



AATCC SECTION HANDBOOK

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INTRODUCTION

This guide has been prepared to assist section officers, including the chair, vice-chair, secretary, treasurer, program chair, membership chair, and others, in performing their jobs. The guide includes a list of duties and responsibilities for each position, as well as suggestions for managing a successful section.

The AATCC constitution and bylaws may be downloaded from the AATCC web site at: <https://www.aatcc.org/about/bod>

NOTE: This guide uses the term "executive committee" to refer to the group consisting of the various section officers (i.e., chair, vice-chair, secretary, etc.) Some sections may refer to this group simply as its "officers."

MISSION STATEMENT

AATCC facilitates and globally expands the sharing of its textile/fiber/soft goods knowledge base while providing multiple avenues and tools to network members, their ideas, creative innovations, expertise and experiences.

VISION STATEMENT

AATCC will be the premier global resource for quality, innovation and technical information for the textile, fiber and soft goods industries: The recognized knowledge base at your fingertips!

OBJECTIVES

- To increase knowledge of the application of colorants, chemicals, and polymers in the Textile Industry.
- To encourage in any practical way research work on textile design and coloration, chemical processes, and materials of importance to the Textile Industry.
- To establish for the members channels by which the interchange of professional knowledge among them may be increased.

LOCAL SECTION OFFICERS

A 50% membership discount will be offered to Section officers— two discounts per section; one for the Chair, one for another Section Officer as designated by the Chair. The Section Officers must contact Membership Services annually to designate the individuals eligible for the discount. **All Section Officers must be AATCC Individual members or employed by an AATCC Corporate Member.**

SECTION CHAIR

DUTIES AND RESPONSIBILITIES

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
- 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
- Establishing a liaison with the student chapters in the section, and
- Establishing a liaison with the AATCC interest groups.

CONDUCT OF MEETINGS

Executive Committee Meetings

The Section Chair calls all meetings of the section executive committee (usually when the section meets).

Section Meetings

The Section Chair presides at all regular and special meetings of the section.

Suggested Agenda

Every meeting should follow a planned agenda. The Section Chair, with the Secretary, prepares the agenda.

RESOURCES

Resources are available from the Technical Center for the Section Chair, including:

- A roster of the Board of Directors for the Association. Can also be found online at <https://www.aatcc.org/about/bod/>
- Lists of current and lapsed Section Members will be emailed from Membership Services periodically, and also on demand. Contact Member Services, available online at <https://www.aatcc.org/members/> to ask for an updated list.
- A catalog of publications and quality control aids can be found online at <https://www.aatcc.org/publications/>

Literature about educational programs, workshops, and symposia is on the AATCC website at <https://www.aatcc.org/events/>

SECTION VICE-CHAIR

DUTIES AND RESPONSIBILITIES

The Section Vice-chair may be required to fill many roles. The Section Vice-chair shall assume the duties of the Chair when he/she is absent or unable to perform them.

The Vice-chair may perform additional roles as described by the Section ByLaws.

- In some sections, the Section Vice-chair is Chair of the planning committee on future meeting locations.
- In some sections, the Section Vice-chair is automatically the Chair of the budget committee.
- In some sections, the Vice-chair is in charge of programs.

SECTION SECRETARY

DUTIES AND RESPONSIBILITIES

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

The Secretary shall:

- Be custodian of the records of the section
- Keep minutes of all program meetings
- 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”)
- Send reports (including available photos) of all Section meetings to the Communications and Membership Director
- The Secretary, in conjunction with the Chair, shall submit an annual report to the [Executive Vice-President](#) 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
- Distribute proper notices of section meetings to all members of the section
- Send notice of election and a copy of the section’s bylaws to each candidate elected, immediately following the section’s annual meeting
- Request that outgoing officers and committee chairs transfer all books, papers, records, funds, and other properties in their possession or under their control to their successors without delay
- Send a list of newly-elected officers, committee chairs, and sectional committee members to the [Communications and Membership Director](#) as soon as possible
- Supply the Communications and Membership Director with a list of section programs (including dates and locations) for the upcoming year, with updates as they occur. Programs should be sent to Communications and Membership Director at the earliest date possible so that the Technical Center can promote the program
- Keep a record for the archives committee
- Assist the Section Chair and executive committee in other duties as necessary, and
- Work closely with the Publicity and Program Chairs

In some sections, the Secretary is on the budget committee.

