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PREFACE

As authorized by the Bylaws, ITAA Council has established policies and procedures for ITAA. Proposed policy amendments will be considered at regularly called meetings of Council. Under certain circumstances, policies may be approved by email or teleconference.

This handbook is intended to aid implementation of the Bylaws of ITAA by listing and explaining officially adopted practices, as well as procedures for administering and implementing policy. It contains only directives and statements of policy that have been officially adopted.

The ITAA Policy and Procedures Handbook is maintained by staff and the ITAA Council for reference by members of ITAA. Individual policies and procedures will be reviewed at the times specified in the manual to ensure that it remains current. Additions, deletions, and amendments to the handbook will be adopted at the annual or mid-year meetings each year, or as otherwise directed. The handbook will be distributed electronically on www.itaaonline.org. Hard copies will be distributed as needed to ITAA Council members.

Whereby a policy is a definite course of action or position adopted by a board of directors, or any other authorized voting body of the association and whereby a procedure is a set method of conducting and managing business.

All policies and procedures stem from the vision, mission and goals of ITAA which incorporates the following:

Our Mission
The International Textile and Apparel Association advances excellence in education, scholarship and innovation, and their global applications.

Our Vision
The International Textile and Apparel Association promotes the discovery, dissemination, and application of knowledge and is a primary resource for its members in strengthening leadership and service to society.
CHAPTER 1: ORGANIZATION, GOVERNANCE, and ADMINISTRATION

Name
The name of the association is the International Textile and Apparel Association.

About Us
ITAA is a professional association composed of scholars, educators, and students in the textile, apparel, and merchandising disciplines in higher education. ITAA welcomes professionals employed in those fields who wish to join with members of the Association in the pursuit of knowledge, interchange of ideas, and dissemination of knowledge through meetings, special events, and publications. The ITAA website was originally developed as part of a joint university project supported by a USDA Office of Higher Education Challenge Grant 98-38411-6564 entitled, “Establishment of a Fiber, Textiles, and Apparel Information Resource on the World Wide Web.” Companion sites developed under the original grant are incorporated here.

ITAA is a nonprofit, 501(c)(3) corporation incorporated in the state of Oklahoma, USA. The ITAA office may be reached by telephone at (865)992-1535.

Background and History
The International Textile and Apparel Association has its roots in the first half of the twentieth century. In 1935, the United States Office of Education cooperated with institutions of higher learning in studying the curricula. Because of these curricula studies, meetings of textile and clothing professors have been held annually in at least one of these three geographic regions of the U.S. since 1944.

The first national meeting of textile and clothing professors, planned by a committee representing three geographic regions, was held in Madison, Wisconsin in June, 1959. A National Steering Committee was chosen to coordinate the work of the three regions, encourage means of strengthening college teaching, and develop future plans.

The purpose of the National Steering Committee, composed of delegates from the three regions, was to develop guidelines for operation and membership eligibility. Interregional conferences and seminars sponsored a second meeting in 1968; the National Steering Committee was empowered to write a constitution for the organization. This was accepted in 1970 by the three regions who voted to become affiliates of the national group. The organization was incorporated in 1979 and became the Association of College Professors of Textiles and Clothing, Inc. (ACPTC).

In 1983, a Futures Committee was appointed to investigate and discuss the philosophical foundation of the field and potential courses of action for the organization. Member input was sought through sub-regional meetings in each region. In 1985, officers and regional representatives processed member input at a retreat in Milledgeville, Georgia, which led to a restatement of the purpose of ACPTC. In 1988, the organization was restructured into a national unit with annual national meetings. The name was changed to International Textiles and Apparel Association in 1991 to reflect its global perspective and growing international membership.
Established in 1995, ITAA MetaGoals are a set of core competencies for voluntary use by member institutions to assist curriculum planning and review. Goals were revised in 2006-07. A regular five-year review schedule begins in 2024. More details about the MetaGoals can be found in Appendix E.

**Governing Documents**

**Bylaws of the International Textile and Apparel Association (Revised January 2019)**

**Article I. NAME**
The name of this non-profit organization shall be the International Textile and Apparel Association, Inc., hereinafter referred to as ITAA.

**Article II. PURPOSE**
The ITAA is formed for educational, scientific and creative purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code.

**Article III. GOVERNING BODY**

**Section 1.** The governing body of ITAA shall be the ITAA Executive Council consisting of elected officers and the executive director (ex officio). A simple majority of voting members of the ITAA Executive Council shall constitute a quorum.

**Section 2.** The Executive Council, consisting of elected officers, shall have authority to act on matters requiring action between scheduled meetings of the full Council. The executive director is a non-voting ex officio member of the Executive Council. The president may invite others to meet with the Council as necessary.

**Section 3.** The Executive Council may conduct business provided all Vice Presidents are present or represented by proxy. The president may appoint the proxy if the Vice President has failed to do so.

**Section 4.** The Executive Council shall be the policy making body of ITAA. The ITAA Board, comprised of the Executive Council plus appointed committee chairs, meeting coordinators, and editors of ITAA publications, shall be the primary body for consultation and dialogue, providing a network for communication across committees and through the appropriate Vice Presidents. The Executive Council shall:

a) Manage the business of ITAA and consult with the Board and refer to the members at the annual conference such matters as it deems desirable and as required by the Bylaws.

b) Study and adopt an annual budget submitted by the treasurer, in consultation with the Board.

c) Authorize the audit of the financial records every third year.

d) Study and adopt an annual program of work submitted by the president-elect and the Vice Presidents, in consultation with the Board.

e) Approve date and place for annual meetings and cancel meetings in the event of an emergency.

f) Approve standing committees and appoint ad hoc committees as needed.
g) Appoint official representatives of ITAA to other organizations as needed.

h) Cooperate with other organizations through such activities as appointment of members to joint committees and approval of joint sponsorship of events.

i) Adopt resolutions as needed, in consultation with the Board and in response to proposals from members.

j) Approve revision of the Bylaws before proposals are presented to members for adoption.

k) Meet a minimum of twice annually. The Council may be convened by the president or at the written request of one half of its members. The Board will meet a minimum of once annually. The Board may be convened by the president or at the written request of one half of its members.

Section 5. Reports and proposals (i.e., action items) of program coordinators, committee chairs, editors, the executive director, and officers, shall be submitted to the appropriate Vice President and Council twice a year.

Section 6. No program coordinator, committee chair, editor, executive director, or officer shall incur any expenses to ITAA except that budgeted and/or approved by the president and finance committee.

Article IV. OFFICERS

Section 1. The officers of ITAA shall be active members and shall consist of a President, a President-Elect, a Counselor, a Vice President of Planning, a Vice President of Scholarship, a Vice President of Conferences, a Vice President of Education, a Vice President of Publications, a Vice President of Operations, a Secretary and a Treasurer. The term of office shall be January 1 to December 31.

Section 2. Election of ITAA officers shall be held annually. Ballots shall be distributed by April 1 to all active and emeritus members by the executive director. Members shall have 30 days to vote. Elections shall be determined by a plurality of votes cast.

Section 3. The President shall serve a one-year term of office after having served the previous year as President-Elect and shall serve as counselor the following year. The President shall give general supervision and leadership to organizational policies and programs. The President shall preside at the annual meeting of the membership and all meetings of the Executive Council and Board.

Section 4. The President-Elect shall be elected annually. If a vacancy occurs in the office of President-Elect, a replacement shall be selected by the ITAA Executive Council. Only current or former members of the ITAA Executive Council shall be eligible for the office of President-Elect. The President-Elect shall fill an unexpired term of President if needed, assist the President in the execution of his/her responsibilities, and perform the duties of President when necessary. The President-Elect shall prepare a program of work and oversee the appointment of committee chairs by the appropriate Vice Presidents.

Section 5. The Counselor shall serve a one-year term of office immediately following a term as President. In case of a vacancy in the office of Counselor, the previous past president shall fill the unexpired term. The Counselor shall provide counsel to the President, Executive Council, and Board, and serve as chair of the nominations committee.
Section 6. The Vice President of Planning shall be elected for one term of three years, with an election to take place consistent with a rotation schedule established by the Council. Serving a second term is possible, but not consecutively. Current or former members of the ITAA Board or the ITAA Council shall be eligible for the office of Vice President of Planning. The Vice President of Planning shall oversee committees and activities as determined by Council and described in Policies and Procedures developed by Council.

Section 7. The Vice President of Scholarship shall be elected for one term of three years, with an election to take place consistent with a rotation schedule established by the Council. Serving a second term is possible, but not consecutively. Current or former members of the ITAA Board or the ITAA Council shall be eligible for the office of Vice President of Scholarship. The Vice President of Scholarship shall assume responsibility for committees and activities as determined by Council and described in Policies and Procedures developed by Council.

Section 8. The Vice President of Education shall be elected for one term of three years, with an election to take place consistent with a rotation schedule established by the Council. Serving a second term is possible, but not consecutively. Current or former members of the ITAA Board or the ITAA Council shall be eligible for the office of Vice President of Education. The Vice President of Education will assume responsibility for committees and activities as determined by Council and described in Policies and Procedures developed by Council.

Section 9. The Vice President of Publications shall be elected for one term of three years, with an election to take place consistent with a rotation schedule established by the Council. Serving a second term is possible, but not consecutively. Current or former members of the ITAA Board or the ITAA Council shall be eligible for the office of Vice President of Publications. The Vice President of Publications shall be responsible for committees and activities as determined by Council and described in Policies and Procedures developed by Council.

Section 10. The Vice President of Operations shall be elected for one term of three years, with an election to take place consistent with a rotation schedule established by the Council. Serving a second term is possible, but not consecutively. Current or former members of the ITAA Board or the ITAA Council shall be eligible for the office of Vice President of Operations. The Vice President of Operations shall oversee committees and activities as determined by Council and described in Policies and Procedures developed by Council.

Section 11. The Vice President of Conferences shall be elected for one term of three years, with an election to take place consistent with a rotation schedule established by the Council. Serving a second term is possible, but not consecutively. Current or former members of the ITAA Board or the ITAA Council shall be eligible for the office of Vice President of Conferences. The Vice President of Conferences shall assume responsibility for committees and activities as determined by Council and described in Policies and Procedures developed by Council.

Section 12. The Secretary shall be elected for a term of three years. Current or former members of the ITAA Board or the ITAA Council shall be eligible for the office of Secretary. The Secretary shall assume the responsibility for recording and distributing the minutes of all business, Executive Council and Board meetings in cooperation with the Executive Director and the President.

Section 13. The Treasurer shall be elected for a term of three years. The treasurer may serve consecutive terms. Current or former members of the ITAA Board or the ITAA Council shall be eligible for the office of Treasurer. The Treasurer shall assume responsibility for all fiscal matters, as directed by the Executive Council, and shall serve as chair of the Finance Committee.
The treasurer shall present a proposed annual budget, including publications, to the Finance Committee for review, and, subsequently, to the Executive Council for approval at the mid-year meeting, and render a report to the membership in an ITAA newsletter. Financial records will be reviewed and a compilation or audit completed and submitted to the Executive Council every third year, if the current Treasurer completes service or is reelected.

**Section 14.** The ITAA President shall appoint an eligible member to fill an unexpired term on the Executive Council in case of vacancy.

**Article V. EXECUTIVE DIRECTOR**

**Section 1.** The Executive Director is a non-voting ex officio member of the ITAA Executive Council and Board. Responsibilities are defined in the Handbook for support and continuity of the ITAA organization.

**Article VI. STANDING AND AD HOC COMMITTEES**

**Section 1.** All standing committees are formed with approval by ITAA Council and shall be composed of a minimum of three members. Each committee shall delineate a recommended number of members necessary to adequately address unique workload and representational needs. A committee member shall serve a minimum of one year from January 1 to December 31. However, each committee shall specify a membership term length appropriate for its activities. Standing committee chairs may not chair more than one committee at a time. The President shall be an ex officio member of all committees, except the finance and nomination committees. All standing committees report to designated Council members.

**Section 2. Ad Hoc Committees** Ad hoc committees may be appointed by the President as deemed necessary to address emerging issues beyond the scope of standing committees or the Council. Ad hoc committees shall report to the President-Elect, Counselor, or to an appropriate Vice President as determined by the ITAA Council.

**Article VII. MEMBERSHIP, DUES AND PRIVILEGES**

**Section 1.** Membership in ITAA shall be based on a January 1 through December 31 membership year and coincides with the fiscal year.

**Section 2.** Membership shall consist of nine categories: active, emeritus, reserve, honorary, graduate student, undergraduate student, associate, corporate and fellow.

a) **An active member** shall meet the following criteria:

1. A bachelor’s and/or advanced degree from an accredited college or university with a specialization in textiles and clothing or a discipline (e.g., sociology) related to textiles and clothing. Special cases shall be evaluated by membership committee.

