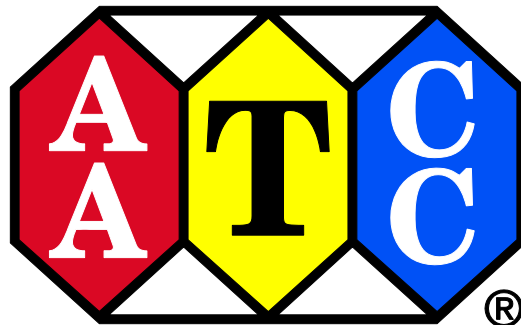


AATCC

STUDENT CHAPTER

HANDBOOK

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MEMBERSHIP & COMMUNICATIONS DEPARTMENT

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INTRODUCTION

This handbook is designed to help AATCC student chapters get organized and interact with their faculty advisors and their local [AATCC sections](#). Your international [Association leaders](#) and the [AATCC Technical Center staff](#) can also give you suggestions for maintaining a strong level of activity in your chapters and for gaining new members.

According to the [AATCC Bylaws](#) (Article XIII, Section 1):

“Each Student Chapter shall elect each year a Chair, a Secretary, a Treasurer, and such other officers as it may deem necessary.”

- Officers of the AATCC student chapter must be current members of the Association
- Define chapter officers’ responsibilities. The lists in this handbook are *guidelines*. You may create additional offices and distribute responsibilities as appropriate for your group. The offices and responsibilities should be defined in the chapter bylaws. The faculty advisor’s responsibilities should also be clearly defined.
- Set up committees to perform routine and/or special functions. Clearly identify their responsibilities and goals.

MEMBERSHIP

Chapter membership or participation is *not* the same as AATCC student membership.

AATCC Membership

- To join AATCC, students may join [online](#).
- AATCC membership entitles students to [benefits](#):
 - [Grants & Scholarships](#): AATCC Foundation and various sections offer generous funding to those studying textile sciences, design, and related subjects.
 - [Student Competitions](#): Concept 2 Consumer® Student Design Competition, Concept 2 Consumer® Student Merchandising Competition, Fashion for All Student Design Competition, and the Herman & Myrtle Goldstein Student Paper Competition offer cash awards and other prizes.
 - View our [AATCC Jobsite](#) for internships and jobs
 - [AATCC Review](#): The Association’s award-winning flagship publication covering textile design, processing, testing, and materials. (Developing Nations members receive PDF version only)
 - **Digital AATCC Review**: A PDF replica of the print journal available online, can be printed or downloaded
 - [AATCC Journal of Research](#): Searchable peer-reviewed research journal, available online

- [AATCC Newsletters](#): Personalized subscriptions. Subscribers can choose newsletter email lists. Newsletters include original features, test method development news, and information about upcoming events
- Search the [Membership Database](#) to network, interview, or ask questions to professional AATCC members
- Receive a **Graduation Gift**: Graduating AATCC student members are eligible for the student rate and benefits for two years after graduation.

Chapter Funding

- Additional chapter dues may be collected for the purpose of funding activities and events at the university level. These dues are **separate** from the annual dues paid to AATCC, and do not entitle the student to AATCC membership or member benefits.
- [AATCC Student Chapter Funding](#)— AATCC Student Chapters can receive funding from AATCC through a refund of 50% of their total student membership dues.

FORMING A NEW STUDENT CHAPTER

Individual AATCC student members may take advantage of the benefits of AATCC, but an organized chapter can provide additional structure and support. It also provides valuable leadership opportunities for students.

According to the [AATCC Bylaws](#) (Article XIII, Section 1):

“When ten or more Student Members desire to form a Student Chapter in connection with a school or similar educational institution, the Board of Directors may, upon written application of such members, authorize the formation of such Chapter.”