In some sections, the Secretary functions as parliamentarian.

AGENDAS

The Secretary reviews minutes of previous meetings for incomplete items and works with the Section Chair in preparing an agenda for each executive committee meeting. The Secretary then distributes the agenda and meeting notice to each committee member in advance. Every meeting should follow a planned agenda.

MINUTES

The minutes are the official record of the meeting, and it is important that they are accurate. They show all business transacted and will be referred to in the future for information about previous decisions and policy.

Minutes include the date, time, and place of the meeting as well as the names of all members and guests present. A list of committee or board members not present may also be added. The minutes should indicate the time the meeting adjourned.

The minutes should be concise. Discussion involving motions need not be included in the minutes, just what actions were agreed upon. Minutes record all appointments to committees and the length of the terms.

RECORDS OF MONTHLY PROGRAMS AND ATTENDANCE

Records of monthly meetings are a part of the history of the section. The Secretary should make sure an attendance sheet is circulated at each program. A record of the date, time, and topic of the meeting and the name(s) of the speaker(s) can be valuable data for future Program Chairs as a guide for topics that drew high attendance. These records also provide the basis for the section's annual report.

CORRESPONDENCE

The Secretary is normally the recipient of the section's mail. If the correspondence requires answers from a specific officer, the Secretary's role is one of distributor. If correspondence requires the attention of the executive committee as a whole, the Secretary prepares and sends the response which the committee directs. A file of all correspondence and replies should be maintained.

A template of official AATCC letterhead is available from the [Communications and Membership Director](#) at the Technical Center (see Appendix for example). Request this letterhead if you will be sending out official AATCC hardcopy correspondence from the Section.

LEGAL DOCUMENTS

The Secretary should have key documents in safekeeping. These include the section bylaws and certificate of insurance. The Secretary should keep copies of any contracts to which the section is a party. Copies of these documents should also be sent to the Executive Vice-president.

COMMUNICATION WITH THE TECHNICAL CENTER

The Secretary frequently receives communications from the Technical Center. This information should be passed along to other officers or added to the agendas of executive committee meetings. The Secretary can further assist with these communications by sending replies if they are requested and by briefing members at regular meetings and in section communications.

Each fall, the Secretary must submit the names of the newly-elected section officers, committee chairs, and committee members to the [Communications and Membership Director](#). Prompt attention to this duty is vitally important to Association communications.

Other kinds of information that should be transmitted to the Technical Center include changes in officers that occur during the year, and any changes in meeting dates or locations. Information on the section's plans for special conferences, exhibits, symposia, etc., should be included, so that it can be publicized in *AATCC Review* (magazine), *AATCC News* (electronic newsletter), and on the AATCC website and social media.

MEMBERSHIP RECORDS

The Secretary will receive a bi-annual membership activity report for the section (address changes, new members, transfers, etc.) and a membership summary report for the entire Association. The Secretary may request an updated section roster at any time during the year by contacting the [Communications and Membership Director](#).

It is essential that the Secretary notify the Communications and Membership Director whenever he/she learns of an address change, resignation, retirement, death, or transfer, and that he/she keeps the section mailing list current and in accord with Association records.

SECTION TREASURER

DUTIES AND RESPONSIBILITIES

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 and expenditures to assure that section operations do not exceed the budget

SUGGESTED PROCEDURE TO BE FOLLOWED BY SECTIONAL TREASURERS

1. Each Treasurer should provide himself with a cash book to list receipts and disbursements. All incoming revenue, whether it be in cash or checks or credit card, should be listed, and all disbursements, made by either cash or check or credit card, should also be listed. The receipts and disbursements should balance out at the end of the month to give a cash balance which would coincide with the bank statement.