2. An appointment in resident instruction and/or research and/or administration and/or extension as a state specialist in textiles and/or clothing in an accredited college or university.

b) **An emeritus member** shall be a person who is retired and has a minimum of seven (7) years of ITAA membership in the active category.
c) A **reserve member** shall meet the criterion as defined in Article VII, Section 2 a (1) and shall have been affiliated with the faculty of a college or university but does not currently meet the requirements of criterion (2).

d) An **honorary member** shall be a non-ITAA member or an associate member whom ITAA desires to honor for significant contributions to the field of textiles and clothing. Honorary memberships are awarded in accordance with criteria and procedures established by the Board.

e) A **graduate student** member shall be in residence at an accredited college or university in a program with a specialization in textiles and clothing or a discipline related to textiles and clothing.

f) An **undergraduate student** member shall be enrolled in an undergraduate program at an accredited college or university, or post-secondary design school.

g) An **associate member** shall be a person interested in strengthening and expanding education and research in the field of textiles and clothing.

h) A **corporate member** shall be any corporation, industrial organization, institution, or business with a direct interest in strengthening and expanding education and research in the field of textiles and clothing.

i) A **fellow** shall be an active, reserve or emeritus ITAA member whom ITAA desires to honor for exceptional service within ITAA and/or significant contributions to the field of textiles and clothing. Fellow memberships are awarded in accordance with criteria and procedures established by the Council.

**Section 3.** Dues for members shall be as follows:

a) Professional members shall pay annual dues as set by the Council based on projected operating expenses.

b) Graduate students, undergraduate students, and emeritus members shall pay reduced annual dues as set by the Council based on projected operating expenses.

c) Honorary members shall pay no dues.

d) Corporate members shall pay dues as set by the Council.

e) Members who are fellows shall pay dues as set by the Council for the membership category for which they are eligible.

**Section 4.** Registration fees shall be paid for meetings sponsored by ITAA.

a) The conference committee shall establish fees for ITAA meetings for various membership categories based on current costs.

b) Members and nonmembers registering for part-time attendance may pay a pro-rated fee established by the conference committee.

**Section 5.** Membership privileges shall be as follows:

a) Professional members

   1) Receipt of a copy of the ITAA official publications upon payment of dues for the current membership year (January 1 through December 31).
2) Participation in the business of ITAA with full voting privileges.
3) Eligibility to hold elective office as described in Article IV.

b) Emeritus members
1) Receipt of a copy of the ITAA official publications upon payment of dues for the current membership year (January 1 through December 31).
2) Participation in the business of ITAA with full voting privileges.

c) Graduate student, honorary and corporate members
1) Receipt of a copy of the official ITAA publications upon payment of dues for the current membership year (honorary members do not pay dues). The membership year is January 1 through December 31.
2) Such privileges as may be established by ITAA.

d) Undergraduate student members
1) Registration at annual conference at a reduced rate (same as graduate student rates).
2) Eligible to apply for scholarship awards given by ITAA to undergraduate students.
3) Eligible to submit design entries and papers for undergraduate paper submissions.
4) Entry to members-only areas of ITAA website, including online access to ITAA’s newsletter.
5) Such other privileges as may be established by ITAA.

e) Membership privileges of fellows shall be those granted to the membership category for which they are eligible and paying dues.

Article VIII. MEETINGS, WORKSHOPS, AND OTHER
Section 1. An annual meeting shall be held at a time and place to be determined by the Council.

Section 2. Workshops and other events may be held as arranged by the Vice President of Scholarship.

Article IX. PUBLICATIONS
The official publications of the Association shall include the ITAA Newsletter, the ITAA Proceedings, the Clothing and Textiles Research Journal. Other publications may be approved by the Council.

Article X. FISCAL YEAR
The fiscal year for ITAA shall be from January 1 to December 31.

Article XI. PARLIAMENTARY AUTHORITY
Business shall be conducted per Robert’s Rules of Order Revised.

Article XII. AMENDMENTS
Section 1. The Bylaws may be amended by action of the Council and approval by two-thirds of the members who vote. Members shall have a maximum of 30 days after the ballot has been transmitted to consider the alternatives. Member votes may be submitted in writing by postal
or by electronic means. If electronic voting is used, individual members may request a printed ballot.

Section 2. Approved amendments shall become effective in a minimum of 30 days after the date posted for closing of the balloting process.

Article XIII. DISSOLUTION
In the event of dissolution or termination of the Association, the Council shall, after the payment of all the liabilities of the Association, dispose of all of the assets of the Association exclusively for the objectives of the Association, in such manner, or to such organization or organizations organized exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization or organizations under Section 501 (c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law) as the Board shall determine.

Any of such assets not so disposed of shall be disposed of by the court of proper jurisdiction and exclusively for such purposes or to such organization or organizations as said court shall determine which are organized and operated exclusively for such purposes.

Article XIV. TAX EXEMPT STATUS
Section 1. The Association is non-stock and non-profit. No part of the net earnings of the Association shall inure to the benefit of, or be distributable to, its directors, officers, or other private persons, except that the Association shall be authorized or empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the objectives set forth in Article Three of the Articles of Incorporation. No substantial part of the activities of the Association shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Association shall not participate in, or intervene in, any political campaign on behalf of any candidate for public office. Notwithstanding any of the provisions in the Articles of Incorporation, the Association shall not carry on any other activities not permitted to be carried on by a corporation exempt from federal income tax under Section 501 (c) (3) of the Internal Revenue Code of 1954 (or the corresponding provisions of any future United States Internal Revenue Law).

Section 2. If in any one year the Association is found to be a private foundation, then and in that event, its income for each such taxable year shall be distributed at such time and in such manner as not to subject the foundation to tax under Section 4942 or the Internal Revenue Code, and the foundation shall not engage in any act of self-dealing (as defined in Section 4943 (c) of the Internal Revenue Code), and shall not make any investments in such manner as to subject the foundation to tax under Section 4944 of the Internal Revenue Code, and shall not make any taxable expenditures (as defined in Section 4945 (d) of the Internal Revenue Code).

Article XV. Amendment by Council
Section 1. Council may amend these Bylaws by majority vote of Council or the Members, if any amendments that material and adversely affect the rights of members must be approved by the members.

Distribution of Records Guideline
At the end of term of office send all pertinent documents (digital and/or hard-copy) to the ITAA Executive Director for his/her records and to your successor; copy this correspondence to the incoming President. The ITAA Executive Director sends archival materials to Iowa State University where ITAA history and archives are held. The comprehensive Archival of Retention of ITAA Records Policy can be found in Appendix G.

**Archival of Records and Recordkeeping (Archives)**

ITAA shall keep all required records including, but not limited to, Minutes of Council, Board and Membership meetings, Financial and Audit records, records of current members, roster (located in Appendix A) of Council Members, and faculty and student award winners. These records are made available online. ITAA archives records that are older than 5 years will be sent to Iowa State University for Archival by the Executive Director of ITAA. Members shall have the right of inspection thereof as required under the law.

The International Textiles and Apparel Association grew out of efforts by institutions of higher learning and the United States Office of Education to reassess college curricula in home economics during the 1940s. The ITAA leadership determined that the history of the development of the organization as documented in its letters between officers, proceedings from meetings, records of committee work, annual meeting materials, and all the other items that form the documentary record of the Association needed to be preserved.

The decision was made to place the history of the organization as documented by these materials in the Special Collections Department of the Iowa State University (ISU) Library. ITAA (or rather its predecessor regional organizations- Association of College Professors of Textiles and Clothing) started sending ISU their records beginning in 1987.

It is the policy of ITAA that inactive files of permanent value be transferred to the Iowa State University archives of the organization every three years by the ITAA archivist. These documents can be sent in electronic format. (Electronic files can be sent as attachments, which the librarians will print out and add to the collection in paper format. If there are more than just a few files to be sent, the files should be burned to a CD and the CD sent. The librarians will print the files from the CD and retain the CD.) The General Guidelines for Retention can be found in Appendix G.

**ITAA Code of Ethics**

As a nonprofit organization at the forefront of education, research, creative scholarship, innovation, and their global applications in the textiles, apparel, and merchandising disciplines, ITAA’s policy is to uphold the highest legal, ethical, and moral standards. Our reputation for integrity and excellence requires the careful observance of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

The International Textile and Apparel Association will comply with all applicable laws and regulations and expects its Executive Director, Council, and board to:

- Conduct business of the organization in accordance with the letter and spirit of all relevant laws.
- Refrain from any illegal, dishonest, or unethical conduct.
Govern our organization with integrity and accountability by incorporating sustainable practices – financially, philosophically, socially, and environmentally.

- Act in a professional, transparent, businesslike manner.
- Treat others with respect.

In addition, the International Textile and Apparel Association (ITAA) believes strongly that its members must uphold the highest standards of ethical, professional behavior, and to:

- Act in such a manner as to promote learning and growth and enhance personal and professional honor, integrity, and dignity of the profession.
- Value diversity, inclusiveness, sensitivity, and accessibility.
- Engage in carrying out ITAA’s mission in a professional manner.
- Build alliances and collaborate with other professionals in carrying out ITAA’s mission.
- Build professional reputations on the merit of individual and collective accomplishments and refrain from competing unfairly with others.
- Hold paramount the safety, health, and welfare of the public in the performance of professional duties.

**Standing Committees**

The following standing committees report to Council.

- Bylaws Review Committee
- Nominating Committee
- Finance Committee

The following standing committees report to Vice President of Conferences.

- Annual Meeting Coordinators Committee
- Conferences Coordinating Committee
- Design Exhibition Committee

The following standing committees report to Vice President of Education.

- Administration Leadership Committee
- Curricular Development and Review Committee
- Education Coordinating Committee
- Graduate Education Committee
- Teaching Innovation and Resources Committee

The following standing committees report to Vice President of Operations.

- Design Awards Committee
- Faculty Fellowships and Awards Committee
- Membership Committee
- Public Relations Committee
- Student Fellowships and Awards Committee
The following standing committees report to Vice President of Planning.
- Culture and Industry Learning Tours Committee
- External Relations Committee
- International Relations Committee
- Philosophical Mission Committee
- Strategic Planning Committee

The following standing committees report to Vice President of Publications.
- Publications Policies Committee
- Social Media Marketing Committee

The following standing committees report to Vice President of Scholarship.
- Conference Abstract and Paper Review Committee
- Design Education and Scholarship Committee
- Design Review Committee
- Scholarship Coordinating Committee

Generally, a three-year term on each committee is desirable (except when this would conflict with relevant Bylaws, e.g., Nominating Committee). A rotation system is recommended such that approximately one-third of the committee is comprised of individuals in their first year of service with the balance in their second and third years of service. The committee chair is appointed for a one-year term as chair (but current practice indicates a two-year term to be optimal) and has previous service on the committee (i.e., from the second or third year group). Each Vice President will communicate (in writing) to committee members the effective dates of the individual committee member’s tenure.

**Governance Structure**

The governing body of ITAA is the ITAA Executive Council consisting of elected officers, the graduate student liaison (ex officio) and the executive director (ex officio). A simple majority of voting members of the ITAA Executive Council constitutes a quorum. Elected officers include: President, President-Elect, Counselor, Secretary, Treasurer, Vice President of Planning, Vice President of Scholarship, Vice President of Conferences, Vice President of Education, Vice President of Operation, and Vice President of Publications. In addition, there is a Graduate Student Liaison who has non-voting status. A roster and rotation schedule of Council members can be found in Appendix A.

**Organizational Chart**

The Organizational Chart of ITAA can be found in Appendix A or at [www.itaaonline.org](http://www.itaaonline.org) under About Us.

**Investment Policies and Responsibilities**

The Investment Policy and Guidelines have been adopted by the Executive Council of the International Textile and Apparel Association (ITAA) for the investment of assets held by the association. It is expected that ITAA assets will support a designated portion of ITAA operations and activities each year, as guided by the ITAA Strategic Plan.
The ITAA Executive Council has delegated supervisory authority over its financial affairs to the ITAA Finance Committee. The ITAA Finance Committee is responsible for reviewing policies and regularly reporting on investments to the ITAA Executive Council which holds ultimate fiduciary responsibility for the organization.

**Investment Philosophy**

The investment philosophy of the ITAA is summarized as follows:

- Preserve investment assets of ITAA to further its mission and purposes as set forth in the Strategic Plan.
- Strive for consistent absolute returns.
- Preserve purchasing power by striving for long-term returns that either match or exceed the payout, fees and inflation.
- Earn the highest possible returns, given the risk tolerance established by the ITAA Finance Committee and/or ITAA Executive Council, to provide for operating and capital expenditures.

