



Association of Textile, Apparel
& Materials Professionals

Bylaws for California Section

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ARTICLE I: ORGANIZATION

Section 1 - Name

AATCC California.

Section 2 - Government

The Section shall be governed by these bylaws which are consistent with the constitution and bylaws of the National Association.

Section 3 - Objectives

In order to engage with as many professionals and students across the disciplines of textiles, the vision for the AATCC California section is to be founded by 7 Pillars:

- 1) Color Perception
- 2) Laboratory Testing
- 3) Regulatory/Compliance
- 4) Chemical Applications
- 5) Sustainability
- 6) Technology/Wearable Electronics
- 7) Education/Student Engagement

All of the pillars have the same 4 objectives:

Education: To increase knowledge of materials and textiles.

Research: To encourage in any practical way, research work on textile design and coloration, chemical processes, and materials of importance to the textile industry.

Communication: To establish for the members channels by which the interchange of professional and technical knowledge among them may be increased.

Promotion: To promote the knowledge of textiles, materials, dyestuffs, and chemicals as related to the various trades in the California and provide meetings of interest in harmony with the objectives of the National Association.

Section 4 - Membership

Unless otherwise requested, corporate, senior, associate and student members of the Association who reside within the boundaries of the California Section shall be members of the Section. Others interested in the activities of the Section may attend.

Section 5 - Voting Members

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



ARTICLE II: OFFICERS AND ELECTION

Section 1 – Officers

The elected Section officers shall consist of a Chair, Vice-Chair, Secretary and Treasurer. These officers shall be elected by the members prior to the start of their election term.

Section 2 - National Representation

The representation of the Section at the National level is determined from the Constitution of the Association.

Section 3 - Executive Committee

The Executive Committee shall consist of the elected officers of the Section. The Executive Committee shall appoint a Membership Chair and Pillar Chairs.

Section 4 - Eligibility

Candidates for elected officers and Pillar chairs must be a Senior California Section member in good standing.

Section 5 - Term of Office

The term for each officer position shall be for two years and may be eligible for re-election.

Section 6 - Nominations and Elections

A Nominating Committee shall be appointed by the Section Chair at the start of the new officer's term. This committee shall nominate, obtain acceptance from each nominee and present these nominations to the membership prior to the election. Any Senior member interested in an officer position shall make their interest known in writing to the Chair of the Nominating Committee. Nominations and elections shall take place in the year prior to their taking office.

Section 7 - Special Elections

In the event an officer can no longer server her/his duty, she/he shall notify the Executive Committee in writing, resign her/his Section Office, and transfer all records and properties of the Section.

If the office will be vacant for more than four (4) months before the end of their term, the Executive Committee shall appoint a replacement to serve the remainder of their term or hold a special election to fill the position for the remainder of the term.

If the position will be vacant for four (4) months or less before the end of the officer's term, the position will remain vacant.



ARTICLE III: MEETINGS

Section 1 - Meetings

There shall be a minimum of four (4) meetings of the California Section each year. The dates and places for these meetings shall be selected by the Executive Committee and Pillar Chairs. A scheduled local AATCC Technical Conference may replace a regularly scheduled meeting.

Section 2 - Administrative Meeting

The Administrative Meeting of the Section shall be held at the start of each term. The business of the Administrative Meeting may consist of: presentation of annual reports, audit report of the Treasurer, appointment of Pillar Chairs, and 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 Executive Committee.

Section 4 - Executive Committee Meetings

There shall be two Executive Committee meetings a year. The first meeting shall take place within the first sixty days of the calendar year. Additional Executive Committee meetings may be called by the Chair or by a majority of the Executive Committee.

Section 5 - Quorum

A quorum for conducting business of the Section at a regular meeting shall consist of five percent (5%) of the senior members of the Section.

ARTICLE IV: DUTIES OF ELECTED OFFICERS

Full details of the duties of elected officers are detailed in the Leadership Guide for AATCC Section Officers as recommended by the National Association.

Section 1 - Duties of the Chair

The role of the Section Chair is to manage the operation of the section. This involves planning, organizing, staffing, directing, and controlling the section's activities.