2. Suitable banking arrangements should be made with a local bank and signature cards filed with the name of the treasurer and the name of the chairperson who would be authorized to sign checks in the event of the disability of the treasurer. If excessive funds are to be transferred from a checking account to a savings account, sections should use the AATCC Federal Identification Number which is 04-2103653.

3. When bills or requests for donations are sent out by sections, such bills or requests should state that checks should be made payable to *AATCC (name of) Section*

and remitted to the treasurer at his address. It is important to keep all money transactions on an impersonal basis.

4. Each section should have a Deposit Only stamp made with the section name and bank account number on it so as to make sure of proper deposit procedures.
5. The treasurer should reconcile the bank account at the end of each month and at the same time check this balance with the balance indicated by the cash book.
6. Paid bills should be kept in a folder in chronological order with the date paid and the number of the check used for payment.
7. All accounts should be in shape for audit at the end of the calendar year. It is suggested that this audit be made in early January, and that the chairperson of the auditing committee then report to the section chairperson.

TRANSFER OF OFFICE

At the expiration of the term of office, the Treasurer shall deliver to his/her successor:

- 1) Checkbook and journals.
- 2) Files containing receipts, invoices, and bank statements.
- 3) Permanent records, including section tax exemption ruling, constitution and bylaws, etc.
- 4) Certificate of Insurance
- 5) All other records in his/her charge.

In the absence of a successor, the records shall be delivered to the Section Chair.

INVESTING SECTION FUNDS

Any section funds which are invested in any manner must be invested only in the name of the section. Under no circumstances should section funds be invested in the name of an individual. Investments in the name of the section will prevent complications which could arise if section funds were invested in the name of an individual.

SECTION REIMBURSEMENT

In accordance with [Article X, Section 4 of the AATCC Bylaws](#), each section is reimbursed for expenses annually by the Treasurer of the Association in the month of August. Sections having 25 or more senior members will be reimbursed 7.5% of the membership dues. The minimum reimbursement for expenses to any section will be US\$225. A section's reimbursement is determined by the membership count as of May 1.

SECTION RECORD KEEPING

It is essential that good record keeping practices are carried out.

- All books should be kept current with entries made immediately, as funds are received and disbursed.
- Books should be balanced regularly.
- Books should be audited after the close of each fiscal year by an independent auditor or by an audit committee as determined by the section's executive committee.

FINANCIAL STATEMENTS

Good record keeping procedures will simplify the preparation of periodic financial statements.

- Statements should be prepared by the Treasurer once a month (or as frequently as required) and approved by the section's executive committee.
- Statements should include receipts and expenditures summarized from records.
- Financial records should be submitted to the section auditing committee at least twenty (20) days prior to the annual meeting of the section.
- Financial statements are helpful for auditing purposes and in filing the Summary of Receipts and Disbursement form with the Association auditors. DEADLINE: SEPTEMBER 15.
- *Copies of all records should be kept for section files.*

SECTION BUDGET

A budget should be prepared as soon after the beginning of the section's fiscal year (when new officers take office) as possible. Ideally, it will be prepared before any expenditures are incurred.

- The budget should be prepared by the responsible group named in the section bylaws, or by the Treasurer, who should consult the committee chair involved. The section's executive committee should review and approve the proposed budget.
- The objective of a budget is the development of a financial plan for the fiscal year. It is necessary to start with the individual functions and activities to be performed by the section in achieving its desired objectives. The section's income sources should be carefully determined and should cover the expenditures needed for carrying out the planned programs. While certain aspects of budgeting rely on past performance, danger exists that the budget might reflect the past. In the practice of incorporating prospective plans, the sources of income and expenditures should be carefully evaluated.
- Generally, certain receipts and related expenditures are routine and can be easily projected (e.g., membership and meeting activities). Any new projects or events, and the effects of such on the proposed budget, should be highlighted in presenting the annual budget to the section's executive committee.