Submit the following to the [AATCC Membership Department](#):

- Letter indicating that the members wish to form a chapter.
- List of at least 10 current AATCC student members at the school
- Letter from a school faculty member indicating willingness to serve as advisor to the chapter (The proposed advisor must be a current senior or associate member of AATCC.)
- List of the Student Chapter officers and name of the chapter
- Copy of the chapter bylaws (see Appendix for sample)

DEVELOPING & SUSTAINING A STUDENT CHAPTER

- Identify relevant departments and concentrations for participation in the student chapter. Consider the full scope of AATCC activities and interest groups, including chemistry, engineering, design, and merchandising.
- Chapter activities may include industry or academic speakers, workshops, facility tours, conference attendance, and preparation for AATCC- or other industry-sponsored competitions. Such activities may be supplemented—but not replaced—by fund raising activities, social events, and charitable projects. Contact [AATCC Membership Services](#) if help with speakers is needed.
- Download the [AATCC Student Chapter Program Guide](#)
- AATCC student chapters are entitled to free viewings of [pre-recorded webinars](#) on a variety of topics. Students must view the webinar as a group Chapter activity. Contact the [AATCC Education Department](#) for additional information. Webinar topics are updated frequently.
- Maintain close contact with the faculty advisor, the [local AATCC section](#), and the [AATCC Technical Center](#); make the best use of all available resources.
- Social Media and Student Chapter branding—Contact AATCC Membership Services on branding and logo guidelines. Contact [AATCC Communications Specialist](#) to cross-promote events with the official AATCC social media pages.
- Student Chapter Officers Discount: Student Chapter officers can receive one-year free extension of membership (AATCC will not refund memberships) for every 15 (paying) AATCC Student Members (as of the May 1st membership count). The chapter officers should decide which of them receives the free

membership (with approval from the Faculty Advisor). The students are responsible for contacting and alerting Membership Services to claim this benefit.

Student Chapter Chair (President)

The [AATCC Bylaws](#) (Article XIII, Section 1) require that student chapters elect a chair each year.

The exact responsibilities of the position may be defined by the chapter bylaws and individual strengths. The following are suggested responsibilities of the chapter chair or president.

- [Join](#) AATCC!
- Be aware of the importance of the position, and maintain a professional attitude. Demonstrate enthusiasm!
- Motivate other officers and coordinate all efforts within the student chapter.
- Delegate responsibility and authority to accomplish goals. Appoint committees to plan social events or special chapter projects.
- Establish chapter goals.
- Maintain contact with your local [AATCC section](#), other [student chapters](#), and the AATCC [membership & communications director](#). Ask for advice or help when needed.
- Be responsible for the chapter's efforts in:
 - Programming Fund-raising and record-keeping
 - Publicity Setting and achieving goals
 - Planning Membership recruitment and retention
- Keep the chapter vice-chair properly informed.
- Encourage your [local AATCC section](#) to subsidize or sponsor student chapter participation in local section activities and meetings.
- Send the AATCC [membership & communications director](#) a list of your officers (either right after the election is held, or at the beginning of the fall term).

Student Chapter Vice-Chair (Vice-President, Program Chair)

The vice-chair position is not required by the [AATCC Bylaws](#), but is important in case of the chair's absence.

The exact responsibilities of the position may be defined by the chapter bylaws and individual strengths. The following are suggested responsibilities of the chapter vice-chair, vice-president, or program chair.

