Graduate Student Association of Textile and Apparel Management
Constitution
Updated: 9.12.19

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

Article II: Purpose
Section 1: The purpose of the Graduate Student Association of 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 Guidelines for Recognized Student Organizations, 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, national origin, ancestry, religion, sex, pregnancy, sexual orientation, gender identity, gender expression, age, disability, protected veteran status, and any other status protected by applicable state or federal law.

Article V: Membership Eligibility and Requirements
Section 1: Membership shall be open to any currently enrolled student or employee of the University.
- Membership shall be more geared towards currently enrolled graduate students in department of Textile and Apparel Management of the University.

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.

Section 4: A member might choose his/her level of engagement with the association. Based on the number of events and sessions attended every semester and throughout an academic year, there can be three types of membership, namely, a) non-active membership, b) active membership, and c) grant membership.

See appendix A for general membership requirements, appendix B for travel grant requirements, and appendix C 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 serve as President, one 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, Social Chair, 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, Social Chair, and Labkit 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: A minimum 2.2 GPA requirement for all officers and an enrollment for at least 6.0 credit hours through the University of Missouri are required.

Section 5: Newly elected officers should assume office from the Spring Semester. The elected officers will be in office for the period of January to December. After election the newly elected officers will assist and observe the outgoing officers.

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.

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. A decision of reimbursements will be finalized jointly by vice-president, treasurer and the secretary together.
- 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.
- 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 a database for alumni contacts, job application reference materials and syllabi of various courses (with members' reviews for internal use).
- Share the database access with all graduate students of the program.
- 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.
- Maintain the Treasurer's Notebook and records in an organized manner.

5. The 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.
- Organize various Professional Development events throughout an academic year.
- Maintain attendance for the philanthropic, professional development, and GSATAM social events.

6. The Labkit 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 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.
   - provide continuity with the history and tradition of previous years
   - Help the organization understand University policies and procedures
   - Arbitrate intra-group disputes
   - Keep the organization focused on its goals

Article VIII: Advisor
The organization must select one faculty or staff member (at least 75% FTE) to serve as advisor. The faculty advisor may be nominated or recommended by the department chair, but the nomination will need to be finally approved by the organization.

Article IX: Removal of Officers and Advisor
Section 1: Any member may make a motion for the removal of any officer or the Faculty Advisor providing that evidence is presented to support the removal. Grounds for removal include the inadequate fulfillment of aforementioned duties or the violation of regulations described in the Guidelines for Recognized Student Organizations, University policies or any federal, state or local laws. Grounds for removal apply to removal of both, an officer and a faculty advisor.

Section 2: A two-thirds vote by the membership is needed to remove an officer or the Faculty Advisor. Two-thirds of the active members must be present at the time of voting.

Section 3: The grounds, call for of motion, and voting decision for removal of a faculty advisor may be discussed with the department chair.

Section 4: An election for a new officer should be conducted at the next scheduled monthly meeting.

Section 5: An election procedure for new faculty advisor should begin immediate to the removal decision and finalized at the next scheduled monthly meeting.

Article X: Amendments to the Constitution
Section 1: Any member of the organization may present amendments to the Constitution at any regularly scheduled monthly 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 during each academic year.
- Members need to meet eligibility requirements (above and beyond Active-membership). Specific policies and limitations are given in Appendix B.

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.
- Members need to meet eligibility requirements (above and beyond Active-membership). Specific policies and limitations are given in Appendix C.

Section 3. An eligible member might apply for one or both the grants throughout an academic year (August till May). The eligible member will have the opportunity of applying each semester for travel/research grant from the association. The total offer amount of one or both grants will depend on the cap amount of funding to an eligible member and receipts of expenses.

Section 4. To encourage **Spring** admitted students to participate in the Association activities, they will be eligible receive _half_ Research and/or Travel Grant amounts. They will need to maintain a minimum level of participation in various events (Refer Appendix A for more details).