- Budgets should be reviewed quarterly or more frequently, and revised to reflect new obligations or items that are far out of line with the previous budget.

FIDELITY COVERAGE

During the meeting of the Council in February 1985, a motion was adopted directing the Association to provide fidelity coverage on each of the AATCC Section Treasurers in the amount of US \$25,000. This was done to protect Treasurers as well as sections. There will be no cost to the section, and this policy will be renewed each year. A copy of the insurance binder showing current coverage will be sent annually to the current Treasurer of each section.

US FEDERAL TAX EXEMPTION FORM

The Association was granted exemption on January 1, 1963, from payment of US federal taxes under Section 501(c)(6) of the Internal Revenue Code. The Associations' exempt status provides exemption for sections. (See Appendix for copy of letter)

CREDIT CARD TRANSACTIONS

If your section is collecting additional attendance fees for a particular program, wishes to give members the convenience of paying by credit card, and does not have a way to process credit cards set up, the Technical Center can process credit cards on your behalf. Contact [Technical Center Administrative staff](#) for details.

The Technical Center encourages the use of Paypal, EventBrite, ApplePay, or other online payment programs to make online registration easier for attendees. (This is not an endorsement for these vendors. You may choose any online tools the section deems appropriate.)

RESERVE FUNDS

Sections have the right to use their funds for all purposes necessary in carrying out their objectives. Sound financial management requires planned income to cover expenditures, with provisions for contingencies and future expenditures.

As a general guideline, a reserve fund approximately equal to the section's annual budget should be adequate. While the existence of a large reserve may be adverse to a tax-exempt status, a fund equal to the annual budget should meet Internal Revenue Service approval. If a large reserve fund is created, it would be advisable to have reasons for the creation of such a reserve. Questions often arise as to the investment of such reserves.

Since section reserves are generally small, a savings account or bank certificate of deposit will most likely meet the need.

AUDIT COMMITTEE

RECOMMENDED PROCEDURES FOR AUDITING CASH RECEIPTS AND DISBURSEMENT

(as prepared by Lynch & Howard, PA)

We recommend that the following procedures be performed to provide assurance that the accounting records of the sections are complete and accurate:

1. Review all bank reconciliations for the year and investigate any large and unusual reconciling items.
2. Agree the "per books" amount on the year-end bank reconciliation to the cash balance per the accounting records. Agree the "per bank" balance to the year-end bank statement balance.
3. Review the accounting records for any large and unusual cash receipts and disbursements and examine the supporting documentation for any such items noted.
4. To ensure that all items which cleared the bank are also recorded in the books, total all debits and credits in the cash account in the books and compare the totals to the totals of the cash receipts and disbursements per the bank statements. Minor differences are expected and are attributed to "NSF" checks that are deposited and then charged back by the bank, etc.
5. Select one receipt and one disbursement from each month and examine the supporting documentation. Ensure that the item is coded to the proper account that the amount is correct; that procedures are followed regarding approval of the item; and for the disbursements, that the check is signed and endorsed by the proper parties.
6. Section bylaws should contain a section pertaining to the appointment of a section audit committee. A typical bylaws section would read as follows:
"Three senior members, other than officers, of the section shall be appointed by the Chair of the section to audit the past year's books of the treasurer in January of each year, and shall make a report to the section at the next stated meeting."

PROGRAM COMMITTEE CHAIR

PROGRAM FUNCTION

Good programming is the key to a dynamic, growing section. It is the members' primary reason for attendance. When members attend section functions, they can exchange ideas and take advantage of AATCC educational and networking opportunities.

DUTIES AND RESPONSIBILITIES

The section Program Chair is responsible for planning stimulating and interesting programs. The following guidelines have been developed as an aid to fulfilling this responsibility.

