Article I: Name  
Section 1: The name of this organization shall be Graduate Student Association - Textile and Apparel Management.

Article II: Purpose  
Section 1: The purpose of the Graduate Student Association- Textile and Apparel Management organization is to:

1. To promote an exchange of professional knowledge in textile and apparel among the members.

2. To encourage graduate student members to participate in research and/or product development in the area of textile and apparel and to present and/or exhibit their work at national and/or international professional meetings.

3. To provide activities that facilitate meaningful interactions and celebrate diversity among the graduate students.

Article III: Compliance Clause  
We agree to abide by all regulations described in the M-Book, all university policies, In addition to all federal, state, and local laws.

Article IV: Non-discrimination  
This organization shall not discriminate on the basis of race, color, religion, national origin, ancestry, age, gender, sexual orientation, disability or status of disabled veteran or protected veteran.

Article V: Membership  
Section 1: Members of the organization shall be graduate students enrolled in the Masters or Doctoral programs in Department of Textile and Apparel Management.

Section 2: This organization does not discriminate in the selection of its members. Discrimination is defined as denying individuals membership on the basis of a person’s age, race, national origin, color gender, sexual orientation, creed, disability, or place of residence.

Section 3: The organization shall consist of at least 10 currently enrolled graduate student members. Non-students will be allowed to participate in selected student organization activities, but they will not be a voting member, or an elected or appointed officer of the organization. A
non-student is someone who is not currently enrolled at University of Missouri during the Fall or Spring semesters.

Section 4: Members may choose to be active or non-active within the organization.
Definition of active member: 1, 2, and 3 are mandatory.
1. Required to earn at least 65 points. (See GSA-TAM point evaluation system for more details)
2. Participate in the mandatory amount of lab kit assembly sessions, which may vary by semester and the demand of lab kits
3. Level of Involvement:
a. Attendance at monthly meetings (A tolerance of 1 absence is allowed for a whole year period)
b. Volunteer for community service activities varying upon semester
4. Participate in the social activities organized by the GSA TAM

Definition of non-active member:
1. Not required to have membership points
2. Not required to participate in lab kit assembly unless voluntarily
3. Choses their own level of involvement within the organization

See appendix A for general travel grant requirements and appendix B for research grant requirements

Article VI: Election of Officers
Section 1: Nominations for the office of President shall be made each year by nominations from the active members at the beginning of Fall semester. In order to service as President, you must have served as an organization officer any previous year. Nominations can only be made when at least two-thirds of the members are present.

Section 2: Nominations for the offices of Vice-President, Secretary, Treasurer, Outreach Coordinator, and Lab Kit Coordinator shall be made each year by nominations from the membership at the first/second general meeting of the Fall semester. Elections and nominations can only be made when at least two-thirds of the members are present.

Section 3: Election for the offices of President, Vice-President, Secretary, Treasurer, Outreach Coordinator, and Lab Kit Production Coordinator will be held by secret ballot during the organization’s first/second general meeting of the Fall semester. The candidate receiving the largest number of votes for each office shall be declared elected.

Section 4: Officers must have a 3.0 GPA or above and be registered for at least 6.0 credit hours through the University of Missouri.

Section 5: Newly elected officers should assume office immediately following the meeting in which they are elected.
Article VII: Executive Board

Section 1: All elected officers shall serve on the executive board.

Section 2: The duties of each officer shall be:

1. The President shall preside at each general meeting of the organization and each meeting of the Executive Committee, if not present, she/he shall appoint the presiding officer. Specifically, the President will:

   • Be aware of the importance of the position and maintain a professional attitude.
   • Motivate other officers and listen to what they have to say.
   • Lead the organization meetings in an organized manner. Demonstrate enthusiasm.
   • Work in conjunction with the Vice-President in the planning of activities, programs, and meetings.
   • Delegate responsibility and authority as required to accomplish organizational goals. Appoint committees to plan and coordinate special functions, such as social events or special organization projects.
   • Be sure there is always adequate follow-up for programs and projects.
   • Keep the Vice-President and other officers properly informed.
   • Maintain the President’s Notebook in an organized manner.
   • Run elections at the end of their term year
   • Serve as Counselor for the following term to the new President.

   NOTE: The President may delegate his/her duties to another officer. In the event of absence or disability, the President will appoint another officer to serve as acting President until the President is able to resume duties.

2. The Vice-President shall serve as Acting President if the President is unable to fulfill her/his duties and/or obligations. The Vice President will be responsible for planning and implementing activities for the organization. Specifically, the Vice-President will:

   • Be responsible for all programs, speakers, contacts, and the establishment of a committee to assist.
   • Collect and maintain applications for organizational funding (both travel and research)
   • Work with Treasurer and Secretary to audit the travel/research applications and receipts for reimbursements.
   • Keep up-to-date with the President; be able to fill in for the President when necessary.
• Coordinate program planning with the President. Plan meetings and activities far enough in advance to allow adequate publicity. Announce upcoming programs far enough in advance to attract attendees.
• Search for and recommend speakers and other relevant activities.
• Obtain speaker biographical information for introductions, etc. Introduce speaker to officers and other attendees during meetings or activities.
• Request assistance when necessary from the President and other organizational officers.
• Maintain the Vice-President’s notebook in an organized manner.