The ITAA Finance Committee will consist of the ITAA Treasurer (Chair), ITAA President, ITAA President-Elect, ITAA Counselor, and the ITAA Executive Director (non-voting). The ITAA Finance Committee is charged with the responsibility of managing association assets in accordance with each Fund’s purpose and guidelines, as defined below. The role of the Finance Committee is supervisory. The Finance Committee may delegate to the Executive Director and/or Investment Advisor full authority to make all investment decisions for the assets placed under its jurisdiction, while adhering to general guidelines established by the Finance Committee. The primary roles of the Finance Committee are:

- Establish investment policies and objectives and performance goals.
- Identify appropriate asset allocation guidelines.
- Review the results of the funds on a regular basis.
- When deemed appropriate or necessary, the Finance Committee may select, monitor and, if necessary, recommend hiring and/or replacement of an Investment Adviser. If a new or replacement Investment Adviser is needed, the President and Treasurer, in consultation with the Finance Committee will recommend the hiring of an Investment Adviser, subject to the approval of the Executive Council.

**Investment Funds and Strategies**

For managing the association’s assets and to optimize investment returns within acceptable risk parameters, the assets will be held in three types of investment funds. The three investment funds shall be the Operating Fund, the Contingency Fund and the Long-Term Fund. The association may also have Restricted Funds, which will be managed as part of any of these three Funds or held in separate accounts. Restricted Funds will be managed per their respective guidelines.

To achieve its objectives, ITAA will diversify its assets to ensure that adverse results from one investment type will not have an unduly detrimental effect on the entire portfolio. Investments will be diversified across investment types and by industry sectors.

**Operating Fund**

The purpose of the Operating Fund is to provide sufficient cash to meet the financial obligations of the ITAA in a timely manner. The amount of funds held in the Operating Fund should not exceed six months of working capital required for the operation of the association.
Asset classes considered appropriate for investment of Operating Fund assets are:
- Interest-bearing checking accounts in federally insured banks and savings and loan institutions.
- Money Market Funds.
- Federally-Insured Certificates of Deposit, not to exceed $100,000 per federally insured institution.

**Contingency Fund**

The purpose of the Contingency Fund is to meet the expenses occurring as the result of budgeted activities, as well as unanticipated activities, to improve the return on funds held for expenditures over the next one to three years, and to manage investment risk. The Finance Committee will establish the dollar amount to be placed in the Contingency Fund. In general, the amount of funds held in the Contingency and Operating Funds together should be equal to or exceed twelve months of working capital normally required for the operation of the association.

Asset classes considered appropriate for investment of Contingency Fund assets are:
- Federally-Insured Certificates of Deposit, not to exceed $100,000 per federally insured institution.
- Money Market Funds.
- Mutual funds with at least AA credit quality, short duration laddered bonds.

**Long-Term Fund**

The purpose of the Long-Term Fund is to provide capital appreciation plus income as a basis to increase ITAA assets to at least offset the effects of inflation and, when necessary, to augment the Operating and Contingency Funds in support of ITAA projects and activities. Long-Term Fund assets are those that exceed the amounts required for the Operating and Contingency Funds. Whenever possible, use of these assets should avoid spending any part of this Fund’s principle. In general, no more than 5% of the total Long Term Fund should be paid out in any given year. Executive Council approval is required to expend any part of the Long-Term Fund’s principal.

Asset classes and ranges considered appropriate for investment of Long Term Fund assets are:
- **Equities.** Stock-based mutual funds conforming to the policy guidelines may be used to implement the investment program.
- **Bonds.** Bonds or mutual funds conforming to the policy guidelines may be used to implement the investment program.
- **Certificates of Deposit or Money Market Funds.**

In general, Long-Term Fund assets should be invested and maintained at no more than approximately 65% equities (stock-based mutual funds) and 35% fixed income (primarily bonds and bond-based mutual funds, plus money market funds, certificates of deposit and cash), plus or minus 15% depending upon market conditions.

**Fund Performance**

Long-Term Fund performance results will be monitored against absolute and relative return objectives at least annually. Results will be reviewed over a rolling four-year period. Equity and fixed income returns shall be evaluated with reference to appropriate benchmarks (relevant peer groups) over a given market cycle as established by the Investment Adviser, in consultation with the Finance Committee.
Annual Review of Funds

These guidelines will be reviewed by the ITAA Finance Committee at least annually. Exceptions to these guidelines may be made any time with the recommendation of the ITAA Finance Committee and approval of the ITAA Executive Council.

Council Travel Reimbursement

Council members are reimbursed for travel that pertains to required ITAA business including Spring Council meeting and the hotel for extra nights required to attend annual conference Council meetings. The Travel Reimbursement Guidelines and Expense Reimbursement Forms can be found in Appendix C.
CHAPTER 2: MEMBERSHIP

Membership Classifications

Members in ITAA shall consist of six categories: professional, emeritus, honorary, graduate student, undergraduate student, and corporate.

a) A professional member shall meet the following criteria:

1. A bachelor’s and/or advanced degree from an accredited college or university with a specialization in textiles and clothing or a discipline (e.g., sociology) related to textiles and clothing.
2. A current or former appointment in resident instruction and/or research and/or administration and/or extension as a state specialist in textiles and/or clothing in an accredited college or university.
3. If criteria #1 and #2 above are not met, a person interested in strengthening and expanding education and research in the field of textiles and clothing may be considered for membership by the membership committee.

b) An emeritus member shall be a person who is retired and has a minimum of seven (7) years of ITAA membership in the active category.

c) An honorary member shall be a non-ITAA member whom ITAA desires to honor for significant contributions to the field of textiles and clothing. Honorary memberships are awarded in accordance with criteria and procedures established by the Board.

d) A graduate student member shall be in residence at an accredited college or university in a program with a specialization in textiles and clothing or a discipline related to textiles and clothing.

e) An undergraduate student member shall be enrolled in an undergraduate program at an accredited college or university, or post-secondary design school.

f) A corporate member shall be any corporation, industrial organization, institution, or business with a direct interest in strengthening and expanding education and research in the field of textiles and clothing.

Membership Dues

Dues for members are as follows:

- Professional members pay annual dues as set by the Council based on projected operating expenses.
- Graduate students, undergraduate students, and emeritus members pay reduced
annual dues as set by the Council based on projected operating expenses.

- Honorary members pay no dues.
- Corporate members pay dues as set by the Council.
- Fellows pay dues at the rate for which they would otherwise qualify.

**Honorary Members**

Defined: *ITAA* honors individuals who have provided service, inspiration, and support to *ITAA*. Honorary membership is the highest honor *ITAA* can bestow on those outside the membership.

1. Guidelines for nominating honorary members can be found at www.itaaonline.org.
2. List honorary members can be found at www.itaaonline.org.
CHAPTER 3: BALLOTING AND VOTING

Election of ITAA officers is held annually. Ballots are distributed by electronic means (mail may be requested). Candidates are presented to the membership in the April newsletter. When the April newsletter is released, the Executive Director sends an email blast to voting members for electronic voting. Voting continues for 30 days after posting of the April Newsletter and dissemination of the electronic ballot. If a member requests a mail ballot, the ballot will be mailed on the day of April Newsletter release and members will have 30 days to return ballots to the Executive Office. Council members serve based on the rotation schedule found in Appendix A.

Elections are determined by a plurality of votes cast. All Bylaws changes must be ratified by vote of the membership. When possible, the vote on Bylaws changes will occur simultaneously with officer elections.

The Executive Director prepares the ballot for the voting process and reports the results to the President. The President will declare the results of the vote to the Council, and the results will be announced in the May Newsletter.

Proxy
The Executive Council may conduct business provided all Vice Presidents are present or represented by proxy. The President may appoint the proxy if the Vice President has failed to do so.

Nominating Committee Guidelines
The nominating committee consists of the President, President-Elect, Counselor (i.e. titles held at the time of the annual conference), a past president not current serving on Council in another capacity, and two at-large members elected by the membership. The committee is chaired by the Counselor. Each member serves a one-year term. Under the direction of the chair, committee members identify and nominate a slate of potential candidates for open ITAA Council positions for the upcoming year. The goal is to secure at least two candidates per position. All candidates must be vetted by the committee chair and Executive Director to ensure they meet the criteria for eligibility to Council (i.e., having served as chair of a committee).

By January 1, the committee presents a slate of officers for membership vote. The Executive Director prepares the ballot by March 20 and distributes to the membership by April 5. Bylaws require 30 days’ turnaround. The ITAA Office count ballots and forward results to Counselor for verification of count by June 1. Results are confirmed by Counselor. For a detailed description of duties for the Nominating Committee, please see the Nominating Committee Guidelines in Chapter 5.
CHAPTER 4: OFFICERS & DUTIES

Officers of ITAA must be members. Officers include President, President-Elect, Counselor, Secretary, Treasurer, Vice President of Planning, Vice President of Scholarship, Vice President of Conferences, Vice President of Education, Vice President of Publications, Vice President of Operations, Graduate Student Liaison (ex officio) and the Executive Director (ex officio). Each officer serves as a member of the Executive Council and the Board.

Term of office is from January 1 – December 31. Election of officers are held annually by electronic vote as outlined in the Bylaws. Council members are expected to read and understand the Bylaws of ITAA as they are distinguished from the Common Practice and Policies adopted by ITAA (the Handbook). Substantive changes in the Bylaws require vote of the membership.

Each Council member compiles a bi-annual packet of reports consisting of the Council Member Reporting form, followed by Committee Reporting Forms from each of their committee chairs. These forms can be found in Appendix B and at ITAAonline.org under Resources. The reports/forms are prepared and disseminated electronically to Council members prior to the Mid-Year and the Annual meetings. In such cases where the reports are not disseminated in a timely manner, the Council member must bring hard copies of the reports for each Council member to the meeting.

Council members are expected to attend all mid-year and annual Council meetings during their tenure the meetings should be attended in full, in person or via appropriate electronic linkage. Barring exceptional circumstances, a Council member who misses more than one meeting will step down their duties, or the President will remove them from their duties. The President will then appoint a person to replace the Council member for the remainder of his or her term.

Per ITAA policy, a member can only chair one committee at a time.

At the end of each Council member and committee chair’s tenure, records are distributed per the Distribution of Records Guidelines:

**Distribution of Records Guideline**

> At the end of term of office send all pertinent documents (digital and/or hard-copy) to the ITAA Executive Director for his/her records and to your successor; copy this correspondence to the incoming President. The ITAA Executive Director sends archival materials to Iowa State University where ITAA history and archives are held. The Archival or Records Policy can be found in Appendix G.

Council members and committee chairs are encouraged to submit newsletter articles to the Newsletter Editor per the Newsletter Timeline and/or suggestions from the Newsletter Editor. The Newsletter Timeline can be found in Appendix G. Additional newsletter articles or special topics should be submitted when timely information to members is necessary.
Chapter 4 Officers and Duties

Following is a description of role, list of duties, responsibilities, and activities of Council and Committees:

President

The President serves a one year term of office after having served the previous year as President-Elect and serves as Counselor the following year. The President gives general supervision and leadership to organizational policies and programs. The President presides over the annual meeting and all meetings of the Executive Council and Board. The President serves as a member of the Finance Committee, Nominating Committee and ex-officio member on all other ITAA committees.

Responsibilities:

- Serves as the Executive Officer of ITAA and gives general supervision and leadership regarding organizational policies and programs.
- Makes recommendations to Council for new committees and their charges.
- Updates the Council list to reflect new officers and work with respective VPs to update list of committee chairpersons and co-chairpersons making up the Board.
- Presents President’s Plan of Work to Council at the beginning of term of office.
- Reminds Council members to write and distribute mid-year and year-end reports.
- Sends agendas to Council prior to meetings.
- Works with the Executive Director to plan mid-year meeting site and arrangements.
- Reviews mid-year and year-end Secretary’s minutes and provides corrections to Secretary prior to dissemination to Council members.
- Copies appropriate correspondence to President-Elect, Counselor, Executive Director, and other members of Council as appropriate.
- Lead the annual evaluation process of the Executive Director. Process includes sending Council members evaluation materials and setting a date for completion, gathering and integrating evaluation data, discussing outcome with President-Elect and Counselor, summarizing evaluation results in a report, sharing report with Council and leading a discussion regarding appropriate salary adjustment for next fiscal year. Before end of annual conference, scheduling an evaluation meeting with Executive Director to discuss results.
- Writes congratulatory letters to all newly elected ITAA Council members.
- Writes service thank you letters to all Council members that are ending terms. Sample letters can be found in Appendix F.
- Writes articles for the ITAA Newsletter using the time table below.
- Serves as a clearing house for all contacts between ITAA officers and committees and outside organizations or individuals.
- Distributes President’s materials to President-Elect at the end of term of office.
- Reviews President’s correspondence and other materials to determine what should be sent to Executive Director for sorting, organizing, and sending to the ITAA archives at Iowa State University.
- Review relevant sections of ITAA Policies and Procedures Handbook, identify any necessary updates, complete the Handbook Change Form, and submit to President-Elect at least one month prior to scheduled Council meetings.
• Submit plan of work, semiannual and annual reports to Council using the Council Reporting Form found under “Resources” on the ITAA website and in Appendix B.
• Follow Distribution of Records Guidelines for Council Members.
• Attend annual meeting functions (i.e. New Member meeting, Graduate Student meeting, etc.).