- [Join](#) AATCC!
- Substitute for the chair when necessary.
- Be responsible for all programs, speakers, contacts. Establish a committee to assist you.
- Coordinate program planning. Plan meetings far enough in advance to allow adequate time for generating publicity. Announce upcoming programs far enough in advance to attract attendees.
- Search for and recommend speakers. Don't forget your [local AATCC section](#) when searching for speakers. This is probably one of your best resources—know your local section program chair. To see a list of section officers, click on the name of the appropriate [section](#).
- Obtain speaker biographical information for introductions, etc. Introduce the speaker to the officers and other attendees during chapter meetings.
- See the [AATCC Student Chapter Program Guide](#) for ideas.
- Plan projects and trips for your chapter! Coordinate with the chapter Treasurer about funding the trip or project (fundraising may be required). Arrange plant tours or meetings with industry leaders. Visit industry trade shows.
- Arrange for your chapter to visit AATCC's International Conference! The IC is a great way to network with industry professionals from all sectors of the industry and from all over the world. Attendance is free to AATCC student members! You must arrange to pay for your travel, hotel, and meals. Your local section may be willing to provide a travel stipend to student chapter members so that you may attend.
- Request assistance when necessary from the chair, other chapter officers, other [chapters](#), or the [membership & communications director](#) at the AATCC Technical Center.

Student Chapter Secretary

The [AATCC Bylaws](#) (Article XIII, Section 1) require that student chapters elect a secretary each year.

The exact responsibilities of the position may be defined by the chapter bylaws and individual strengths. The following are suggested responsibilities of the chapter secretary.

- [Join](#) AATCC!
- Accurately record and publish the minutes of all meetings in a timely manner.
- According to [AATCC Bylaws](#), Article XIII, Section 1, "...the Secretary of a Student Chapter must send to the [Executive Vice President](#) of the Association a report of each meeting within two weeks of the meeting." It is useful to send a copy of that report to the [membership & communications director](#).
- For publicity of your chapter events, send notices, information, reports, flyers, or photos to the [membership & communications director](#) before and after each meeting. The AATCC Technical center can help generate excitement for your events and inspire other chapters with your success stories via the Association's social media pages at Facebook, YouTube, Twitter, LinkedIn, Instagram, etc.
- Maintain an up-to-date list of all chapter members. The [AATCC Membership Services department](#) can assist you with a list of all AATCC student members at your school if necessary.
- Write correspondence for the chapter when required, including letters of appreciation to guest speakers.
- Publish notices of chapter meetings with agendas.
- Be able to substitute for the program chair (vice-president) if necessary.
- Maintain a file for minutes and other records, including all programs, to be passed along to the next secretary. Keep the chapter membership list, history, etc., current. A copy of the file should be kept in the faculty advisor's office as a backup.
- If publicity is part of your responsibility, then the following should apply:
 - Work with the program chair to obtain information on events, speakers, etc.
 - Be sure members have adequate notice of meetings, through the school newspaper, residence hall bulletin boards, announcements in class, notices on department bulletin boards, web postings, etc.
 - Contact the [AATCC Technical Center](#) for the official guidelines on how to properly use the AATCC logo.

Student Chapter Treasurer

The [AATCC Bylaws](#) (Article XIII, Section 1) require that student chapters elect a treasurer each year.

The exact responsibilities of the position may be defined by the chapter bylaws and individual strengths. The following are suggested responsibilities of the chapter treasurer.

- [Join](#) AATCC!
- Maintain the chapter's checking and/or savings account.
- Prepare treasurer's reports to present at chapter meetings.
- Determine if there are any funds available from the university or student government association and how to apply for funding.
- Plan fund-raising events for the chapter.
- Establish annual student chapter membership dues, with the approval of the other officers and the faculty advisor (optional). These dues would be in addition to AATCC membership dues, to be used for chapter activities.
- Submit the [Student Chapter Funding Application](#)

Officer Transition

This is probably the most important objective to achieve. Much experience is lost with the graduating class. Hold a meeting with the incoming and outgoing officers and the faculty advisor. Be sure the incoming officers are clear on their responsibilities and objectives.