3. The Secretary shall be the custodian of the records and properties of the organization. The Secretary shall record the minutes of meetings of the Executive Committee and of the general meetings of the organization. The Secretary will also keep attendance records for the organization and publicize activities. Specifically, the Secretary will:

• Accurately record the minutes of all meetings in a timely manner.
• Maintain an up-to-date roster of all members (e.g., name, address, phone, email).
• Take attendance at all functions and prepare a summary chart each year.
• Write correspondence for the organization when required, including letters of appreciation to guest speakers.
• Work with the Vice-President and Treasurer to assist in auditing the travel/research applications and receipts.
• Work with the Vice-President to publicize events and meetings. Maintain the organization bulletin board.
• Maintain the Secretary’s Notebook in an organized manner.

4. The Treasurer shall manage the financial transactions of the organization in accordance with the rules of University of Missouri. The Treasurer shall render a written report of the financial condition of the organization at each general meeting, and an annual report after the completion of the academic year. Specifically, the Treasurer will:

• Prepare Treasurer’s reports to present at meetings. Prepare a summary annual report at the end of the year.
• Maintain the organization’s checking account using the ledger.
• Keep and organize receipts for all checks written. Make all deposits in a timely manner.
• Determine if there are any funds available from the University, the Student Governing Association, and Graduate Council and how to apply for funding.
• Work with Vice-President and Secretary in auditing the travel/research applications and receipts for reimbursements.
• Keep a record of all travel/research grant awards and keep the receipts.
5. The Outreach Coordinator / Social Chair shall be the liaison between the organization and community. The outreach coordinator will be responsible for overseeing aspects of volunteer participation, including member recruitment and scheduling; special event planning coordination and promotion; public relations development through community education, involvement, and support.
   - Research and bring to the organization volunteer opportunities
   - Establish relationships with volunteer programs
   - Plan, organize, and implement volunteer activities such as 4H, Adventures of Education, Food Bank and etc.
   - Organize the GSATAM social gathering parties.
   - Maintain attendance for the philanthropic, professional development and GSATAM social events.

6. The Labkit Production Coordinator shall serve as a manager for the labkit productions. The Labkit Coordinator will be responsible for scheduling and managing the sourcing of raw materials, manufacturing and delivery of the labkits by evenly distributing the responsibilities among the GSATAM members. The production coordinator will oversee the labkit production and will conduct quality checks to ensure minimum quality issues arises after the delivery.
   - Research Sourcing options to minimize the production cost
   - Work with the course instructor to determine the number of labkits to be produced
   - Supervise the Production of the labkits and try to eliminate quality defects.
   - Document and record sourcing details and prices.
   - Maintain operational notebook (total labor hours required for per operation)
   - Maintain an inventory log, with details of production batch and proof of sale.
   - Maintain an attendance log of Participants in lab kit assembly sessions.
   - To elect/nominate leaders for each labkit sessions.
   - Serve as a Sourcing assistant for the following semester to the new Labkit Production Coordinator.

7. The Faculty Advisor will be considered part of the Executive Committee. The Faculty Advisor’s duties will be to assist the Executive Committee and attend the organization’s functions. In order to serve as Faculty Advisor, the individual must be a faculty member in the Department of Textile and Apparel Management at the University of Missouri.

**Article VIII: Removal of Officers**
Section 1: Any member may make a motion for the removal of any officer providing that evidence is presented to support the removal. Grounds for removal include the inadequate fulfillment of duties or the violation of regulations described in the M-Book, University policies, or any federal, state, or local laws.
Section 2: A two-thirds vote by the membership is needed to remove an officer. Two-thirds of the active members must be present at the time of voting.

Section 3: An election for a new officer should be conducted at the next scheduled business meeting.

**Article IX: Advisor**

Section 1: The executive board shall nominate one faculty or staff member (at least 75% FTE) to serve as advisor.

Section 2: The active membership shall vote on accepting the advisor with the simple majority needed for acceptance.

Section 3: Two-thirds of the active members must be present at the time of voting.

**Article X: Amendments to the Constitution**

Section 1: Any member of the organization may present amendments to the Constitution at any regularly scheduled business meeting. After reading the current Constitution along with the proposed change, the change will be voted on. A four-fifths majority is necessary to pass the amendment. Two-thirds of the active membership must be present at the time of voting.

Section 2: Amendments to the Constitution must be submitted to and approved by the Coordinator for Student Organizations before they become effective.

**Article XI: Graduate Student Funding Policies**

Section 1: The organization's funds can be used to support the travel of graduate student members to professional meetings as follows:

- Funds will be used to partially fund members to attend the academic or professional conference or conferences of their choice one time during each academic year.

Specific policies and limitations are given in Appendix A.