**Annual Conference Responsibilities**

• Presides over Council Meetings (generally meets the day before the annual meeting begins and the afternoon or morning after the meeting ends).
• Presides over the Board Meeting.
• Works with President-Elect to establish agenda for the Business Meeting.
• Delivers the President’s Address, usually at the opening session; download and complete the copyright agreement from web; prepare four-page abstract for proceedings.
• Works with President-Elect to assign Council members to preside over general sessions prior to publication of the annual conference program book.
• Works with Annual Meeting Coordinator to determine table seating during meal functions for award winners, special guests, and Council members.
• Signs certificates of appreciation.
• Approves all announcements for non-ITAA sponsored events at general sessions.
• Seeks local and national Event Sponsors in consultation with the ITAA conference planners, Executive Director, and Legacy Group; sponsors are to be given appropriate recognition for their financial support of the conference.
• Writes congratulatory letters to all ITAA member award winners.
• In the best interest of the ITAA organization, the “president’s suite” shall be occupied by the President and if space allows shared with the Executive Director and/or President-Elect. The space should be considered working space and used for such things as Council meetings, Legacy Social, and other ITAA events as appropriate.
• President gets comp room for whole conference.
• See Annual Conference Planning section of this manual for more detail on complimentary rooms.

**Newsletter Article Due Dates**

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**President-Elect**

The President-Elect is elected annually. If a vacancy occurs in the office of President-Elect, a replacement is selected by the ITAA Executive Council. Only current or former members of the ITAA Executive Council
are eligible for the office of President-Elect. The President-Elect serves the unexpired term of President if needed, assists the President in the execution of his/her responsibilities, and performs the duties of President when necessary. The President-Elect prepares a program of work and serves as ad-hoc member of the annual meeting committee. The President-Elect serves on the Nominating Committee, Finance Committee, and Bylaws Review Committee.

**Responsibilities**

- Assist the President in the execution of his/her responsibilities and perform the duties of President when necessary.
- Present program of work for ITAA at the Executive Council meeting prior to assuming duties of President.
- Fill the unexpired term of the President in the case of vacancy and preside at Executive Council, Board, and Business meetings in the absence of the President.
- Serve as member of Executive Council and Board, participate in Council Annual and Mid-Year, and/or any other Council or Board meetings
- Serve as member the Bylaws Review Committee. Meets with the committee to review bylaws and discuss need for updates or revisions. If changes necessary, committee completes Bylaws Change Form.
- Request revisions to *ITAA Policies and Procedures Handbook* from Vice Presidents and Bylaws Review Committee. Enter edits to electronic file of Handbook and submit the revised version to Council prior to scheduled Council meetings for review and approval. Upon approval, submit final updated handbook to Executive Director for posting on ITAA website.
- Serve on the Finance Committee
- Serve on the Nominating Committee
- Serve as assigned to projects by President or Council
- Direct Vice Presidents to make committee chair appointments prior to his/her term of office.
- Send a copy of all pertinent correspondence to the President and Executive Director.
- During the first 30 days (January), direct all Vice Presidents and committee chairs to the appropriate sections of the *ITAA Policies and Procedures Handbook* so that everyone is aware of expected responsibilities and duties.
- Correspond during the year with Chairs of ad hoc committees concerning:
  - Committees needed and activities.
  - Committee reports to be given at Board and/or Business meeting(s).
- Committee membership – work with Committee Chairs in selecting members for each committee and committee assignments.
- Make recommendations to the Council for new committees and their charges. Prepare committee involvement form for the website. See that responses are distributed to appropriate Vice President of Operations of distribution to committees. The website also has a volunteer mechanism which will forward volunteers to appropriate Vice President of Operations.
- Serve as liaison between external partners and ITAA.
- Preside over Town Hall meeting.
- Select, purchase, and prepare gifts for annual conference chair(s), to be presented near the closing of the annual meeting.
Chapter 4 Officers and Duties

- Submit plan of work, semiannual and annual reports to Council using the Council Reporting Form found under “Resources” on the ITAA website and in Appendix B.
- Serve as a member of Executive Council and Board and attend all Council and Board meetings.
- Communicate with committee chairs after Council meetings.
- Follow Distribution of Records Guidelines for Council Members.
- Preside at the annual meeting as requested by the President.
- Attend annual meeting functions as requested by the President (i.e. New Member meeting, Graduate Student meeting, etc.).

Counselor

The Counselor serves a one-year term of office immediately following a term as President. In case of a vacancy in the office of counselor, the previous past President fills the unexpired term. In the case where that is not possible, Council selects a Counselor from the list of past Presidents to fill the unexpired term. The counselor provides counsel to the President, Executive Council, and Board. The counselor serves as chair of the Nominating Committee, and Legacy Group, and is a member of the Finance Committee and the Bylaws Review Committee.

Responsibilities

- Provides advice to the President and other Council members.
- Participate in Council Annual and Mid-Year, and/or any other Council or Board meetings.
- Serves as Parliamentarian of meetings.
- Work on projects as assigned by Council.
- Continue with any on-going initiatives originated as President or President-Elect.
- Chairs Nominating Committee. The Counselor calls meetings of the committee to develop a slate of officers for the ballot and gathers information from nominees for the ballot. The incoming Counselor reports the outcome of the election to Council and to the individuals whose names were on the ballot.
- Propose and organize the Legacy Group. Legacy group is comprised of Past Presidents and Fellows. The intent is for social, development, and advisory purposes.
- Organize the Legacy Group annual event (to be held during annual meeting).
- Organize follow-up discussion sessions for Legacy Group.
- Member of Finance Committee.
- Serve as member the Bylaws Review Committee. Meets with the committee to review bylaws and discuss need for updates or revisions. If changes necessary, committee completes Bylaws Change Form and submits it to the President-Elect.
- Follow Distribution of Records policy and submit appropriate documents to the Executive Director for archival. Pass more recent documents to successor.
- Review relevant sections of ITAA Policies and Procedures Handbook, identify any necessary updates, complete the Handbook Change Form, and submit to President-Elect at least one month prior to scheduled Council meetings.
- Submit plan of work, semiannual and annual reports to Council using the Council Reporting Form found under “Resources” on the ITAA website and in Appendix B.
- Serve as a member of Executive Council and Board and attend all Council and Board meetings.
• Follow Distribution of Records Guidelines for Council Members.
• Preside at the annual meeting as requested by the President.
• Attend annual meeting functions as requested by the President (i.e. New Member meeting, Graduate Student meeting, etc.).

Nominating Committee

Composition:
• Committee is composed of the President, President-Elect, Counselor (i.e. titles held at the time of the annual conference), a past president not current serving on Council in another capacity, and two at-large members elected by the membership.
• The committee is chaired by the Counselor.
• Each member serves a one-year term.

Responsibilities:
• Under the direction of the chair, committee members identify and nominate a slate of potential candidates for open ITAA Council positions for the upcoming year.
• The goal is to secure at least two candidates per position.
• All candidates must be vetted by the committee chair and Executive Director to ensure they meet the criteria for eligibility to Council (i.e., having served as chair of a committee).
• The committee presents a slate of officers for membership vote by January 1.
• The Executive Director prepares the ballot by March 20 and distributes to the membership by April 5. Bylaws require 30 days’ turnaround.
• The ITAA Office count ballots and forward results to Counselor for verification of count by June 1. Results are confirmed by Counselor.

ITAA Legacy Group

Composition:
• This group is to be made up of past ITAA Presidents and ITAA Fellows. The current Counselor will serve a one-year term as the organizer.
• The Legacy Group will serve as the ITAA Development Committee.

Responsibilities:
• This group of ITAA leaders is charged with serving as a spring board for proposing new ideas related to the organization, making suggestions for annual conference format and speakers, proposing connections for development/fundraising, making suggestions for committee leadership, etc.
• The Counselor will maintain an updated list of past Presidents and ITAA Fellows to serve as a resource for mailing invitations to the annual conference Legacy Group meeting.
• This group will meet during a social hour at the annual conference. Input will be sought on issues of current importance. Follow-up conference calls or other forms of communication can serve to solidify ideas. The Counselor will prepare reports on Legacy Group suggestions and activities for the annual and spring Council meeting.

Secretary

The Secretary serves a three-year term, with election to take place consistent with a rotation schedule established by the Council. The Secretary serves one term. Current or former members of the ITAA Board or the ITAA Council are eligible for the office of Secretary. The Secretary’s primary duty is to record and distribute minutes of the Council and Board business. Terms of office are from January 1 – December 31.

Responsibilities:

• Record and distribute minutes for Council Meetings (Annual and Mid-Year), Board Meeting (Annual) and Business Meeting (Annual) in cooperation with the President. Minutes should be distributed within 60 days of the (Annual and Mid-Year) meeting.
• Capture and clearly delineate any Bylaw changes proposed by Council in the minutes.
• Collect copies (preferably electronic versions) of attachments for minutes as distributed at Council and Board meetings. Attachments include Officer Reports, Vice President Reports, and Executive Director Report, plus any other handouts created by officers, Vice Presidents or director.
• Send the first draft of minutes (not including attachments) to President for review within two weeks after Council or Board meeting concludes.
• Minutes must be marked with consecutive page numbers. Financials are not included in the emailed copies.
• Send an electronic copy of corrected minutes and attachments to the Executive Director for distribution through Council and Board Member listservs, and on the ITAA website within 60 days of the meeting.
• Compile motions passed into the Cumulative Record of ITAA Voting Results and distribute to Council.
• Review relevant sections of ITAA Policies and Procedures Handbook, identify any necessary updates, complete the Handbook Change Form, and submit to President-Elect at least one month prior to scheduled Council meetings.
• Submit plan of work, semiannual and annual reports to Council using the Council Reporting Form found under “Resources” on the ITAA website and in Appendix B.
• Serve as a member of Executive Council and Board and attend all Council and Board meetings.
• Follow Distribution of Records Guidelines for Council Members.
• Attend annual meeting functions as requested by the President (i.e. New Member meeting, Graduate Student meeting, etc.).

Other duties of the Secretary:

• Request a roll call at all meetings and record attendance.
• Establish official record of all electronic votes to be reported at the next Council meeting.
• Compile each meeting’s voting results on the Cumulative Record of ITAA Voting Results.
• Maintain a yearly file of official minutes, attachments, and electronic vote record for three years of term. Send electronic files from the three-year term to new Secretary, current President and President-Elect, by December 31 in the year of their final term.
• The newly elected Secretary receives electronic records from three-year term of previous Secretary and forwards electronic records of their term to successor, the current President, and President-Elect.

**Treasurer**

The Treasurer is elected for a three-year term with election to take place consistent with a rotation scheduled established by Council. The Treasurer serves one term. Current or former members of the ITAA Board or the ITAA Council are eligible for the office of Treasurer. The primary duties of the Treasurer are to assume responsibility for all fiscal matters as directed by Council. The Treasurer also serves as chair of the Finance Committee. The Treasurer is responsible for the development and implementation of the budget for the organization, prepares a short report for the annual and biannual Council meeting on the fiscal health of the organization, and writes an annual newsletter article communicating an overview of the budget for the membership. Terms of office are from January 1 – December 31.

**Responsibilities**

• Assume responsibility for all fiscal matters as directed by Council.
• The Executive Director provides monthly financial reports to the Treasurer each month (bank statement, QuickBooks report, credit card statements, etc.).
• Open books on the first day of the fiscal year.
• Present the Treasurer’s report at the mid-year and annual Council and Board meetings and an abbreviated report at the business meeting.
• Present to Council for approval at their mid-year meeting, the annual budget for the fiscal year beginning the first day of the upcoming fiscal year.
• Arrange financial compilation, every three years, coinciding with the end of the term of office.
• Arrange an audit at the end of the term in office every three years (2010, 2013, 2016, 2019, etc.).
• Supervise all restricted monies due the Association and disperse all monies beyond those handled by the Executive Director. Receive lists of awards and award recipients and signs award checks. See that all award certificates are prepared by the Executive Director and ready for distribution at the Council meeting prior to the annual meeting so that all signatures on the awards can be secured.
• Present the following to Council in the Fall: 1) estimates of earnings by fellowship and scholarship accounts during the fiscal year so amounts of awards may be determined, 2) Treasurer’s report for past fiscal year including all receipts and disbursements for unrestricted, restricted, and designated funds, and 3) financial matters requiring discussion and/or decision.
• Call for budget requests from Council members prior to each Council meeting (to include budget requests from committees).
• Prepare an abbreviated Treasurer’s report for the past fiscal year for inclusion in the January issue of the Newsletter. Submit copy to Newsletter Editor by November 15.
• Chair the ITAA Finance Committee.

