



OZARK SECTION BYLAWS



May 2019



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ARTICLE I: ORGANIZATION

Section 1 - Name

AATCC Ozarks Section.

Section 2 - Government

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

Section 3 - Objectives

- In order to engage with as many professionals and students across the disciplines of textiles, the vision for the AATCC Ozarks Section is to be based on:
- **Education:** To increase knowledge of materials and textiles. To connect textile students to industry members.
- **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 Ozarks Section and provide meetings of interest in harmony with the objectives of AATCC.

Section 4 - Membership

All AATCC members are welcome to be part of AATCC Ozarks Section.

Section 5 - Voting Members

Only Senior members of the Ozarks 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. AATCC Ozarks Section is part of the AATCC Southern Region; all AATCC members may vote for their Regional Representative to the AATCC Board of Directors.

Section 3 - Executive Committee

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

The Executive Committee shall appoint Academic Advisors for an Advisory Committee. There will be one Academic Advisor for each university involved in AATCC Ozarks Section. Each Advisor must be a Senior Ozarks Section Member in good standing.

Section 4 - Eligibility

Candidates for elected officers must be a Senior Ozarks Section member in good standing.

Section 5 - Term of Office

AATCC Ozarks Section 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.

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 two (4) meetings of the Ozarks Section each year. The dates and places for these meetings shall be selected by the Executive Committee and Academic Advisory Committee. 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 Academic Advisors, 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 AATCC.

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
- Responsible for program planning of the technical programs and meetings with the Academic Advisory Committee



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/abt/contact/departmet/n#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 AATCC Executive Vice-President and the AATCC Membership Director (www.aatcc.org/mem/resources/contact/t/of) newly elected officers, committee chairs, and sectional committee members
- Supply the AATCC Publications Director ([www.aatcc.org/pub/contact/l\)with](http://www.aatcc.org/pub/contact/l)with) a list of Section programs, dates, and locations for the upcoming year, with updates as they occur
- Send meeting minutes and photos to the AATCC Publications Director for publication in the Association's magazine and website.

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 AATCC Board of Directors or AATCC 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 Academic Advisors

The section Academic Advisors are appointed by the Section Executive Committee. The position is composed of active AATCC members who are interested in the goals of the Section and the Association. These positions will be reviewed annually, coinciding with the start of the academic school year.

The section Academic Advisors are responsible for distributing Section information to students interested in textiles and related fields at their colleges and universities and to convey to the Section Executive Committee good times for meetings according to their academic calendars. Academic Advisors shall:

- Offer suggestions for program speakers and topics
- Suggest appropriate tours, workshops, social meetings, and/or entertainment
- With the Section Vice Chair to make arrangements for meeting space, refreshments and/or meals, and audio/visual equipment as needed related to student participation
- Work with Section Leadership to publicize all meetings and special events at their local university/college, providing timely information regarding upcoming programs and meetings
- Monitor attendance prior to the meeting for their students (RSVP), working with the Section Secretary
- Provide information about each meeting for inclusion in the Section's Annual Report as related to their institution

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 liaison with the AATCC Membership Services staff for up-to-date information on current membership counts, as well as obtaining relevant support and materials



- Act as Section representative and liaison to the AATCC 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 AATCC Membership Committee
- Send a written report to the AATCC Membership Director prior to the scheduled Spring and Fall Association Membership Committee meetings
- When unable to attend the AATCC Membership Meeting in person, appoint a substitute

Section 7 - Duties of the Executive Committee

- Per Article 11, 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 AATCC
- 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 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. 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 AATCC social media presence
 - Take photographs/videos of Section meetings and social events for Section and/or AATCC use; forward these photos and videos to the AATCC Publications Director



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 of the upcoming discussion, proposal, and election of the bylaws.

A copy of the amended Section Bylaws shall be sent to the AATCC Membership Director for archiving and posting on the AATCC website.