Section 5. For continuing members who are eligible for funding for the upcoming academic year, they may apply during the summer for an advanced payment of their eligible upcoming year

funding total for the ITAA conference. The advance may only be used for conference registration, visa, and/or transportation (air, train, bus, car rental) reservations and cannot exceed their available funding total. This does not replace the typical travel funding process. It should only be used in cases where the member is in a difficult situation that would otherwise prevent them from attending an important conference. The member who received advance funds is fully responsible for the costs covered if they decide not to attend the conference. Depending on the reason they ended up not attending, GSATAM may ask for a full refund of any funds provided.

Section 6. Students with full-time academic status and GSA-TAM membership (Grant/Active) who are granted (full/half) GSA-TAM funding, will be eligible for remaining travel/research funding to receive a no cost extension for up to one academic year as long as students maintain the full-time academic and active membership status in the upcoming year.

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. This emergency total comes from the original starting fund provided by ORG and is not allocated from any other income source.

Section 2: _LabKit Sourcing_. The sourcing costs from each year's labkit sales will be recuperated each year to cover future sourcing costs for labkit production and/or developing new labkit assignments. The labkit sourcing cost is determined as a flat amount per kit and updated every two years, by the Labkit Coordinator and the Treasurer, to reflect changes in costs.

Section3: _GSATAM Social Budget_. An amount of $500 will be kept and used for organizing social events, and/or to fulfill other social or philanthropic needs of the association for each academic year. This total will come out of labkit profits from each year. One half of the social budget, or $250, will also cover the costs of appetizers and reservations for the annual ITAA Alumni Gathering, as needed.

Section 4: _GSATAM Research/Travel Fund_. The profits from the labkits will be used as the GSATAM research/travel fund. The profit is considered the total price paid by the bookstore for spring, summer, and fall orders, with the sourcing costs and replenishment of the social budget deducted from it. This remaining balance will be divided by the number of eligible members for research or travel funding. The President and the Treasurer will be responsible for using this fund to support members in their research/travel needs.

Appendix A

Graduate Student Association Textile and Apparel Management Membership Eligibility and Requirements

<u>List of events:</u>
As a Graduate Student Association, we want to encourage the basic principle of promoting philanthropic activities, engage in activities across the campus, and still continue to support students. To achieve these successfully, every member needs to attend in a minimum number of events every semester and every academic year. The below indicates a list of all the events scheduled.

1. Lab-kits – The number of lab-kit sessions organized <u>every semester</u> will depend on order quantities received. Thus, every semester the Lab-kit coordinator will announce a tentative total number of sessions to be scheduled and a minimum number of required sessions. For full funding members are required to attend all lab kit sessions assigned by the Lab-kit coordinator. For half funding members must complete half of the total required lab kit sessions assigned by the Lab-kit coordinator.

2. Social events – A total of 3 social events will be planned <u>every semester</u>. The number of events might vary based on practical issues and will be likewise communicated to all members ahead of time. For full funding members must attend two social events throughout the academic year. For half funding members must attend one social event throughout the academic year. Social events include one faculty social. Only one faculty social can be counted towards attendance to help meet requirements.

3. Professional Development events– A total of 3 professional development events will be scheduled throughout <u>an academic year</u>. The number of events might change based on availability of similar opportunities from the college and the university. For full funding members are required to attend two professional development events within the year August – August. For half funding members are required to attend one professional development event within the year August – August.

4. Philanthropic events - A total of 3 philanthropic events will be scheduled throughout <u>an academic year</u>. The number of events might change based on availability of similar opportunities from the college and the university. For full funding members are required to attend two philanthropic events within the year August – August. For half funding members are required to attend one philanthropic event within the year August – August.

5. Meetings – <u>Each semester</u> will have 3 monthly meetings scheduled. For full funding members are required to attend five GSATAM meetings throughout the academic year. For half funding members are required to attend 3 GSATAM meetings throughout the academic year.