**ITAA Fiscal Policies**

- When checks are sent to the Treasurer for signature/second signature, they should be turned around in 3 days.
- ITAA manages its fiscal affairs under stated policies and authorization of the Council.
- ITAA maintains bank accounts. The signature for withdrawal on these accounts must be that of the Treasurer or the Executive Director. A financial statement for each account will be completed and presented annually by the Treasurer to the Council.
- ITAA operates on funds derived from membership dues, annual meeting revenues, sales of publications, contributions, and interest and dividends earned on accounts.
- Starting 2011, ITAA follows a fiscal year that begins on January 1 and ends on December 31.
- Funding requests should be submitted by each Vice President to the Treasurer for inclusion in the proposed budget.
- Review relevant sections of ITAA Policies and Procedures Handbook, identify any necessary updates, complete the Handbook Change Form, and submit to President-Elect at least one month prior to scheduled Council meetings.
- Submit plan of work, semiannual and annual reports to Council using the Council Reporting Form found under “Resources” on the ITAA website and in Appendix B.
- Serve as a member of Executive Council and Board and attend all Council and Board meetings.
- Follow Distribution of Records Guidelines for Council Members.
- Attend annual meeting functions as requested by the President (i.e. New Member meeting, Graduate Student meeting, etc.).

**Finance Committee**

The ITAA Finance Committee will consist of the ITAA Treasurer (Chair), ITAA President, ITAA President-elect, ITAA Counselor, and the ITAA Executive Director (non-voting). The ITAA Finance Committee is charged with the responsibility of managing association assets in accordance with each Fund’s purpose and guidelines, as defined below. The role of the Finance Committee is supervisory. The Finance Committee may delegate to the Executive Director and/or Investment Advisor full authority to make all investment decisions for the assets placed under its jurisdiction, while adhering to general guidelines established by the Finance Committee. The primary roles of the Finance Committee are:

- Establish investment policies and objectives and performance goals.
- Identify appropriate asset allocation guidelines.
- Review the results of the funds on a regular basis.
- Determine the funding of scholarship and awards prior to the December call.
- When deemed appropriate or necessary, the Finance Committee may select, monitor and, if necessary, recommend hiring and/or replacement of an Investment Adviser. If a new or replacement Investment Adviser is needed, the President and Treasurer, in consultation with the Finance Committee will recommend the hiring of an Investment Adviser, subject to the approval of the Executive Council.

Monetary policies are in Chapter 6 of this Handbook.


**Vice President of Planning**

The Vice President of Planning is elected for a term of three years, with election to take place consistent with a rotation schedule established by the Council. The Vice President of Planning serves one term. Current or former members of the ITAA Board or the ITAA Council are eligible for the office of Vice President of Planning. The Vice President of Planning is responsible for chairing the Strategic Planning Committee and the Bylaws Review Committee. The Vice President of Planning prepares a report on the status of all the activities of the committees reporting to this position for the annual and mid-year Council meetings.

The Vice President of Planning coordinates the meeting of committee chairs. The purpose of this meeting is to discuss the committee initiatives for the upcoming year. The Vice President of Planning prompts the committee chairs to turn in annual and mid-year reports and plan of work reports. These reports become addendums to the Vice President of Planning’s annual and mid-year reports. The Council Member Reporting Form provides a template for Annual, Mid-Year and Plan of Work Reports and can be found in Appendices of the Handbook or at itaaonline.org under Resources. Reports should follow this format.

**Responsibilities**

- Chair the Strategic Planning Committee.
- Serve as Chair of the Bylaws Review Committee. Schedule a meeting of the committee to review bylaws and discuss need for updates or revisions. If changes necessary, completes Bylaws Change Form and submits it to the President-Elect.
- Oversee committee formation and selection of Chair-elect for each committee.
- Coordinate newsletter article submissions from planning committees.
- Review relevant sections of ITAA Policies and Procedures Handbook, identify any necessary updates, complete the Handbook Change Form, and submits it to Council for consideration and then the Executive Director for membership vote.
- Submit plan of work, semiannual and annual reports to Council using the Council Member Reporting Form found under “Resources” on the ITAA website and in Appendix B.
- Serve as a member of Executive Council and Board and attend all Council and Board meetings.
- Communicate with committee chairs after Council meetings.
- Update the Board Member Roster table for committee chairs reporting to him/her and submit the table to the President by the end of the year. Table will be linked to committee interest page of website in January.
- Follow Distribution of Records Guidelines for Council Members.
- Preside at the annual meeting as requested by the President.
- Attend annual meeting functions as requested by the President (i.e. New Member meeting, Graduate Student meeting, etc.).

The Vice President of Planning oversees and provides direction to the following committees and their activities:

**Strategic Planning Committee**
The Strategic Planning Committee defines priorities, develop strategies and propose plans for future development of ITAA. The committee consists of chairs of the following committees:

- International Relations
- Culture and Industry Learning Tours
- External Relations
- Philosophical Mission
- Bylaws Review

This committee prepares bi-annual reports (for Council review at Mid-Year and Annual Council Meetings) on the status of the committee work. The committee proposes special topic sessions and/or newsletter articles to address emerging issues.

**International Relations Committee**

The International Relations Committee represents all issues and concerns of ITAA members regarding international issues, promotes linkages among all ITAA members, and facilitates membership and participation in ITAA beyond the United States. This committee prepares bi-annual reports (for Council review at Mid-Year and Annual Council Meetings) on the status of committee work. The committee proposes special topic sessions to address emerging issues. Information that pertains to activities of the International Relations Committee can be found in Appendix D.

**Composition:**
- Minimum of five members plus a chair.
- Members serve two years; terms are staggered. Members may serve up to two consecutive terms.
- Chair serves two-year term.
- The committee will elect a Chair-elect in consultation with the current chair and the Vice President of Planning.
- Chair-elect has served at least one year on the committee prior to appointment.

**Responsibilities:**
The International Relations Committee represents all issues and concerns of ITAA members regarding international issues, promote linkages among all ITAA members, and facilitate membership in ITAA beyond North America.

- **Sub-committees**
  1. **Visiting Scholar /Practitioner Selection committee:**
     a. Responsible for soliciting nominations for visiting scholar/practitioners.
     b. Selecting and notifying recipient of costs and expectations.
     c. Submitting budget to VP and Chair.
     d. Chair submits the award notification to VP, ITAA Executive Director, and Annual Meeting Coordinator.
  2. **International Bazaar committee:**
     a. Work with conference coordinator as to dates and times of event during annual conference.
     b. Advertise and solicit donations for bazaar.
     c. Provide paperwork for donors and buyers.
d. Organize and execute bazaar.
e. Keep records of monies earned and provide accounting to VP, Chair, and ITAA Executive Director.

Other Items:
- Chair serves on the ITAA Board.
- Reports to the VP of Planning.
- Chair serves on the Strategic Planning Committee.
- Submits plan of work, mid-year, and annual reports. The approved template for Committee Reporting can be found in Appendices.

Culture and Industry Learning Tours Committee
The Culture and Industry Learning Tours Committee is responsible for working within the Association to stimulate scholarship and encourage study in the rich and diverse fields of textiles and clothing. The committee provides opportunities for members and interested others to experience cultural and fashion-related venues through tours. The committee prepares bi-annual reports (for Council review at Mid-Year and Annual Council Meetings) on the status of committee work. The committee proposes special topic sessions to address emerging issues.

Composition
- Minimum of five members plus a chair.
- Members serve three years; terms are staggered.
- Chair serves two-year term.
- The committee will elect a Chair-elect in consultation with the current chair and the Vice President of Planning.
- Chair-elect has served at least one year on the committee prior to appointment.

Responsibilities
- Responsible for working within the Association to stimulate scholarship and encourage study in the rich and diverse field of textiles and clothing.
- Provide opportunities for members and interested others to experience cultural and fashion-related venues through tours.
- Develop tours and formulate a detailed proposal about the study tour for presentation to Council.
- Publicize the tour at the annual conference and in the Newsletter.
- Work with the Travel Agent and Tour Facilitator(s) in coordinating plans (itinerary and events) and establishing costs.
- Be responsible for the selection of the Travel Agent. May request bids from several travel agents for the Study Tour.
- Promote tours to members.
- Prepare a tour evaluation questionnaire and analyze the results.
- Within 3 months of the close of the tour prepare a final report and financial summary of the tour for the VP of Planning and Council, which includes the results of the questionnaire.
- Follow-up tour with a Newsletter article
- If possible, submit a proposal for a Special Topics Session after the trip.
Other Items

- Chair serves on the ITAA Board.
- Reports to the VP of Planning.
- Chair serves on the Strategic Planning Committee.
- Submit plan of work, mid-year, and annual reports. The approved template for Committee Reporting can be found in Appendix B.

External Relations Committee

The External Relations Committee provides leadership to develop and enhance relationships with businesses, institutions, groups and individuals who have common interests and goals with ITAA. The committee prepares bi-annual reports (for Council review at Mid-Year and Annual Council Meetings) on the status of committee work. The committee proposes special topic sessions to address emerging issues.

Composition

- Minimum of five members plus a chair.
- Chair serves two-year term, which may be renewable.
- The committee will elect a Chair-elect in consultation with the current chair and the Vice President of Planning.
- Chair-elect serves at least one year on the committee prior to appointment.

Responsibilities

- To provide leadership to develop and enhance relationships with businesses, institutions, groups and individuals who have common interests and goals with ITAA.
- To develop appropriate material for the website to keep members aware of committee activities.

Objectives

- To seek new organizations and groups who would benefit from association with ITAA.
- To develop and maintain relations with new groups.
- To develop “benefits” information which can be used to solicit new relationships.
- Develop/monitor a strategic plan for External Relations that includes:
  - Target organizations
  - Objectives for collaboration with said organizations

Other Items

- Chair serves on the ITAA Board.
- Chair reports to the VP of Planning.
- Chair serves on the Strategic Planning Committee.
- Submit plan of work, mid-year, and annual reports. The approved template for Committee Reporting can be found in Appendices.

Philosophical Mission Committee
Chapter 4 Officers and Duties

Fosters visioning and Planning activities highlighting programmatic attention to intellectual and philosophical issues, including attention to the diverse standpoints of ITAA members and textiles and apparel scholars, the interests of diverse stakeholders, and diverse ways of conducting scholarship. The committee prepares bi-annual reports (for Council review at Mid-Year and Annual Council Meetings) on the status of committee work. The committee proposes special topic sessions to address emerging issues.

- Committee has a minimum of six members including the Chair.
- Members serve three years; staggered terms. A minimum of two members rotate off annually.
- Chair serves two-year term.
- The committee will elect a Chair-elect in consultation with the current chair and the Vice President of Planning.
- Chair-elect serves at least one year on the committee prior to appointment.
- Chair will submit annual and mid-year reports on committees’ work on stated objectives, including the plan of work for the coming year and evaluation of past work.

Responsibilities (BL:1995)

- The Philosophical Mission committee fosters visioning and planning activities highlighting programmatic attention to intellectual and philosophical issues, including attention to the diverse standpoints of ITAA members and textiles and apparel scholars, the interests of diverse stakeholders, and diverse ways of conducting scholarship.

Other Items (BL:1995)

- Chair serves on ITAA Board.
- Chair serves as member of the Strategic Planning Coordinating Committee (BL: 1995).
- Reports to the VP of Planning.
- Submit plan of work, mid-year, and annual report. The approved template for Committee Reporting can be found in Appendices.

Bylaws Review Committee

A standing committee consisting of the Vice President of Planning, President-Elect, Counselor, and one additional person who has served on Council for at least one year and is appointed by the President. The Bylaws are reviewed annually for needed updates. Any changes are presented to Council for consideration and membership for vote. The Vice President of Planning chairs this committee.

Charge:

- The By-Laws are reviewed annually for any updates that need to be considered.
- Any changes are presented to Council for consideration.
- By-Laws changes/considerations are submitted to the Executive Director for membership vote.
- Committee reports to Council.
- Committee submits an annual report that indicates suggested/required Bylaws changes. The approved Committee Reporting Form can be found in the Appendices.
- In consultation with Executive Director, propose Bylaws changes for membership approval.
- Review minutes of Council and committee reports to decide whether Bylaws changes are needed.
• Use Roberts Rules for wording, format, and decisions of what constitutes a need for Bylaws change.
• Request that changes approved and justification for Bylaws changes originate from committee and Council to assure accuracy.
• Present proposed Bylaws changes to ITAA Council to be approved and forwarded to the membership for vote.
• Inform members of proposed Bylaws changes and allow 30 days to consider the alternatives (BL: 1988).
• Prepare ballot in cooperation with Executive Director for voting on Bylaws changes.
• Affected section of old Bylaws, proposed Bylaws and justification for change are compared and distributed at time of vote (CP: 1994).
• Provide results of the Bylaws vote to the Council by mail and in the newsletter (CP: 1994).

**Vice President of Scholarship**

The Vice President of Scholarship is elected for a term of three years with election to take place consistent with a rotation schedule established by the Council. The Vice President of Scholarship serves one term. Current or former members of the ITAA Board or the ITAA Council are eligible for the office of Vice President of Scholarship. The Vice President of Scholarship is responsible for a diverse representation of quality scholarship within ITAA’s annual meeting. The Vice President of Scholarship prepares a report on the status of all the activities of the committees reporting to this position for the annual and mid-year Council meetings.