Specific duties of the Section Chair include:

- Being familiar with the section's, and the Association's, constitution and bylaws
- Keeping the section bylaws current
- Presiding at all meetings of the section and of the section's Executive Committee
- Notifying the Vice-chair of the need to assume responsibilities of the Section Chair in the event of absence or inability to perform his/her duties
- Appointing the chairs of all standing committees, subject to approval by the section's Executive Committee (the Section Chair should be a member ex-officio of all committees but should vote only in the case of a tie)
- Requesting reports from section committees whenever it is deemed necessary

- Coordinating all the officers and section committee members into a team, keeping all well informed of current and anticipated issues or events
- Presiding over the election of officers at the annual meeting of the section
- Approving all bills that conform to the budget committee program (previously approved by the section's executive committee) for payment by the treasurer
- Keeping the section's Regional Board Member well-informed as to the wishes of the section so he/she can be prepared to formulate Association policy that reflects the wishes of the membership
- Appointing and assigning as many active members as possible to committees or other jobs
- Establishing a liaison with the student chapters in the section
- Establishing a liaison with the AATCC interest groups

Section 2 - Duties of the Vice-Chair

The Section Vice-chair may be required to fill many roles.

- Assume the duties of the Chair when the Chair is absent or unable to perform them
- Chair the Pillar Committee for technical programs
- Responsible for program planning of the technical programs and meetings with the Pillar Chairs

Section 3 - Duties of the Secretary

The Secretary keeps track of the business of the section and functions primarily as a record-keeper and correspondent.

The Secretary shall:

- Keep minutes of all meetings and act as custodian of the Section records
- Distribute proper notices of Section meetings and minutes to all members of the Section
- Keep minutes of all section executive committee meetings and send copies to all section members (Article X, Section 4 of the AATCC Bylaws states, "The Secretary of each section shall submit to the Executive Vice-president of the Association a report of each meeting within thirty (30) days of the meeting")
- The Secretary, in conjunction with the Chair, shall submit an annual report to the Executive Vice-President (www.aatcc.org/about/contact/department.htm#other) by January 30 of each year, describing the section's activities for the previous year. This must be completed in order to get funding for the Section
- Send notice of elections and letter ballots, when needed, to the eligible membership
- Send copies of the Section's bylaws to each candidate elected immediately following the Section's annual meeting
- Request officers and committee chairs ending their terms to transfer, without delay all books, papers, records, funds and other properties to their successors
- Notify National Executive Director and the National Membership Services Director of newly elected officers, committee chairs, and sectional committee members
- Supply the National Membership Services Director with a list of Section programs, dates and locations for the upcoming year, with updates as they occur

Section 4 - Duties of the Treasurer

The section Treasurer should assist the section in establishing sound financial procedures in the management of the section's assets. The Treasurer shall have general supervision of the funds and financial records of the section. The Treasurer shall:

- Establish and maintain proper bookkeeping procedures (see Suggested Procedure to be followed by Sectional Treasurers, below) for the handling of all section funds
- Collect all monies due the section
- Pay all bills incurred by the section which have been properly approved
- Enter all receipts and disbursements in the section's books;
- Deposit all monies received in the section bank account
- Make financial reports when requested by the Chair
- Make a financial report at the annual meeting of the section
- Submit financial records to the Board of Directors or Executive Vice-president whenever requested
- Submit financial records to the section auditing committee at least twenty (20) days prior to the annual meeting of the section
- Send an annual financial report, *keeping a copy on file*, to the Executive Vice-president at the end of the Association's fiscal year, December 31. The financial statement should follow the standard format as supplied for reporting purposes (see Summary of Receipts and Disbursements in the Appendix)
- Be responsible for periodically reviewing receipts

Section 5 - Duties of the Pillar Chair(s)

The section Pillar Chairs are responsible for planning stimulating and interesting programs. The Pillar Chairs shall:

- Work with the Section Vice Chair to plan the year's programs: meeting times, places, and subject
- Work with the Section Treasurer to review the year's budget
- Arranges mill/plant tours, workshops, social meetings, and/or entertainment
- With the Section Vice Chair to makes arrangements for meeting space, refreshments and/or meals, and audio/visual equipment
- Arranges speakers: invitations, confirmation, accommodations, transportation and act as host
- Submit a proposed list of programs for the year to the Executive Committee for approval during the first Executive Committee meeting of the year
- Work with Section Secretary and Media Chair to publicize all meetings and special events, providing timely information regarding upcoming programs and meetings
- Provides biographical information on the speakers and introduces them during the meeting.
- Monitors attendance prior to the meeting (RSVP), working with the Section Secretary
- Collects registration fees for meetings and issuing receipts; keeping track of visitors for follow up. These responsibilities can be shared with or assigned to the Treasurer and the Membership Chair committee or host committee if needed
- Provides information about each meeting for inclusion in the Section's Annual Report