Responsibilities of the Program Chair

- Planning the year's programs: meeting times, places, themes and types of meetings
- Arranging mill/plant/corporate tours, workshops, social meetings, entertainment
- Making arrangements for meeting space, refreshments/meals, audio/visual equipment
- Arranging for speakers: invitations, confirmation, accommodations, transportation, and hosting
- Getting executive committee approval for programs (a proposed list of programs should be ready to present to the executive committee one month before the first scheduled meeting of the year)
- Providing information about programs as far in advance as possible to the Association's Communications and Membership staff, so that they can assist in publicizing your event
- Serving as liaison with the publicity committee prior to each meeting and for special events:
 - Providing timely information regarding programs
 - Providing biographical information about speakers
 - Checking on the number of people expected to attend
- Collecting 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 committee or host committee)
- Providing information about each meeting for inclusion in the section Chair's annual report
- Reporting on the meeting to the Association's Membership Director, including any information about speakers, tours, or programs and any photos and/or video from the event for publication in the Association's media channels so that information

about the meeting can be shared with other Association members, especially with members from your Section who were unable to attend the event

- To share meeting information with members unable to attend in person, consider using social media platforms such as Skype, Google Hangouts, Flock, or other online tools to facilitate member offsite participation. (This is not an endorsement of these tools over others which the section may find useful.)

RECRUITING A COMMITTEE

This is probably your most important responsibility. The committee can be as small as two people—Chair and assistant—or it can be larger with specific duties assigned to each committee member. Find out what the present arrangement is and then use what works best for your section.

There are many arrangements that work well. Some sections have one or two people on the committee responsible for all arrangements, including selection of the location and dealing with its management. Some sections have one committee member entirely responsible for one meeting and he/she gets his/her own assistance for the event.

Whatever arrangement you choose, it is important to involve others. It prevents the Chair from having to do all the work, provides backup in case the Chair is unavailable, and provides continuity for program planning.

TYPES OF MEETINGS

General Meetings

The business portion of each meeting is the responsibility of the section Chair. Below are several general considerations:

- Keep them short and meet regularly. Use parliamentary procedures.
- Carry out most of the business in executive meetings and make announcements at general meetings.
- Plan meetings requiring a mix of section business and speakers or panel discussions carefully, so that speakers and panelists have adequate time to present their topics.

Dinner/lunch meetings

- Consider the cost of the dinner/lunch meeting. It may be a good plan to use Section funds to subsidize it and reduce the cost to the members, while charging non-member guests full price
- Consider using Section funds to subsidize student members' attendance. Alternatively, ask some corporate members to sponsor student attendees

- The program can follow the meal. The program can be a speaker, video, panel discussion, section business, entertainment, or whatever you choose.

Networking Meetings

Short meetings hosted by the section for the purpose of networking with colleagues and peers. Snacks and/or drinks may or may not be provided. Networking may be combined with other types of meetings or informal networking meetings may be hosted periodically as stand-alone events.

Special events

Special events can help increase membership. They must be well publicized. They might be one of the following:

- Special meeting to honor the winner of an award presented by the section
- A speaker
- A Technical Conference
- A Panel Discussion
- A tour of a production facility, corporate headquarters, museum exhibit, or other textile-related facilities

Notify AATCC's President, your regional Vice President, and the [Communications and Membership Director](#) special events as soon as possible. They can alert you to possible conflicts within the region, and they may also want to attend your event.

PUBLICIZING THE MEETING

Once the program is planned, publicize it to section members, prospective members and management in the wet processing industry and consultants in your area. This responsibility belongs to the Vice-Chair or the section Publicity Chair. Good communication between the Program and Publicity Chairs is essential to publicizing your meetings; establish a strong working relationship immediately.

Contact Membership services ASAP to publicize your events and news in the AATCC Review, AATCC News e-newsletter, social media, and the website.

Several local sections maintain their own social media pages. Please inform AATCC of your social media presence so we may re-post on the official AATCC social media pages.

In order to expedite the posting of your meeting notices and follow-up news, submit your information electronically (by email or FTP) to the Communications and Membership Director.

To check www.aatcc.org for the latest news about section events, visit <https://www.aatcc.org/events/section-meetings/>.

SPEAKERS

Here are some suggestions to consider when inviting speakers to your section event.

