

**THE
AMERICAN ASSOCIATION OF TEXTILE
CHEMISTS AND COLORISTS**

BY-LAWS

**FOR
NEW ENGLAND SECTION
JANUARY 2006**

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BY-LAWS

NEW ENGLAND SECTION

ARTICLE I: ORGANIZATION

Section 1 - Name

New England 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

Education: To increase knowledge of the application of colorants, chemicals and polymers in the Textile Industry.

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 knowledge among them may be increased.

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

Section 4 - Membership

Unless otherwise requested to National Headquarters, all senior, associate, junior, and student members of the Association who reside within the boundaries specified for the New England Section shall be members of this Section. Others shall be members only after their request for assignment to the New England Section has been approved by the Association.

Section 5 - Voting Members

Only Senior members of the New England 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. They shall be elected by the members at the Annual Meeting.

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 Officers of the Section, the National Representatives and four elected Sectional Officers.

Section 4 - Sectional Officers

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

Section 5 - Eligibility

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

To be eligible for the offices of Vice Chair, Secretary, Treasurer and Sectional Officer, the candidate must be a Senior member of the New England Section.

Section 6 - Term of Office

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

Secretary: The Secretary shall hold office for one year and then be eligible for re-election but may not hold office for more than eight years consecutively without approval of the Executive Committee.

Treasurer: The Treasurer shall hold office for one year and then be eligible for re-election but may not hold office for more than eight years consecutively without approval of the Executive Committee.

Sectional Officers: The Sectional Officers shall be elected for a term of one year and then be eligible for re-election but may not hold office for more than two 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 V, Section 1A. 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 business days prior to the elections.

ARTICLE III: MEETINGS

Section 1 - Technical Meetings

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

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 Executive Committee.

Section 4 - Executive Committee Meetings

Two Executive Committee meetings a year shall be held. 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 New England Section.

An Executive Committee Quorum shall consist of a majority of the members of the 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 Executive Committee.
- 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.
- c. Appoint the Chair and all members of the Nominating Committee sixty days prior to the Annual Meeting.
- d. All committee appointments are subject to approval by the Executive Committee.
- e. Call for reports from committees whenever so deemed necessary.
- f. Preside over the election of officers at the Annual Meeting.
- g. Accept the report and nominations of the Nominating Committee and conduct the elections.
- h. 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 Technical Program Committee for Technical meetings.
- c. Be responsible for program planning of the Technical meetings.

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, or the public.
- b. Keep the minutes of all Executive Committee meetings and distribute copies to all members of the Executive 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. Ensure continuity of records and property of each officer's successor.

Section 4 - Duties of the Treasurer

The Treasurer shall:

- a. The fiscal year shall terminate on July 31.

- b. Collect all monies due the Section.
- c. Pay all bills incurred by the Section.
- d. Keep books of account of all finances of the Section.
- e. Present the annual financial report to the members at the Annual Meeting.
- f. Submit the books to the Executive Committee whenever requested.
- g. Submit the books to the Auditing Committee twenty days prior to the Annual Meeting.
- h. Submit financial report to Association Headquarters.

Section 5 - Duties of the Sectional Officers

The Sectional Officers shall:

- a. Help to originate and promote the activities of the Section.
- b. Attend Executive Committee meetings.
- c. Recommend to the Section Chair potential candidates for service.
- d. Assist the Vice Chair in arranging, developing, and selecting the technical programs for presentation to the Section.

Section 6 - Duties of the National Representatives

The National Representatives shall:

- a. Attend Executive Committee meetings.
- b. Help to originate, promote, and legislate the business of the Section at the National level.
- c. Attend National meetings and represent the will of the Section at those meetings.
- d. Report to the Section Chair on National business.
- e. Request input from the Executive Committee on the business to be considered at the National level.
- f. Be prepared to give an oral report on the business of National meetings to the Section members at the next Section meeting.

Section 7 - Duties of the Executive Committee

The Executive Committee shall:

- a. Conduct the planning and operation of the affairs of the Section in a manner consistent with the best interests of the Section.
- b. Approve the programs, dates, and places of the technical meetings of the Section.
- c. Develop and approve the operating budget of the Section.

