

**THE AMERICAN ASSOCIATION OF TEXTILE CHEMISTS AND COLORISTS
NORTHWEST SECTION BYLAWS
OCTOBER 2010**

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ARTICLE I: ORGANIZATION

Section 1 - Name

Northwest Section of the American Association of Textile Chemists and Colorists.

Section 2 - Government

The Section shall be governed by these bylaws.

Section 3 - 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 Northwest and provide meetings of interest in harmony with the objectives of the National Association.

Section 4 - Membership

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

Section 5 - Voting Members

Only Senior members are eligible to vote.

ARTICLE II: OFFICERS AND ELECTION

Section 1 - Officers

The Section officers shall consist of a Chair, Vice-Chair, Secretary, Treasurer, Membership Chair, and Program Chair. The Program Chair position may be co-chaired for geography or be shared responsibility with the Vice-Chair. These officers shall be elected by the members prior to the start of the calendar year of their election term.

Section 2 - National Representation

The Membership Chair, or an appointed member, shall represent the Section at the National level.

Section 3 - Executive Committee

The Executive Committee shall consist of the elected officers of the Section.

Section 4 - Eligibility

Candidates and elected officers must be a Senior Northwest 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. An officer may not hold the same office for more than two terms consecutively without approval of the Executive Committee.

Section 6 - Nominations and Elections

A Nominating Committee shall be appointed by the Section Chair at the start of the new officers 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 officers 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.

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ARTICLE III: MEETINGS

Section 1 - Meetings

There shall be a minimum of four (4) meetings of the Northwest 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 regularly scheduled meeting.

Section 2 - Annual Meeting

The Annual Meeting of the Section shall be held in combination with the last regular meeting of each calendar year. The business of the Annual Meeting shall consist of: presentation of annual reports, audit report of the Treasurer, 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

Section 1 - Duties of the Chair

- Preside over all meetings of the Section and the Executive Committee.
- Appoints the Chairs of standing committees.
- Be a member ex-officio of all committees, but shall not have voting power in these committees.
- Appoint the Chair and members of the Nominating Committee at the start of the term of offices.
- All committee appointments are subject to approval by the Executive Committee.
- Call for reports from committees as necessary.
- Conduct and preside over the election of officers.
- 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

- Assume the duties of the Chair when the Chair is absent or unable to perform them.
- Chair the Technical Program Committee for technical programs.
- Responsible for program planning of the technical programs and meetings with the Program Chair(s).

Section 3 - Duties of the Secretary

- 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.
- Submit meeting minutes to the Executive Director of the Association within thirty (30) days of each meeting as well as the Year End Annual Report of the proceedings of 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 Executive Director and the Membership Services Director of newly elected officers, committee chairs, and sectional committee members.
- Supply the Membership Services Director with a list of Section programs, dates and locations for the upcoming year, with updates as they occur.

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Section 4 - Duties of the Treasurer

- The fiscal year shall coincide with that of the Association.
- Act as custodian of all funds, keep books of accounts, collect and deposit monies, and pay all bills on behalf of the Section.
- Submit an annual Financial Report to Executive Director of the Association.
- Present the annual Financial Report to the members at the Annual Meeting.
- Submit the books to the Executive Committee whenever requested.
- Submit the books to the Auditing Committee prior to the Annual Meeting.

Section 5 - Duties of the Membership Chair

- 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 Association.
- Send a written report to the Membership Services Director prior to the scheduled Association meeting.
- When unable to attend the national Association Membership Meeting in person, send a substitute.

Section 6 - Duties of the Program Chair(s)

- Plan the year's programs: meeting times, places, budget and subject.
- Arranges mill/plant tours, workshops, social meetings, and/or entertainment. 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 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 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 American Association of Textile Chemists and Colorists.
- 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 (2) 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.

A. Nominating Committee - Article II, Section 6.

Membership - this Committee shall consist of a Chair appointed by the Section Chair, and two additional members. Each must be a senior member in good standing.

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B. Auditing Committee -

Membership - this Committee shall consist of a Chair and two (2) members appointed by the Section Chair. Each must be a senior member in good standing and no more than one (1) may be an elected officer of the Section.

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 any other committees needed to originate and promote the activities of the Section.

Technical Program Committee -

Membership - this Committee shall consist of a Chair and a minimum of two (2) members. The Chair shall be the Vice-Chair of the Section and shall appoint a minimum of two (2) additional members.

Duties - when it is determined by the Executive Committee that the Section will hold a Technical Conference, this Committee shall organize all matters and event planning related to the program.

ARTICLE VI: GENERAL

Section 1 – Awards

In fulfilling its objectives of furthering the development and the knowledge of the 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 - Vacancy of Office

When an Officer can no longer serve their duty, they shall notify the Secretary and Section Chair in writing, resign their Section Office, and transfer all records and properties of the Section to their successor. If the office will be vacant for more than four (4) months before the end of their term, the Section Chair shall appoint a replacement to serve the remainder of their 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.

Section 3 - 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.