Section 2: The organization's funds can also be used to support graduate student members for Thesis / Dissertation Research Purpose as follows:

- Funds will be used to partially fund members to facilitate thesis/dissertation research or research related to their major area.

Specific policies and limitations are given in Appendix B.
Appendix A

Graduate Student Association Textile and Apparel Management General Travel Grant

Graduate students in Apparel and Textiles will benefit from attending the annual meeting of the International Textile and Apparel Association (ITAA) or other conferences relevant to their scholarship interests. Networking at these meetings is particularly important during the last year of a student’s academic program when he/she is actively seeking employment.

Funds will be allocated for general travel grants each academic year (August) from the fund raising activity held by the organization the year previous. A reserve of $500 will held in the account beginning August 2012 to cover unexpected organization expenses. At least a $100 contribution will be made to the account each August at the Treasurer’s discretion.

The Graduate Student Association - Textile and Apparel Management shall pay partial travel expenses for each member to attend ITAA or one other conference once during each academic year. Eligible students must:

- Be an active member of the organization in good standing
- Participate in the fundraising activities that academic year

Students must submit the funding application* to the Vice-President by the following date each academic year:

- September 15th: For funding application to ITAA or other conferences relevant to scholarship interests during that academic year (August – December).
- March 15th: For funding application to ITAA or other conferences relevant to scholarship interests during that academic year (January – May).

The Executive Committee will meet to discuss the members’ requests and to determine the amount of support that should be given to each student. The amount of funding will depend upon 1) the level of involvement of the member in the organization’s activities, 2) the number of members who want to attend a conference in a given year, and 3) the amount of funds in the treasury. The general travel funding will be equally divided to all eligible members who apply by the deadline set forth. The Secretary will notify the students in writing regarding the amount of funding they will receive.

Students must pay for their travel expenses, give hotel and airline receipts to the Treasurer within 14 days of return, and then get a reimbursement check. The expenses that will be covered are limited to the travel expenses, lodging, meals and registration at the meeting. Each student must demonstrate that he/she will not receive more reimbursement money than was spent at the meeting (i.e., get reimbursed from more than one source for the same expense). This is a violation of University policy.
The Treasurer will keep a list of recipients which includes their name, the year, and the amount awarded. The receipts will be kept for 2 years.

*Note 1: The Graduate Student Association- Textile and Apparel Management General Travel funding application will be distributed to the members by the Vice-President.

Appendix B

Graduate Student Association Textile and Apparel Management General Research Grant

Funds will be allocated for general research grants each academic year (September and March) from the fund raising activity held by the organization the year previous. A reserve of $500 will held in the account beginning each year (August) to cover unexpected organization expenses.

The Graduate Student Association- Textile and Apparel Management shall pay partial research expenses for each member to cover their research expenses. A member can apply for GSA-TAM grants only once a year. Eligible students must:
- Be an active member of the organization in good standing
- Participate in the fundraising activities that academic year

Students must submit the funding application* to the Vice-President by the following date each academic year:
- September 15th: For funding application for research (thesis/dissertation) relevant to scholarship interests during that academic year (August – December).
- March 15th: For funding application to research (thesis/dissertation) relevant to scholarship interests during that academic year (January – May).

The Executive Committee will meet to discuss the members’ requests and to determine the amount of support that should be given to each student. The amount of funding will depend upon 1) the level of involvement of the member in the organization’s activities, 2) the number of members who want to attend a conference in a given year, and 3) the amount of funds in the treasury. The general research funding will be equally divided to all eligible members who apply by the deadline set forth. The Secretary will notify the students in writing regarding the amount of funding they will receive.

Students must submit the receipts of the expenses for their research to the Treasurer within 14 days of being awarded the research grant, and then get a reimbursement check. The expenses that will be covered are limited to the data collection which includes traveling expenses to collect data and hiring participants (advertisements for hiring participants and remunerations for participants) expenses. Each student must demonstrate that he/she will not receive more
reimbursement money than was spent at the research (i.e., get reimbursed from more than one source for the same expense). This is a violation of University policy.

The Treasurer will keep a list of recipients which includes their name, the year, and the amount awarded. The receipts will be kept for 2 years.

*Note 1: The Graduate Student Association- Textile and Apparel Management General Travel funding application will be distributed to the members by the Vice-President.

**Article XII: GSA-TAM Fund Reserves**

Section 1: *Unexpected Organization Expense Reserve*. An amount of $500 will at all times be kept as an Emergency Fund Reserve.

Section 2: *LabKit Sourcing*. An amount of $1000 will be kept as a reserve fund, to be used for sourcing raw materials for labkit production and/or developing new labkit assignments.

Section 3: *GSATAM Social Reserve*. An amount of $250 will be kept and used for organizing social events, and/or to fulfill other social, philanthropic needs of the association.

Section 4: GSATAM Research/Travel Fund. The profits from the labkits will be used as the GSATAM research/travel fund. The Vice-President and the Treasurer will be responsible for using this fund to support members in their research / travel needs.