The Vice President of Scholarship coordinates a meeting of committee chairs at each annual conference. The purpose of this meeting is to discuss the committee initiatives for the upcoming year. The Vice President of Scholarship prompts the committee chairs to turn in annual and mid-year reports and plan of work reports. These reports become addendums to the Vice President of Scholarship’s annual and mid-year reports. The Council Member Reporting Form provides a template for Annual, Mid-Year and Plan of Work Reports and can be found in Appendices of the Handbook or at itaaonline.org under Resources. Reports should follow this format.

**Responsibilities**

• Chair the Scholarship Coordinating Committee.
• Oversee committee formation and selection of Chair-elect for each committee.
• Review relevant sections of ITAA Policies and Procedures Handbook, identify any necessary updates, complete the Handbook Change Form, and submit to President-Elect at least one month prior to scheduled Council meetings.
• Submit plan of work, semiannual and annual reports to Council using the Council Member Reporting Form found under “Resources” on the ITAA website and in Appendix B.
• Serve as a member of Executive Council and Board and attend all Council and Board meetings.
• Communicate with committee chairs after Council meetings.
• Update the Board Member Roster table for committee chairs reporting to him/her and submit the table to the President by the end of the year. Table will be linked to committee interest page of website in January.
• Follow Distribution of Records Guidelines for Council Members.
• Preside at the annual meeting as requested by the President.
• Attend annual meeting functions as requested by the President (i.e. New Member meeting, Graduate Student meeting, etc.).
• Coordinate Newsletter article submission from Scholarship committees.
• Send out workshop decision letters.
• Send out special topics decision letters.
• Send out oral/poster decision letters via Executive Director.
• Send out list of selected designs from the Design Review Committee to the Design Awards Committee.
• Pull designs from the Design Catalogue if the designer does not attend the conference and notify the designer in writing.
• Pull abstracts from the Proceedings if an author does not present the work at the conference and notify the author(s) in writing.

**Scholarship Coordinating Committee**

Fosters coordination, excellence, and programmatic representation with respect to diverse areas of scholarship in textiles and apparel. The Vice President of Scholarship serves as chair of the Scholarship Coordinating Committee and the chairs of the following committees comprise its members:

- Design Review Committee
- Conference Abstract and Paper Review Committee
- Design Education and Scholarship

The committee proposes special topic sessions and/or newsletter articles to address emerging issues.

**Responsibilities**

- Foster coordination, excellence, and programmatic representation with respect to diverse areas of scholarship in textile, apparel, and merchandising with respect to the annual meeting.

**Design Review Committee**

Coordinates the evaluation of visual works as it relates to textile and apparel including the review of all abstract submissions for the annual design competition. This committee prepares bi-annual reports (for Council review at Mid-Year and Annual Council Meetings) on the status of the committee work.

**Composition**

- Composed of Committee Chair, Chair-elect, and committee members associated with design area.
- Chair serves a two-year term as chair, plus one year as Chair-elect.
- Track chairs appointed for a two-year term. Recommended committee composition in a given year: 1/2 of the committee will be new members, 1/2 will be in the second year of their term.
- The committee will elect a Chair-elect in consultation with the current chair and the Vice President of Scholarship.
Responsibilities

- Review all abstract submissions for design competition.
- Review call for submissions of design entries for design competition. Submit suggestions to the Vice President of Scholarship and the Scholarship Coordinating Committee.
- Keep a record of activities and pass reports for subsequent chairs.

Other Items

- Chair serves on ITAA Board and attends the Annual ITAA Board meeting.
- Chair serves on the Scholarship Coordinating Committee.
- Chair reports to Vice President of Scholarship.
- Chair communicates to new members the committee’s composition and responsibilities.
- Develop strategies for carrying out committee charge.
- Submit articles to Newsletter to report submission process and to seek/share ideas.
- Chair submits plan of work, annual and mid-year reports of the review processes to the Vice President of Scholarship and the Scholarship Coordinating Committee. Use Committee Reporting Form found in Appendices of the Handbook.

Conference Abstract and Paper Review Committee

Coordinates the review and acceptance of all intellectual activities associated with the evaluation of research and teaching abstracts for annual ITAA meeting. The committee is also charged with identifying current issues and concerns of ITAA members regarding the submission of teaching and research abstracts. This committee is responsible for appointing track chairs to oversee the review process and overseeing selection of individuals to serve as reviewers. As such, committee members are responsible for ensuring that track chair criteria are established and followed and that track chairs receive appropriate instructions concerning the process of reviewing scholarship for presentation at annual meeting. Track chairs distribute abstracts to specific reviewers and are responsible for making final recommendations concerning acceptance/rejection for presentation at annual meetings. They are also responsible for grouping presentations into topic areas. This committee prepares bi-annual reports (for Council review at Mid-Year and Annual Council Meetings) on the status of committee work. The committee proposed special topic sessions to address emerging issues.

Composition

- Composed of the committee chair, committee Chair-elect, and track chairs for each track associated with the annual meeting.
- Chair serves a two-year term as chair, plus one year as chair-elect.
- Track chairs appointed for a two-year term. Recommended committee composition in a given year: 1/2 of the committee will be new members, 1/2 will be in the second year of their term.
- The committee will elect a Chair-elect in consultation with the current chair and the Vice President of Scholarship.
- Chair-elect has served at least one year as a Track Chair prior to appointment.

Responsibilities
• Coordinate the review and acceptance of all intellectual activities associated with the evaluation of research and teaching abstracts for the annual meeting.
• Identify current issues and concerns of ITAA members regarding the submission of teaching and research abstracts.
• Review call for submissions of research and teaching abstracts. Submit suggestions for change to the Vice President of Scholarship and the Scholarship Coordinating Committee.
• Recommend to the Vice President of Scholarship names of current and future Track Chairs who represent diverse areas of expertise.
• Track chairs are responsible for assigning reviewers to specific abstracts. In consultation with the Chair, Track Chairs determine acceptance of abstracts within their track, determining and titling sessions into groupings, and deciding which sessions might be better served by different formats (e.g. discussant, panels).
• Determine Papers of Distinction. Procedurally, abstracts and full-papers are submitted together; the abstract is reviewed and if accepted, the full paper is reviewed based on the rubric.
• Keep a record of activities and pass reports to subsequent chairs and track chairs.
• NOTE: Add the percent of submissions and percent of acceptances to acceptance letters for faculty to use in P&T decisions.

Other Items
• Chair serves on ITAA Board and attends the Annual ITAA Board meeting.
• Chair serves on the Scholarship Coordinating Committee.
• Chair reports to the Vice President of Scholarship.
• Chair communicates to new members the committee’s composition and responsibilities.
• Develop strategies for carrying out committee charge.
• Submit articles to Newsletter to report submission process and to seek/share ideas.
• Chair submits annual and mid-year reports of the review processes to the Vice President of Scholarship and the Scholarship Coordinating Committee. Use Committee Reporting Form found in Appendices of the Handbook.

Design Education and Scholarship Committee

The Design Education and Scholarship Committee serves at the forefront of defining design as an academic discipline: design research undertaken and presented should be retrievable, contextualized, and make a contribution to knowledge in the field. The committee has the bar set high for fashion design research/scholarship, and will help to define it for graduate and undergraduate students. Our mission is to develop, manage, and promote educational opportunities specific to members’ interests and desires. The committee will assist in identifying special topics, pre- and post-tours for conferences, and a shared summer workshop program where committee members can begin to share a skill data bank. The committee reviews and facilitates external design competitions and events that want to partner with ITAA. All external partner relationships and MOU agreements must be presented to Council and managed by Executive Director. The committee proposes special topic sessions and newsletter articles to address emerging issues. The committee prepares bi-annual reports (for Council
review at Mid-Year and Annual Council Meetings) to include a plan of work to be presented at mid-year and the status of that plan at annual meeting.

**Composition**

- Composed of Committee Chair, chair-elect, and additional members as needed.
- Chair serves a two year term as chair, plus one year as chair-elect.
- The committee will elect a Chair-elect in consultation with the current chair and the Vice President of Scholarship. Chair-elect must have served at least one year on the committee prior to appointment.

**Responsibilities**

- Develop programs/activities for annual meetings.
- Submit articles to Newsletter to seek/share ideas.
- Coordinate and foster all intellectual and creative activities associated with the philosophical underpinnings and evaluation of visual works related to textiles and apparel.
- Identify current issues and concerns of ITAA members regarding design issues.

**Other Items**

- Chair serves on ITAA Board and attends the Annual ITAA Board meeting.
- Chair serves on the Scholarship Coordinating Committee.
- Chair reports to the Vice President of Scholarship.
- Chair communicates to new members the committee’s composition and responsibilities.
- Develop strategies for carrying out committee charge.
- Submit articles to Newsletter to report submission process and to seek/share ideas.
- Chair submits annual and mid-year reports of the review processes to the Vice President of Scholarship. Use Committee Reporting Form found in Appendices of the Handbook.

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**Vice President of Conferences**

The Vice President of Conferences is elected for a term of three years with election to take place consistent with a rotation schedule established by the Council. The Vice President of Conferences serves one term. Current or former members of the ITAA Board or the ITAA Council are eligible for the office of Vice President of Conferences. The Vice President of Conferences will oversee the Annual Meeting Committees for the relevant future years and the Design Exhibition Committee, and will have responsibility for identifying potential sites and chairs for future conferences, lending support to assist conference chairs with duties during the annual conference as necessary, facilitate communication between all design committees, identify a member to compile the design catalogue, and send
out/compile conference review evaluations. The Vice President of Conferences prepares a report on the status of all the activities of the committees reporting to this position for the annual and mid-year Council meetings.

The Vice President of Conferences coordinates a meeting of committee chairs at each annual conference. The purpose of this meeting is to discuss the details for upcoming meetings. The Vice President of Conferences prompts the committee chairs to turn in annual and mid-year reports and plan of work reports. These reports become addendums to the Vice President of Scholarship’s annual and mid-year reports. The Council Member Reporting Form provides a template for Annual, Mid-Year and Plan of Work Reports and can be found in Appendices of the Handbook or at itaaonline.org under Resources. Reports should follow this format.

**Responsibilities**

- Chair the Conferences Coordinating Committee.
- Oversee committee formation and selection of Chair-elect for the Design Exhibition Committee.
- Review relevant sections of ITAA Policies and Procedures Handbook, identify any necessary updates, complete the Handbook Change Form, and submit to President-Elect at least one month prior to scheduled Council meetings.
- Submit plan of work, semiannual and annual reports to Council using the Council Reporting Form found under “Resources” on the ITAA website and in Appendix B.
- Serve as a member of Executive Council and Board and attend all Council and Board meetings.
- Communicate with committee chairs after Council meetings.
- Update the Board Member Roster table for committee chairs reporting to him/her and submit the table to the President by the end of the year. Table will be linked to committee interest page of website in January.
- Follow Distribution of Records Guidelines for Council Members.
- Preside at the annual meeting as requested by the President.
- Attend annual meeting functions as requested by the President (i.e. New Member meeting, Graduate Student meeting, etc.).
- Coordinate Newsletter article submission from Conferences committees.
- Facilitate all communication between design committees
- Support conference chairs during conference as needed
- Identify a person to compile design catalogue and oversee the completion of the publication
- Identify potential sites and chairs for future conferences
- Send out conference evaluations to membership at end of conference

**Conferences Coordinating Committee**

Fosters coordination, excellence, and programmatic representation with respect to diverse areas of scholarship in textiles and apparel. The Vice President of Conferences serves as chair of the Conferences Coordinating Committee and the chairs of the following committees comprise its members:

- Design Exhibition
- Design Catalog Editor
- Annual Meeting Coordinator Year 1
Chapter 4 Officers and Duties

- Annual Meeting Coordinator Year 2
- Annual Meeting Coordinator Year 3

This committee prepares bi-annual reports (for Council review at Mid-Year and Annual Council Meetings) on the status of the committee work. The committee proposes special topic sessions and/or newsletter articles to address emerging issues.

**Responsibilities**

- Foster coordination, excellence, and programmatic representation with respect to diverse areas of scholarship in textile, apparel, and merchandising with respect to the annual meeting.
- Identify current issues and concerns of ITAA members regarding the annual meeting.
- Plan the activities that will happen in the subsequent annual meeting.

**Design Exhibition Committee**

Responsible for the exhibition of all design work accepted for dissemination at the annual ITAA conference. A plan for exhibition, based on the provided budget, is presented to the Vice President of Conferences and the Annual Meeting chair by the Mid-Year Council meeting. This committee prepares bi-annual reports (for Council review at Mid-Year and Annual Council Meetings) on the status of the committee work. The chair of the Design Exhibition committee serves on the Conferences Coordinating Committee.