Student Chapter Members

All chapter members have a responsibility to help maintain the strength and vitality of the student chapter. Suggested responsibilities include:

- [Join](#) AATCC!
- Attend chapter meetings.
- Pay dues on time.
- Volunteer for special projects, programs, etc.
- Communicate your interests to the chapter officers.
- Try to attend at least one local AATCC section meeting during the year. Contacts made at these meetings might prove to be quite valuable in the future. Most local sections offer registration discounts to student chapter members. In some local sections, members will sponsor students to attend the sectional meetings.
- If possible, attend AATCC's yearly [International Conference](#). The IC is a great way to network with industry professionals from all sectors of the industry and from all over the world. Attendance is free to AATCC student members! You must arrange to pay for your travel, hotel, and meals. Your local section may be willing to provide a travel stipend to student chapter members so that you may attend.
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- Visit the [AATCC Jobsite](#) for student internship opportunities.
- After graduation:
 - You may renew your membership with AATCC for two years after graduation at the student rate!
 - Actively participate in the local AATCC section
 - Visit the [AATCC Jobsite](#) for job listings throughout the industry and from all over the world. Visit often, since the site is updated frequently.
 - Join AATCC's Young Professionals Committee

Student Chapter Faculty Advisor

The faculty advisor's responsibilities are not defined by the [AATCC Bylaws](#). They may vary from broad oversight to intimate involvement in chapter activities.

The following are required duties of the faculty advisor:

- Maintain AATCC senior membership. (If the chapter has 15 or more members on May 1, the advisor's membership fee is waived.)
- Oversee student chapter activities.
- Communicate information from the AATCC Technical Center to the student chapter such as, competitions, scholarships, and grant opportunities
- Changes in AATCC policy related to student chapters
- Ensure chapter activities are communicated to the [AATCC Technical Center](#), personally or via chapter secretary.
- Make sure the student chapter complies with all school rules for extracurricular organizations and appropriately represents AATCC on campus.
- Review content of all chapter flyers, websites, etc., including correct use of the AATCC logo. Contact the [AATCC Technical Center](#) for the official logo guidelines.
- Submit nomination for [AATCC Student Chapter Award](#) and [Outstanding Graduate Award](#) by January 15.

Additional responsibilities of the position may be defined by the chapter bylaws and individual strengths. The following are suggested responsibilities of the faculty advisor.

- Serve as a resource for industry contacts and events relevant to the chapter.
- Encourage new students to join and participate in AATCC.
- Request information or assistance from the [AATCC Technical Center](#) as needed.
- Provide feedback on chapter activities and needs to the [AATCC Technical Center](#)

BYLAWS

A separate constitution is not required for student chapters. The name and objectives of the organization are defined in the [AATCC Constitution](#).

According to the [AATCC Bylaws](#) (Article XIII, Section 1):

“It [The Student Chapter] may adopt Bylaws suited to its needs; but a copy of such Bylaws and any amendments thereto must be forwarded to the Executive Vice President of the Association, and shall be subject to approval by the Board of Directors.”

Chapter bylaws are very important in outlining the day-to-day and year-to-year operation of each student chapter. They provide guidance and structure as new leaders take office each year.

Chapter bylaws may not conflict with any part of the [AATCC Constitution or Bylaws](#), but there is considerable freedom to set up a chapter that meets the needs of a particular student body.

Items to be covered by student chapter bylaws:

- Who may join? Can others participate in chapter activities?
- What is required of members (payment of dues, attendance at a minimum number of meetings, etc.)?
- What offices exist? (Remember that the [AATCC Bylaws](#) require at least a chair, secretary, and treasurer.)
- How will officers be chosen?
- What are the responsibilities of each office?
- When and where are meetings held? (This may be left flexible, but should outline a basic structure.)

Student chapters are encouraged to update and modify their bylaws as needed. A copy of all changes should be sent to the AATCC [Executive Vice President](#) (with a copy to the [membership & communications director](#)) as soon as possible. The changes must officially be approved by the AATCC Board of Directors.

A set of sample chapter bylaws is included in the link below. Text in red should be closely reviewed and edited to meet the needs of a specific chapter. Other text may also be edited, provided it does not conflict with the [AATCC Constitution or Bylaws](#).

See Sample Bylaws here: <https://www.aatcc.org/students/student-resources/>