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 one year. 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. 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

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

1B. 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.

Section 2 - Other Committees

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

2A. 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 Executive Committee.
4. Receive, take under advisement, and prepare proposals for additions and amendments to these By-Laws.

2B. 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.
3. One member of this Committee shall be a member of the National Membership Committee.

2C. 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 and the Section.
2. The Chair shall report progress of the Committee to the Section Chair.
3. One member of this committee shall be a member of the National Membership Committee.

2D. Annual Outing Committee

a. Membership

The Chair of this Committee shall form a support Committee.

b. Duties

1. This Committee shall, with the approval of the Executive 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 Executive Committee.
3. This Committee shall file copies of its detailed reports with the Section Chair, Secretary, and Treasurer.

2E. Dining Committee

a. Membership

This Committee shall consist of a Chair and two members.

b. Duties

1. Upon Executive 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.

2F. 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 Publications Committee.
2. They shall submit notices of meetings 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. Whenever possible, they should publicize the activities of the Section.

2G. Properties Committee

a. Membership

This Committee shall consist of a Chair and two members.

b. Duties

1. This Committee shall be responsible for all property of the New England Section used at Section meetings.
2. This Committee shall provide for whatever items of equipment are necessary for the Section meetings.

2H. New England Regional Technical Conference

a. Responsibility

The New England Section shall be fiscally and operationally responsible for the New England Regional Technical Conference (NERTC) following the By-Laws of the NERTC, Appendix I

2I. Education Committee

a. Membership

This committee shall consist of a Chair and additional members as the section Chair and the Executive Committee deem necessary.

b. Duties

1. The Chair of this committee shall be an Ex-officio member of the Executive Committee. If applicable, he will present a program report at each meeting.
2. This Committee shall have full authority and responsibility for developing and conducting all educational courses. This would involve selecting the subject; setting the date and places for the course; seeking out speakers or instructors and compensating them for expenses and/or honorariums, such expenses to be offset by a reasonable charge for the course; coordinating their efforts with the educational committees of other sections or with the National Committee; and publicizing the courses offered.

3. Any funds accrued by this Committee shall be spent on the existent courses or for the development of further courses; or for items for the furtherance of the education of the members of the New England Section, the National Association, and/or of general educational benefit to the textile industry. The allocation of these funds will be the responsibility of the Executive Committee. Expenditures for purposes other than those cited above must have the approval of both the Education and Executive Committees.
4. The funds as allocated and received will be kept in the general fund and separately accounted for and shall be solely used for the above designated purposes.
5. In the event that educational funds accumulate to an amount that is in excess of normal needs for the conducting of educational courses, it shall be the responsibility of the Executive Committee to disburse such excess in the form of scholarships for worthy students attending textile oriented universities or colleges or in the issuance of Grants for textile oriented projects.

2J. Hospitality Committee

a. Membership

This Committee shall consist of a Chair and two (2) members.

b. Duties

1. This Committee shall attempt to promote the congeniality of the Sections' meetings.
2. They shall attempt to stimulate new membership and attendance.
3. They shall examine the reservation lists for guests and new members and should attempt to make introductions with regular attending members to promote the continuing interest of the new members.
4. They shall report any significant comments to the Section Chair and Vice-Chair.

ARTICLE VI: GENERAL

Section 1 - Awards

In fulfilling its objectives of furthering the development and the knowledge of the textile chemistry, the Section may on a suitable occasion make a presentations of 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 its deliberation and action.

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 - Vacancy of Office

When an Officer finds it difficult to effectively discharge his/her duties, he/she shall notify the Secretary, resign Section Office, and transfer all records and properties of the Section to his/her successor. When an office becomes permanently vacant more than ninety days before the end of the calendar year, the highest remaining Officer as indicated by the following order of succession: Chair, Vice-Chair, Secretary, and Treasurer, 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 3 - 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 Executive Committee. The Executive Committee may set up a By-Laws Committee to consider and recommend the matter.
- b. The By-Laws may be amended at any time by a two-thirds majority vote of the members present at an Executive Committee meeting, followed by a two-thirds majority vote of the members present at a regular meeting of the Section.