Invitations

- Invite your speakers four months or more in advance if possible, but never less than 90 days before the meeting. Points that should be covered when inviting a speaker:
- State the general focus or purpose of the presentation in the invitation
- Inform the speaker that he/she is not to give a sales pitch. This is extremely important! That is not the purpose of AATCC. The speaker is allowed to mention his/her company in their introduction, but the speech must not be promotional
- Indicate the date, time, place, and type of meeting
- Estimate the expected attendance, so the speaker can prepare handout materials
- Inquire about a speaker's fee, if any
- Request a reply by a definite date

Acknowledge acceptance

Acknowledge the speaker's acceptance promptly (within a week). Your confirmation should include:

- Date, time, and place of the meeting
- Format and timing of the meeting, and preferred length for the presentation
- Request that the speaker let you know his/her requirements for audio/visual equipment. 5 – 10 days before the meeting, and let the speaker know if this equipment will/will not be available. Arrange for an extension cord/adapters and any other accessories or spare parts that may be useful
- Ask for a biographical summary to introduce the speaker to the members

Biographical summary

Interesting facts about the speaker are important for publicity purposes. Don't depend entirely on his/her topic to attract attendance. You will generate more interest if members are informed about the speaker's professional background. Ask the speaker to provide a biographical summary by a specific date, so that you can adequately publicize the meeting.

Final confirmation

Final confirmation of all details should be made the week before the meeting date. At this time,

- give the speaker the name of the individual who will meet him/her upon arrival
- assure him/her that the equipment requested for the presentation has been procured
- notify him/her of any changes in meeting arrangements

Preparations on the meeting day

- Have the speaker at the meeting location well ahead of time and introduce him/her to the section officers and as many members as possible
- Ask the speaker the estimated length of the talk. Arrange a signal to notify him/her when time is almost up and a signal to indicate that he/she should speak more loudly
- Ask the speaker to suggest any "planted" questions that can be used to stimulate further discussion—then ask members to raise those questions
- Check all audio/visual aids for functionality
- If the meeting is a dinner meeting, seat the speaker in the place of honor
- If the meeting is not a dinner meeting, invite the speaker to dinner with at least one of the section officers, preferably all of them

FINISHING THE YEAR—THE ANNUAL MEETING

The Program Chair's responsibility with respect to finishing the section year may be to provide arrangements for the annual meeting. The Section must meet at least once per year and submit a report of this meeting to AATCC's [Executive Vice President](#) and [Communications and Membership Director](#) at the Technical Center for the Section to qualify for Section funding for the next year.

The agenda is the Section Chair's responsibility and should always include:

Chair's annual report—summarizes the year just completed

Minutes of the last annual meeting—remind the members about the section’s status at the same time the previous year and about any decisions and recommendations that were made at the time

Treasurer’s annual report—highlights the financial progress during the year

Introduction of incoming officers—ensures that everyone knows who their executive leaders will be for the coming year

Other reports—for example: corporate and individual membership, Regional Board Member, etc.

MEMBERSHIP COMMITTEE 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's contributions and participation will determine the success of the membership committee. He/she should get committee members involved in productive activity, in order to benefit the section and the Association as a whole. He/she should show enthusiasm!

This guide will describe the types of support that are available from the Technical Center and some suggested procedures for organizing the membership committee.

DUTIES AND RESPONSIBILITIES

In addition to acting as Chair of the section's membership committee, the Section Membership Chair is a member of the Association's Membership Committee, which meets twice each year, in May and November, at the Technical Center in Research Triangle Park, NC, USA.

The meeting details are always listed on the AATCC website. The Association Membership Committee usually meets prior to the meeting of the Board of Directors.