**Composition**

- Composed of five to eight organizing members who orchestrate and execute the design exhibits at annual meeting.
- Committee members are appointed for a three-year term. Recommended committee composition in each year: 1/3 of the committee will be new members, 1/3 will be in the second year of their term, and 1/3 of the committee will be in the third year of their term.
- Members include the immediate past, current, and future ITAA Design Presentation Chairs (or co-chairs).
- Chair serves a one year term.
- The committee will elect a Chair-elect in consultation with the current chair and the Vice President of Scholarship.
- Chair-elect has served at least one year on the committee prior to appointment.

**Responsibilities**

After advisement of Vice President of Conferences and Annual Conference Chair, the Design Exhibition Committee will orchestrate and exhibit the designs that are accepted for display at the annual conference. A plan, based on the provided budget, will be presented to the Vice President of Conferences and the Annual Conference Chair by the Mid-Year (typically March) Council meeting.

**Other Items**

- Chair reports to the Vice-President of Conferences.
- Develop strategies for carrying out committee charges.
• Chair serves on the ITAA Board and attends the Annual ITAA Board meeting.
• Submit Plan of work, Mid-Year, and Annual reports. The Committee Reporting Form provides a template for Annual and Mid-Year Reports and can be found in Appendices of the Handbook. Reports should follow this format.

**Design Catalog Editor**

In 2011, ITAA Council elected to have a digital version of the Design Catalog. The Design Catalog Editor is responsible for the content, cover design, and page layout for the annual Design Catalog. The Design Catalog Editor also files for the ISBN of the catalog and helps distribute the catalog to affiliated university libraries (if hard copy is created). The final catalog is turned into a .pdf and is made available on itaaonline.org.

The Design Catalog Editor is selected through an application process. Selection of the Design Catalog Editor is made by the Design Exhibition Committee.

The Design Catalog Editor is responsible for:
• Filing for ISBN when necessary (if hard copy is created for sale).
• Page layout of content.
• Following template criteria.
• Table of contents, author index, categories (live gallery, static, faculty, student).
• Cover design
• Preface
• Each Design Catalog must maintain consistent size for library cataloging. Design and considerations for the catalog must be considered for digital cataloging. The Design Catalog Editor must maintain a consistent format from year to year. Format and catalog size is determined by Council decisions.
• The Design Catalog Editor oversees distribution of catalogs to appropriate outlets in cooperation with the Executive Director.

**Annual Meeting Coordinators Committee**

Appointed two years in advance of the meeting for which they have responsibility. The three annual meeting coordinators (years 1, 2, and 3) serve as members of the Board, each serving two years prior to and in the year of the annual meeting they are coordinating. The Annual Meeting Coordinator for the upcoming meeting serves as the chair at the current committee meeting.

Coordinators are responsible for implementing the program and local arrangements, and reports to the Vice President of Conferences. Annual meeting coordinators should refer to Chapter 7 – CONFERENCE PLANNING AND PROCEDURES of the ITAA Policies and Procedures Manual for details on conference Planning. Annual Meeting Coordinators (Years 1, 2, and 3) serve on the Conferences Coordinating Committee. This committee prepares bi-annual reports (for Council review at Mid-Year and Annual Council Meetings) on the status of the committee work.

**Responsibilities**
• Responsible for implementing the program, local arrangements, and other aspects of the annual meetings.
• Annual meeting coordinators should refer to Chapter 7 – CONFERENCE PLANNING AND PROCEDURES of the *ITAA Policies and Procedures Manual* for more detail on conference Planning.
• Reports to the Vice President of Conferences.
• Identify current issues and concerns of ITAA members regarding annual meeting issues.
• Critically assess the annual meeting evaluations for changes that need to be made at subsequent meetings.

**Other Items**

• Each Annual Meeting Coordinator serves on the ITAA Board and attends the Annual ITAA Board meeting.
• Each Annual Meeting Coordinator serves on the Conferences Coordinating Committee.
• Chair reports to Vice President of Conferences.
• Coordinator for current year is responsible for filing Committee Reporting Form to the Vice President of Conferences.
• Submit plan of work, semi-annual and annual reports.
• Develop strategies for carrying out committee charges.
• Develop programs/activities for annual meetings.
• Submit articles to Newsletter to seek/share ideas.
• Submit Plan of Work, Mid-Year, and Annual reports to Vice President of Conferences. The approved template for Committee Reporting Form can be found in Appendices of the *ITAA Policies and Procedures Handbook*. Reports should follow this format.

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**Vice President of Education**

The *Vice President of Education* is elected for a term of three years with election to take place consistent with a rotation schedule established by the Council. The Vice President of Education may serve one term. Current or former members of the ITAA Board or the ITAA Council are eligible for the office of Vice President of Education. The Vice President of Education is responsible for providing leadership in curricular develop and review, teaching innovation and resources, graduate education, administrative leadership committees, and graduate liaison.

The Vice President of Education coordinates the meeting of committee chairs. The purpose of this meeting is to discuss the committee initiatives for the upcoming year. The Vice President of Education prompts the committee chairs to turn in annual and mid-year reports and plan of work reports. These reports become addendums to the Vice President of Education’s annual and mid-year reports. The [Council Reporting Form](https://www.itaaonline.org) provides a template for Annual, Mid-Year and Plan of Work Reports and can be found in Appendices of the Handbook or at www.itaaonline.org under Resources. Reports should follow this format.

**Responsibilities**

• Chair the Education Coordinating Committee.
• Oversee committee formation and selection of chair-elect for each committee.
• Notify all best paper submissions of the review results and extend invitations to present at the annual conference. Attend presentations.
• Submit a complete list of best paper award recipients to Vice President of Operations and Executive Director for ITAA records prior to the annual conference.
• Prepare PowerPoint slides (in cooperation with Vice President of Operations) for the awards ceremony during annual meeting. A consistent PowerPoint template that uses the annual conference logo should be used for all general sessions.
• Call for nominations to be included in the July and September Newsletters.
• Oversee Graduate Student Liaison activities and serve as a mentor to the liaison and graduate student group. Notify candidates and the Executive Director of the results of the election.
• Oversee the periodic review of the ITAA meta-goals. (See Appendix E for review procedures.)
• Coordinate newsletter article submissions from education committees.
• Update and submit annual calls for best papers and graduate student liaison to Executive Director.
• Review relevant sections of ITAA Policies and Procedures Handbook, identify any necessary updates, complete the Handbook Change Form, and submit to President-Elect at least one month prior to scheduled Council meetings.
• Submit plan of work, semiannual and annual reports to Council using the Council Reporting Form found under “Resources” on the ITAA website and in Appendix B.
• Serve as a member of Executive Council and Board and attend all Council and Board meetings.
• Communicate with committee chairs after Council meetings.
• Update the Board Member Roster table for committee chairs reporting to him/her and submit the table to the President by the end of the year. Table will be linked to committee interest page of website in January.
• Follow Distribution of Records Guidelines for Council Members.
• Preside at the annual meeting as requested by the President.
• Attend annual meeting functions as requested by the President (i.e. New Member meeting, Graduate Student meeting, etc.).

Responsibilities in Process for Electing the Graduate Student Liaison:
• Submit a call for nominations for the Graduate Student Liaison in the June and August Newsletters and via email blasts to ITAA members.
• Forward the names of the candidates to the chair of the Graduate Education Committee to distribute to committee members. The committee will select two students from the potential pool.
• Forward the two names to the current Graduate Student Liaison so that s/he can initiate communication with all graduate student members to elect (via email or other electronic venue) the graduate student representative. The Executive Director will provide support. The election is to take place prior to October 15.
• Announce results to Council by October 31 for formal approval.
**Education Coordinating Committee**

Enhances communication and collaboration among all dimensions of textiles and apparel education.

This committee prepares bi-annual reports (for Council review at Mid-Year and Annual Council Meetings) on the status of the committee work. The committee proposes special topic sessions and/or newsletter articles to address emerging issues.

**Composition**

- Composed of the chairs of the following committees: Curricular Development and Review, Graduate Education, Teaching Innovation and Resources, Administrative Leadership, and Graduate Student Liaison.
- Chaired by the Vice President of Education.

**Responsibilities**

- Enhance communication and collaboration among all dimensions of textiles and apparel education.
- Encourage excellence in instruction.

**Suggested Projects**

- Develop and make available to the membership a list of resources needed to support instruction in the various subject matter areas in Textiles and Clothing.
- Initiate projects and activities as planned by the committee to accomplish assigned duties such as:
  - Sponsor workshops on teaching for particular subject matter areas.
  - Develop a list of industries and/or associations who will provide materials or assistance for teaching particular subject matter.
  - Write regular newsletter column on teaching, highlighting new or original ideas on instruction.
  - Plan and sponsor sessions at national meetings related to instruction.

**Curricular Development and Review Committee**

Provides intellectual leadership for curricular development in textiles, apparel and merchandising programs, as well as processes enabling assessment of quality and student outcomes. The committee reports to the Vice President of Education, and its chair serves as a member of the Education Coordinating Committee. The committee proposes special topic sessions and newsletter articles to address emerging issues. The committee prepares bi-annual reports (for Council review at Mid-Year and Annual Council Meetings) to include a plan of work to be presented at mid-year and the status of that plan at annual meeting.

**Composition**
• Composed of as many members as necessary to complete the committee’s work and who are affiliated with a resident instruction program.
• Appointed for a three-year term.
• Chair serves two-year term.
• The committee will elect a Chair-elect in consultation with the current chair and the Vice President of Education.
• Chair-elect has served at least one year on the committee prior to appointment.

Responsibilities

• Provide intellectual leadership for curricular development in textiles, apparel and merchandising programs.
• Revise as necessary and implement processes enabling assessment of (1) the quality of textiles, apparel and merchandising programs and (2) student outcomes in textiles, apparel and merchandising programs.
• Execute activities to conduct a periodic review of ITAA Meta-goals according to current policy in consultation with Vice President of Education. (See Appendix E for review procedures.)
• Increase awareness of Metagoals.
• Submit plan of work, mid-year, and annual reports. The approved template for Committee Reporting can be found in Appendices.

Other Items

• Chair serves on ITAA Board.
• Chair serves on the Education Coordinating Committee.
• Report to Vice-President of Education.
• Submit plan of work, semi-annual and annual reports.
• Develop strategies for carrying out committee charge such as:
  o Develop programs/activities for annual meetings.
  o Submit articles to Newsletter to seek/share ideas.

Suggested Activities

• Determine the role of ITAA in proposing core competencies and fostering an understanding of strategies for assessment of student outcomes.
• Identify the relationships/differences among two-year programs, four-year programs, and graduate programs in relation to assessment.
• Identify diverse strategies for assessment of student outcomes, in conjunction with core competencies.
• Explore possibilities for sharing curricular and assessment concerns.
• Conduct workshops (pre- or post-conference, local) for members to (a) discuss competencies and (b) share methods for assessment.

Graduate Education Committee
Represents interests and needs of graduate education in all matters relating to ITAA business. The committee reports to the Vice President of Education, and its chair serves as a member of the education coordinating committee.

**Composition**

- Composed of 12-20 members, who are involved in graduate education in the textiles, apparel and merchandising area, to complete the committee’s work. A three-year term is recommended.
- Recommend that the committee chair appoints a member (with experience reviewing entries in the Graduate Student Competitions) to serve as an ex-officio member of the Scholarship Coordination Committee.
- Chair serves two-year term.
- Chair-elect has served at least one year on the committee prior to appointment.
- The committee will elect a Chair-elect every two years in consultation with the current chair and the Vice President of Education. The Chair-elect serves two-year term.

**Other Items**

- Chair serves on ITAA Board.
- Chair serves on the Education Coordinating Committee.
- Chair reports to the Vice President of Education.
- Chair submits plan of work, semi-annual and annual reports.
- Develop strategies for carrying out committee charge such as:
  - Develop programs/activities for annual meetings.
  - Submit articles to Newsletter to seek/share ideas.

**Responsibilities**

- Identify current issues and concerns of ITAA members regarding graduate education.
- Plan activities designed to improve the quality of graduate education in textiles, apparel, and merchandising and support the activities of related committees.
- Review calls for submissions to Student Best Paper Competitions (graduate and undergraduate) at Annual Meeting. Suggest revisions to the Vice President of Education.
- Conduct the review and select winners for the Student Best Paper Competitions (doctoral, master’s, and undergraduate). All candidates must be current members of ITAA and winners must be ITAA members when the presentation is made. Names of candidates for both graduate levels must be verified by the ITAA office.
- Request that the ITAA office prepare certificates. Send names of winners along with the advisor’s name and mailing address to Executive Director so checks may be prepared. Chair submits annual report of the review process for the Student Best Paper Competitions to the Vice President of Education.
- Coordinate with Vice President of Education and Executive Director to encourage member institutions to provide information about their graduate programs for inclusion on the ITAA web pages
- Promote graduate student involvement in ITAA.
- Seek nominations and review applications for graduate student liaison.
• By December 31, submit records according to the Distribution of Records Guidelines.

