities for networking with professionals in the field, as well as with peers.

- III. Affiliation
 - a. The Chapter shall take into consideration 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. There must be a minimum of 10 members, representing the AATCC Student Chapter.

- IV. Membership
 - a. A Student Member shall be a person who is enrolled at Oregon State University and engaged principally in a course of study leading to qualifications for Senior Membership.
 - b. A student member shall be a member of the AATCC national organization.
 - c. A student member shall complete an AATCC Student Chapter membership form.
 - d. In order to maintain active member status, each member must attend at least one meeting each term (Fall, Winter, Spring).
 - e. 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.
 - f. Membership shall not be denied to any student on the basis of age, color, disability, gender, gender identity or expression, genetic information, marital status, creed, national origin, race, place or residence, religion, sex, sexual orientation, or veteran status.
 - g. Members can be removed for not upholding the core values of the College of Business (Integrity, Responsibility, Respect). Any member during new business can make a motion to remove a member, it needs a second and is debatable. Vote will be made by secret ballot. Removal requires a two thirds vote.
 - i. The hearing process shall be defined by Robert's Rules of Order.

- V. Voting Membership
 - a. In order to be a voting member, students must meet the requirements stated in Article IV.

- VI. Privileges of Membership
 - a. Eligible to be a member of the Executive Committee.
 - b. Eligible to be a member of any special committees.
 - c. Eligible to vote.
 - d. 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 shall constitute of the Chair, Vice Chair, Secretary, Treasurer.
 - 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 their 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.
 - iii. The Vice Chair shall attend all required meetings as specified at the beginning of each year by the College of Business and act as a point of contact.
 - 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 Oregon State 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 membership body 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.

VIII. Faculty Advisor

- a. 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 Oregon State University as well as a current member of AATCC.
- b. The Faculty Advisor may be assigned by the College of Business to serve as the primary facilitator to the Sponsored Student Organization.
- c. As "facilitator," advisors work collaboratively and proactively with students, sharing responsibility for the development of the organization, its members and its activities. Advisors also support, guide and partner with student organization leaders to ensure fair, intelligent and reasonable decisions and actions within the boundaries established by applicable state, federal and local laws, OSU rules/policy, and the mission of OSU and sponsoring department.
- d. Serve as the primary link between the Sponsoring Department and student organization in order to support the success of the sponsorship relationship as outlined in the sponsorship agreement
- e. Be a facilitator and a resource for student leaders in the interpretation of and compliance with OSU policies & procedures
- f. Be a role model, demonstrating professional, ethical and positive behavior
- g. Annually review the student organization's governing documents (constitution & bylaws) and/or guiding policies to ensure accountability by the student organization
- h. For SSOs, annually review risk assessment of student organization and work with the Office of Risk Management to identify and then mitigate any issues of concern.
- i. Advise leaders in planning and executing organization activities, including travel
- j. For SSOs and sponsored activities of VSOs, support student organization leaders with the timely reporting of organization activities to allow for visibility, risk assessment & insurance considerations
- k. Review activity report submissions for all SSO activity to ensure compliance with University fiscal policies, risk and loss mitigation, and adherence to applicable University policies, procedures and guidelines
- l. Maintain awareness of student organization financial matters, ensuring that:
 - i. University funds are expended appropriately

- ii. solicitation of donations and sponsorship are in line with University and department practices
- m. When appropriate facilitate the advancement of contracts and purchases through department financial processes, business center and/or University Procurement & Contract Services
- n. Ensure appropriate use of the University name and trademarks in conjunction with the student organization and its activities
- o. Promote co-curricular learning through organizational development, activity planning and interpersonal relationships
- p. Act as a resource to the campus for communication and issues related to the student organization

IX. 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 week 5 of spring quarter. Nominations can only be made when at least one-half of the members are present. Self nominations are allowed. Nominations are to be made verbally in the meeting.
- b. Each nominated member interested in becoming an officer shall write a letter of intent which will be read at the meeting prior to elections by the Chair.
- c. Election of officers will be held by secret ballot during a general meeting of the Chapter in week 6 of Spring quarter. To each office the candidate receiving the largest number of votes shall be declared elected.
- d. Each officer must be in good standing with the university, and have and maintain a minimum of a 2.0 grade point average.
- e. If officers cannot be elected by week 5 of Spring quarter, the AATCC student chapter members may appoint an Acting Chair, Acting Vice Chair, Acting Secretary, and Acting Treasurer until an election can be held.
- f. In the event that an Executive Officer fails to attend at least 75% of all meetings held, they will be removed from office.
- g. 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.
- h. In the event that an officer wishes to resign from office, the Executive member must send a letter of resignation to the Chair, and the position will then be filled as stated in Article IX section g. of this document.
- i. Officers can be removed for not upholding the core values of the College of Business (Integrity, Responsibility, Respect). Any member during new business can make a motion to remove an officer, it needs a second and is debatable. Vote will be made by secret ballot. Removal requires two thirds vote.
 - i. The hearing process shall be defined by Robert's Rules of Order.

X. Meetings

- a. Meetings will be held at least one time per term (Fall, Winter, Spring) and at least four times per year. The officers may set a convenient meeting day and time.
 - b. Meeting cancellations must be made at least 24 hours in advance, and an email notice must be sent by a member of the Executive Committee at this time.
 - c. Each regular member will be notified of scheduled meetings at the beginning of each quarter.
 - d. Meetings of the Chapter and its Committees shall be conducted in accordance with parliamentary procedure as set forth in Robert's Rules of Order.
- XI. Dues of the Organization
- a. Each student wishing to be a member of the AATCC Student Chapter must fill out an application and pay the required amount for annual membership dues to the American Association of Textile Chemists and Colorists.
 - b. No part of the net earnings of the Association shall inure 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 Internal Revenue Code of 1964 (or the corresponding provision of any future United States Internal Revenue Laws). The term Association in this section refers to the AATCC Student Chapter.
- XII. Quorum
- a. The quorum necessary for the AATCC Student Chapter to make decisions is a 50% of the chapter membership plus one.
- XIII. Disbursal of Organization Assets
- a. In the event of disbanding of this AATCC Student Chapter all assets will go to the College of Business Student 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.
 - a. For an amendment to become effective, it must be forwarded to the Executive Vice President of AATCC and shall be reviewed by the Board of Directors. All amendments to these bylaws must be approved by Student Leadership and Involvement.