- As liaison between your section and the Association Membership Committee, the Section Membership Chair should attend the Association meetings as often as possible. Good communication will support a united membership effort across the entire Association. By sharing what's being done throughout the sections, we can better reach prospective members and retain our current members.
- Whether he/she is able to attend all Association meetings or not, each Membership Chair should provide a written report that can be included in the minutes. This way, they share their experiences with the other sections. If the Membership Chair cannot attend a meeting, the written report should be sent to the [Communications and Membership Director](#) prior to the scheduled meeting so it can be read at the meeting.
- If possible, a substitute should be sent to the meeting. (The Section Chair can assist in finding a substitute.)
- Recruit committee members and delegate responsibilities
- Preside over committee meetings
- Together with the committee, set goals and procedures that are consistent with Association guidelines and support

- Keep the section informed of progress

INDIVIDUAL MEMBER DUES

Individual

AATCC Individual and Student memberships run for one year (unless the two-year, three-year, or Lifetime discount memberships are chosen).

Standard dues can be found on the AATCC website: <https://www.aatcc.org/members/>

A discount for **annual Individual member dues** is available for Section officers— two discounts per section; one for the Chair, one for another Section Officer as designated by the Chair. AATCC will not offer refunds on memberships already in effect; however, at renewal time, a current membership can be extended another year at 50% of the current full annual Individual Membership rate. The Section Officers must contact the [Communications and Membership Director](#) annually to designate the individuals eligible for the discount

WORKING WITH THE MEMBERSHIP DEPARTMENT

As the Membership Chair organizes a committee, he/she should remember the support available from the Communications and Membership Director at the Technical Center.

The Communications and Membership Director handles all dues payments and renewal billing.

Quarterly, the Section chair will receive a summary report on membership for the entire Association.

The official membership count on May 1 determines the section's reimbursement later in the year by the Association Treasurer.

Upon request, the Membership Chair may receive a list of all members who are dropped for non-payment of dues. He/She may divide the list among committee members and ask them to contact these delinquent members and encourage them to renew.

PROGRESS REPORTS

A membership report should be included at all section meetings. The group needs to know how many members are in the section and how many are currently being encouraged to join. When members know what is happening, they can help in their own unique ways. Shared involvement and enthusiasm will lead to positive results.

RECRUITING MEMBERS

Membership recruitment is a team effort between the section and the Association's membership department. The membership department writes letters and develops support materials like brochures, and the section makes the personal contacts that are essential and invaluable in the recruitment effort.

Expressing a personal interest in prospects is effective, and the Association depends on the Membership Chair to make this contact.

When contacting a prospective member in the section, the Membership Chair should give them a membership brochure and application form (available from the Technical Center per request). Members can also [join or renew](#) on the AATCC Website.

GAINING & RETAINING MEMBERS

- Make section programs free or discounted for AATCC members, but have non-members pay full price to attend (establishes the value of membership immediately)
- Write a personal note to new members welcoming them and encouraging them to attend section functions
- Always have membership brochures and application forms at meetings (the Communications and Membership Director will supply membership recruitment packets as requested)
- Encourage companies to sponsor their employees' attendance at section meetings—it's a very inexpensive educational opportunity
- Focus on reinstating dropped members as well as recruiting new ones
- Invite prospective members as guests to section meetings. Make them feel welcome and recognize them during the meeting
- Run a contest and offer prizes (free dinner, certificate of merit, book, etc.) for recruiting a certain number of new members
- Have annual recruitment drives. Coordinate with Membership services.

ANNUAL ELECTIONS & TRANSFERS TO INCOMING OFFICERS

NOMINATING COMMITTEE

The Section Chair appoints a nominating committee whose responsibility it is to select a slate of qualified officer candidates for the section.

ELECTIONS

According to the AATCC Bylaws: (<https://www.aatcc.org/wp-content/uploads/2020/01/BYLAWS-AMENDED-EmerTresDir-Nov2019.pdf>)

*Section 3: Organization of Sections — Each Section shall have a Chair, a Vice-Chair, a Secretary and a Treasurer. These officers, along with up to four other members (whose duties shall be determined by each individual Section), shall constitute the Sectional Committee. **All these Officers shall be elected every three years, with no individual holding the same specific office (except, at the Section's discretion, the Treasurer) for more than one consecutive three-year term.***

The intention for this rule is to encourage sections to focus on continually developing and mentoring new leaders. Too often the same few section members end up doing all the work, year after year. The Association encourages sections officers to foster leaders from the section membership and prepare and mentor them to take up officer positions.