Section 6 - Duties of the Membership Chair

The Chair of the section's Membership Committee plays a vital role in the growth of AATCC by organizing committee members who acquaint membership prospects with the Association and the advantages of membership. The Membership Chair uses various AATCC materials and methods to effectively recruit and retain members. The Membership Chair shall:

- Promote and recruit new members keeping the Section and officers informed of progress

- Act as Section representative and liaison to the National Association Membership Committee meetings to promote and legislate the business of the Section to the Association. Report back to the Section on membership business
- Request input from the Executive Committee on the business to be presented on behalf of the Section to the National Association
- Send a written report to the National Membership Services Director prior to the scheduled National Association meeting
- When unable to attend the National Association Membership Meeting in person, appoint a substitute

Section 7 - Duties of the Executive Committee

- Per Article II, Section 3, The Executive Committee shall consist of the elected officers of the Section
- Conduct the planning and operation of the affairs of the Section in a manner consistent with the best interests of the Section and the National Association
- Approve programs, dates, and places of the Section meetings
- Develop and approve the operating budget for the Section
- Help to originate, promote and legislate the business and activities of the Section
- Update the membership on the highlights of the Executive Committee meetings

ARTICLE V: STANDING AND OTHER COMMITTEES

Section 1 - Standing Committees

Unless otherwise specified, the term of service of the Chair and members of a Standing Committee shall be two years. No restriction shall be placed on the number of consecutive terms of service unless otherwise specified. The Chair of the Section shall appoint the Chairs of the Standing Committees, subject to the approval of the Executive Committee, unless otherwise specified.

1A. Media 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:

- Create and maintain professional social media presence
- Promote and publicize Section events on social media
- Promote and encourage online discussions amongst Section membership
- Coordinate with National Association social media presence
- Take photographs/videos of Section meetings and social events for Section and/or National Association use

1B. Nominating 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:

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

1C. 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 a report for delivery at the Annual meeting.

1D. Bylaws 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:

- Establish that all amendments to the Bylaws are duly recorded in the Section's Records
- Instruct the Section Secretary each year to mail a copy of the Bylaws to each new member of the Section
- Undertake any task pertaining to the Bylaws directed to them by the Executive Committee
- Receive, take under advisement, and prepare proposals for additions and amendments to these Bylaws
- Send a copy of Section Bylaws to National Association each year

1E. Southern California Engagement 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:

- Coordinate social events in Southern California
- Work with Media Committee Chair to publicize and promote Section events
- Work with Membership Chair and act as Section representatives and liaison to promote and recruit new members in Southern California
- Work with the Executive Committee to identify needs of membership base in Southern California

Section 2 - Other Committees

Other functions of the Section and/or National Association may be conducted by individuals or subcommittees to be appointed by Section Chair with approval of the Executive Committee. These committees may include:

- Corporate Membership Committee
- Individual Membership Committee
- Awards Committee

ARTICLE VI: GENERAL

Section 1 – Awards

In fulfilling its objectives of furthering the development and the knowledge of materials and textiles, the Section may create awards. Awards may be accompanied by a citation which designates the nature, purpose, and scope of such award. Proposals for an award must be submitted in writing to the Executive Committee for consideration and action. It is recognized that changing conditions may require changing or amending an existing award. Therefore, any established award may be changed by the same procedure as designated above for the formulation of a new award or the amendment of an existing award.

Section 2 - Amendments to the Bylaws

Any Senior member in good standing may at any time propose changes to the bylaws in writing to the Executive Committee. The bylaws may be amended by a two-thirds majority vote of the Executive Committee meeting, followed by a two-thirds affirmative vote of the Senior membership. A meeting notice via mail, or electronic mail, shall be sent notifying members of the upcoming discussion, proposal and election of the bylaws.