<u>Types of membership</u>:
Membership shall be open to any currently enrolled TAM graduate student of the University. A member might choose his/her level of engagement with the association. Based on the number

of events and sessions attended every semester and throughout an academic year, there can be three categories of membership. The below describes all three categories in increasing level of engagement:

   a) **Non-Active membership**: Members choose their own level of involvement within the association. There is no required number of events or sessions to be attended. Such members are not required to participate in lab kit assembly unless voluntarily. A non-active member will _not_ be eligible for travel/research grants.

   b) **Active membership**: Such members participate in selective events. Members who attended the minimum number of lab-kit sessions every semester, 2 out of 4 social events every semester, 2 out of 3 monthly meetings every semester, and 1 out of 3 professional development events throughout an academic year will be considered as active members. Such members are not required to attend any philanthropic events. An active member will be eligible for _half_ the amount of travel/research grants.

   c) **Grant membership**: This category will have a required level of member participation. Members will be needed to attend the minimum number of lab-kit sessions every semester, 3 out of 4 social events every semester, 2 out of 3 professional development events throughout an academic year, 2 out of 3 philanthropic events throughout an academic year, and 5 out of 6 monthly meetings throughout an academic year. Such members are eligible to receive research and/or travel grants after serving for an academic year.

Raffle Bonus: All members participating in more number of events beyond the grant-membership requirements, such as more lab-kit sessions, social events or similar, will be eligible for a lucky-draw to win a gift-card worth $50.

Spring students:

To encourage Spring admitted students participate in the association activities, they will be eligible for Non-Active, Active, or Grant membership. For Grant membership, such members will be needed to attend the minimum number of lab-kit sessions scheduled, 3 out of 4 social events, 1 professional development event, 1 philanthropic event, and 2 out of 3 monthly meetings that Spring semester. Spring members are eligible to receive _half_ Research and/or Travel Grant amounts. Such member will _not_ be eligible for the raffle.

Appendix B

Graduate Student Association Textile and Apparel Management General Travel Grant

Graduate students in Textiles and Apparel 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 from the fundraising activity held by the association the previous year. See Article XII, Section 4 for the procedure in calculating grant funding. 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 <u>partial</u> travel expenses for each member to attend ITAA or one other conference once during each academic year. Any expense that is borne to attend the conference is eligible for reimbursement. A member can apply for GSA-TAM grants twice a year (once each semester). Eligible students must:

- Be a Grant member (for full grant amount) or Active member (for half grant amount) of the organization in good standing
- Must have attended various events previous academic year as required (Refer to Appendix A for more details)

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

- October 15th: For funding application to ITAA or other conferences relevant to scholarship interests during that academic year.
- March 15th: For funding application to ITAA or other conferences relevant to scholarship interests during that academic year.

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, in the Finance Tracker. The receipts will be kept for 2 years.

*Note 1: The Graduate Student Association- Textile and Apparel Management General Travel funding application is available on the department program website as well as on the OrgSync GSA-TAM page.

Appendix C

Graduate Student Association Textile and Apparel Management General Research Grant

Funds will be allocated for general research grants each academic year (October and March) from the fundraising activity held by the organization the year previous. See Article XII, Section 4 for the procedure in calculating grant funding.

The Graduate Student Association- Textile and Apparel Management shall pay partial research expenses for each member to cover their research expenses Any expense that is borne to conduct a research is eligible for reimbursement. A member can apply for GSA-TAM grants twice a year (once each semester). Eligible students must:
- Be a Grant member (for full grant amount) or Active member (for half grant amount) of the organization in good standing
- Must have attended various events previous academic year as required (Refer to Appendix A for more details)

Students must submit the funding application* to the Vice-President by the following date each academic year:
- October 15th: For funding application for research relevant to scholarship interests during that academic year.
- March 15th: For funding application to research relevant to scholarship interests during that academic year.

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 fund 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, in the Finance Tracker. The receipts will be kept for 2 years.

*Note 1: The Graduate Student Association- Textile and Apparel Management General Research funding application is available on the department program website as well as on the OrgSync GSA-TAM page.