Unless otherwise specified in the section bylaws, the Section Chair conducts the election of new officers at the fall meeting. Upon completion of the election, the Section Chair or his/her designee notifies the [Communications and Membership Director](#) at the Technical Center of the newly-elected officers via email.

AWARDS AND SCHOLARSHIPS

ASSOCIATION AWARDS

All sections are strongly encouraged to participate in the selection of Association award winners by nominating deserving individuals. Notify the Executive Vice-president of your nominations for the **Olney Medal**, the **Harold C. Chapin Award**, the **AATCC Future Leaders of the Year Award**, and the **Henry E. Millson Award for Invention** by **March 31** of each year.

<https://www.aatcc.org/about/awards/>

SECTION SCHOLARSHIPS FOR STUDENTS

Individual sections may also establish scholarships funded by their respective sections. The Section should establish a committee to administer and award the scholarships. This committee should alert the [Communications and Membership Director](#) when they award a scholarship so that the Association can publicize the event. Send photographs of the scholarship recipient and Section members presenting the scholarship whenever possible (including the correct spelling of all individuals' names).

INTEREST GROUPS

Along with activities sponsored by geographic sections, AATCC members have the opportunity to participate in three [Interest Groups](#): Chemical Applications, Concept 2 Consumer[®] (C2C), and Materials. The interest groups may undertake activities such as: educational workshops, seminars, and symposia; IC technical sessions; interest-specific awards; networking events; developing interest-related books and monographs; coordination with AATCC Test Method Committees; developing articles for publication in *AATCC Review*, *AATCC News*, the AATCC website, or other electronic communications; developing promotional campaigns to publicize AATCC and its activities; partnering with other interest groups and external organizations with similar interests to sponsor events.

Each AATCC member may participate in one, two, all three, or no interest groups. Senior members may vote in one interest group (the “primary” interest group). The Chairs and At-large representative of the interest groups serve two-year terms.

CHEMICAL APPLICATIONS INTEREST GROUP

<https://www.aatcc.org/members/interest-groups/chemical-applications/>

CONCEPT 2 CONSUMER[®] (C2C) INTEREST GROUP

<https://www.aatcc.org/members/interest-groups/concept-2-consumer/>

MATERIALS INTEREST GROUP

<https://www.aatcc.org/members/interest-groups/materials-ig/>

AATCC TECHNICAL COMMITTEES

Since 1979, AATCC has urged section officers to invite and encourage members of their sections to participate in the biannual AATCC technical committees held in May and November at the Technical Center.

Visit the AATCC website for the dates and information about the next meetings:

<https://www.aatcc.org/events/committees/>

TECHNICAL CENTER MATERIALS

Certificates

Official AATCC certificate templates are available by request from the Technical Center for the Section to print out for presentations to outgoing officers and others being recognized for service to AATCC. Contact the [Communications and Membership Director](#).

Brochures

Brochures and flyers on AATCC Interest Groups, Member Benefits, and educational programs and events are available by request from the Technical Center. Contact the Communications and Membership Director.

Past Chair Pin

The Association makes available to each section, without a charge, a 10K gold AATCC logo lapel pin/tie tack which was specifically designed to recognize the services of outgoing Section Chairs. This pin is for the immediate past Section Chair. It will be sent to any section upon request. Requests should be sent to the Communications and Membership Director.

A section may also purchase pins for other Past Chairs at the prevailing price. Orders should be sent to the Communications and Membership Director as stated above.

Official Letterhead

AATCC letterhead templates are also available from the Technical Center for official or formal correspondence. Contact the Communications and Membership Director.

Section Logos

AATCC staff is happy to create branded logos, banners, templates, and even webpages for Sections upon request. Sections are asked to adhere to AATCC branding guidelines.

Contact the Communications and Membership Director.