**Chair responsibilities**

• Serve on ITAA Executive Board.
• Serve on the Education Coordination Committee.
• Report to Vice-President of Education.
• Develop strategies for carrying out committee charge.
• Develop programs/activities for annual meetings.
• Submit articles to Newsletter to seek/share ideas.
• Communicates to new members the committee’s composition and responsibilities.
• Submits plan of work, mid-year, and annual reports. The approved template for Committee Reporting form can be found in Appendices.

**Teaching Innovation and Resources Committee**

Oversees the review of innovative teaching activities and foster programmatic attempts to enhance the development and sharing of innovative teaching resources. The committee reports to the Vice President of Education, and its chair serves as a member of the education coordinating committee. The committee proposes special topic sessions and newsletter articles to address emerging issues. The committee prepares bi-annual reports (for Council review at Mid-Year and Annual Council Meetings) to include a plan of work to be presented at mid-year and the status of that plan at annual meeting.

**Composition**

• Composed of members who are affiliated with a resident instruction and have interest in teaching innovation and/or pedagogy scholarship. Number of committee members is not limited.
• A two-year term is recommended. Chair serves a two-year term.
• The committee will elect a Chair-elect in consultation with the current chair and the Vice President of Education.
• Chair-elect has served at least one year on the committee prior to appointment.

**Responsibilities**

• Foster programmatic efforts to enhance the development and sharing of innovative teaching strategies, resources, and the scholarship of teaching.
• Review call for submissions of innovative teaching and curriculum strategy abstracts for juried reporting at Annual Meeting. Propose revisions to the Vice President of Scholarship. Submit articles to ITAA Newsletter to seek/share ideas.
• Develop programs/activities for the annual meeting.
• Oversee and facilitate the review and maintenance of the online Teaching Sharing Network.

**Chair Responsibilities**

• Serves on ITAA Board.
• Serves on the (ECC) Education Coordinating Committee.
• Reports to Vice President of Education.
• Communicates to new members the committee’s composition and responsibilities.
• Submit plan of work, mid-year, and annual reports to Vice President of Education.
• The approved template for Committee Reporting can be found in Appendices.

**Administrative Leadership Committee**

Fosters Planning and activities highlighting leadership development within the organization by facilitating opportunities for building and strengthening administrative leadership skills among ITAA members, including attention to diverse experiences of administrators and taking into consideration the various types of institutions represented by ITAA members and textile, apparel and merchandising professionals.

**Composition**

• Composed of committee chair, chair-elect, and additional members who are in leadership positions in higher education institutions. Number of committee members is not limited.
• Chair-elect is nominated and selected by the committee members and serves a two-year term. Chair elect has served at least one year on the committee prior to appointment.
• Chair serves a two-year term.

**Responsibilities**

• Develop programs/activities related to administrative leadership development for annual meetings.
• Use various strategies to identify current issues and concerns of ITAA members regarding administrative leadership.
• Propose special topic sessions and newsletter articles to address emerging issues as appropriate.
• Prepare one mid-year report and one annual report on plan of work and accomplishments.

**Chair Responsibilities**

• Serves on ITAA Board.
• Serves on the (ECC) Education Coordinating Committee.
• Reports to Vice President of Education.
• Communicates to new members the committee’s composition and responsibilities.
• Submits plan of work, mid-year, and annual reports to Vice President of Education.
• The approved template for Committee Reporting can be found in Appendices.

**Graduate Student Liaison**

Elected 1st or 2nd year doctoral student at the time of election, who serves as the graduate student’s voice to Council. The liaison maintains and monitors graduate student communications, events, elections, and records. The liaison proposes special topic sessions and
newsletter articles to address emerging issues. The liaison prepares bi-annual reports for Council review at Mid-Year and Annual Council Meetings on the status of his/her plan of work.

**Composition**

- One elected graduate student.
- Student serves one, one year term.
- Term begins at the mid-year Council meeting through the following annual conference and Council meeting. Transition of responsibilities to occur on January 1.

**Process of Election**

- Eligible students must be *ITAA* members.
- Must be first or second year doctoral student at time of election.
- Call for nominations to be included in the May and July Newsletter.
- Students can either volunteer or be nominated for this role. Student vita, a brief vision statement regarding role as liaison, and faculty endorsement with a letter of recommendation are necessary for consideration.
- Names of candidates will be forwarded to chair of the Graduate Education Committee and distributed to all members; the committee will select two students from the potential pool.
- Nominees shall be identified by September 15.
- The two names will be forwarded to the current student representative who will initiate communication with all graduate student members to elect (via email or other electronic venue) the graduate student representative. The organization’s Executive Director will provide support. The election is to take place prior to October 15. The Vice President of Education announces results pending Council approval.
- Stipulation: No two student representatives will be from the same institutions over two consecutive years.

**Responsibilities**

- To provide a graduate student’s voice to Council by attending the mid-year and annual Council meetings.
- Support graduate students’ involvement in *ITAA*.
- Maintain and monitor graduate student communications. Currently, this includes a Facebook page: *ITAA* Graduate Students Online Community and a LinkedIn page: *ITAA* Graduate Student Network.
- Work with Executive Director to conduct election for graduate student liaison to the *ITAA* Council. Make recommendation to Vice President of Education for review by Council.
- Follow the Distribution of Records Guideline for *ITAA* Board Members.
• Report to Vice-President of Education.
• Develop strategies for carrying out charge.
• Develop programs/activities for annual meetings, including Fireside Chat and Graduate Student Reception.
• Submit articles to Newsletter to seek/share ideas.
• Submit plan of work semi-annual and annual reports. The approved Committee Reporting Form can be found in the Appendices of the ITAA Policies and Procedure Manual.

**Vice President of Publications**

The Vice President of Publications is elected for a term of three years with election to take place consistent with a rotation schedule established by the Council. The Vice President of Publications may serve one term. Current or former members of the ITAA Board or the ITAA Council are eligible for the office of Vice President of Publications. The Vice President of Publications is responsible for providing leadership over the various publications provided by ITAA, including Clothing and Textiles Research Journal, Newsletter, Social Media, and Website.

The Vice President of Publications coordinates the meeting of committee chairs. The purpose of this meeting is to discuss the committee initiatives for the upcoming year.

**Responsibilities**

• Coordinate activities and efforts that promote and advance the publication of high quality, informative, and innovative ITAA publications.
• Provide general supervision and leadership to establishing, integrating, and facilitating understanding of policies and procedures regarding all ITAA publications: Clothing & Textiles Research Journal (CTRJ) and its focused issues, the ITAA Newsletter, ITAA Monographs, and ITAA electronic communications.
• Receive suggestions from members regarding new publications policies and procedures or revision of current policies and procedures. Summarize these suggestions and circulate to the Publications Policy Committee; revised policies; after Publications Policy Committee approval, will be reported to Council and/or the Board.
• Maintain awareness and knowledge of ITAA publications systems to quickly recognize any impediments. Develop and suggest modifications in these systems as necessary to retain and enhance their efficiency.
• Encourage development and coordinate efforts of the ITAA publications editors and liaisons, which includes the Publications Policy Committee, the Sage liaisons for CTRJ, the CTRJ Editor and Associate Editors, and the Electronic Communications Committee.
• Serve as the primary liaison between the ITAA Publications Editors and liaisons and the ITAA Council. Receive annual, and mid-year reports and plans of work of editors (including special editors that have a focused CTRJ issue or monograph in process) and submit these to Council. Provide reports to the Publications editors and liaisons regarding actions taken by Council relevant to publications.
• Chair the Publications Policy Committee.
• Develop and regularly update, with assistance of PPC, procedural guides on ITAA publications systems; ensure that these are readily available to members.
• Organize and expedite annual selection of editors, associate editors, and members of the CTRJ Editorial Board to replace those rotating off.
• Work closely with CTRJ editor to increase awareness and understanding among ITAA members of legal and regulatory requirements that exist at the federal, state, and institutional levels that are related to publishing. Examples are copyright law and intellectual property rights. Assist and inform editors of ITAA publications regarding policies and procedures pertaining to such publications.
• Mentor new reviewers and authors and actively engage in such activities as individual mentoring and development of mentoring sessions in academic units and professional associations.
• Review ITAA Policies and Procedures Handbook regularly and suggest necessary and useful revisions for publications pages.
• The Vice President of Publications coordinates meeting of committee chairs and editors. The purpose of this meeting is to discuss the committee initiatives for the upcoming year. This meeting occurs after the first Conference Council meeting so that the Vice President can update committee chairs with any necessary information.
• The Vice President of Publications prompts the committee chairs to turn in annual and mid-year reports and plan of work reports. These reports become addendums to the Vice President of Publication's annual and mid-year reports. The Committee Reporting Form provides a template for Annual and Mid-Year Reports and can be found in Appendices of the ITAA Policies and Procedures Handbook. Reports should follow this format.
• Review relevant sections of ITAA Policies and Procedures Handbook, identify any necessary updates, complete the Handbook Change Form, and submit to President-Elect at least one month prior to scheduled Council meetings.
• Submit plan of work, semiannual and annual reports to Council using the Council Reporting Form found under “Resources” on the ITAA website and in Appendix B.
• Serve as a member of Executive Council and Board and attend all Council and Board meetings.
• Communicate with committee chairs after Council meetings.
• Update the Board Member Roster table for committee chairs reporting to him/her and submit the table to the President by the end of the year. Table will be linked to committee interest page of website in January.
• Follow Distribution of Records Guidelines for Council Members.
• Preside at the annual meeting as requested by the President.
• Attend annual meeting functions as requested by the President (i.e. New Member meeting, Graduate Student meeting, etc.).

Publication Policies Committee

Composed of members who represent experience on one or more of the ITAA publications. The Vice President of publications serves as chair. Duties of the committee are to set policies for ITAA publications and to advise the Council on procedures, policies, and other matters on publications.

Composition
• Composed of five members who have had experience in publishing in refereed journals and have had experience working with one or more of the ITAA publications. Areas of specialization of committee members should be diverse, generally representing five of the six following areas: aesthetics/design; consumer theories and behavior, historical/cultural; international, business and industry analysis; social, psychological, educational; fashion theory, and textile, fiber and polymer science.
• Chaired by the Vice-President of Publications. The CTRJ editor is an ad hoc member.
• Members serve three-year, rotating terms and may serve two terms in succession.
• Current editors and associate editors of ITAA Publications are not eligible to serve, other than as ad hoc members.

Responsibilities
• Recommend to the Board policies for ITAA publications.
• Reviews and recommends changes to promotional policies for publications.
• Advise the Council on procedures, personnel and other matters pertaining to publications.
• Manage documents and records per the Distribution of Records Guidelines for Board Members.
• Recruits and selects CTRJ Editor and Associate Editors.
• Recruits and selects Newsletter Editor.
• Approve Vice President’s nominations for Editorial Board.
• Review and vote on nominations for Best CTRJ Reviewer Awards identified by the CTRJ Associate Editors, the CTRJ Editor and forwarded by the Vice President.
• Prepare biannual reports on the plan of work for Council for review at Mid-Year and Annual meetings.

Additional Procedures
• Suggestions for new publication policies and procedures or revision of current policies and procedures may be initiated by any member of ITAA. The Vice President of Publications will summarize these suggestions and circulate to the committee for comment and possible revision. New or revised policies, after approval of the committee, will be reported to the Council.
• Assist Vice-President of Publications in advisement of openings in the publications leadership, solicitation of applications, review of applications, and recommendation of editors and associate editors to the Council. Criteria for the editors are listed with each editor. Final selection is made by the ITAA Council.
• Assist Vice-President of Publications in advisement of openings on the CTRJ Editorial Board, solicitation of applications, review of applications, and recommendation of members of the CTRJ Editorial Board. Committee approves new members of the Editorial Board put forward by the Vice President.
• Assist Vice-President of Publications and CTRJ Managing Editor in their efforts to increase awareness and understanding among ITAA members of legal and regulatory requirements that exist at the federal, state, and institutional levels that are related to publishing.
• Engage in efforts to mentor new reviewers and authors and to encourage mentoring of members and colleagues.
• Review and approve proposals for Monograph Series.
• Solicit and select topics for CTRJ focused issues.
• Propose conference special topic sessions to address emerging issues.

**Clothing and Textiles Research Journal**

**Composition**

• Under the guidance of and consulting the Vice-President of Publications as needed on policy matters, the Editor directly manages the review process for all submissions.
• Seven Associate Editors work directly with the Editor to accomplish the double-blind review process. Subject matter areas are Aesthetics and Design; Consumer Theory and Behavior; History and Culture; International Business and Industry; Social-Psychological Aspects and Education; Textiles, Fibers, and Polymers; and a “floating” Associate Editor covering Consumer Theory and Behavior plus International Business and Industry.
• In consultation with the Editor and Publication Policies Committee, the Vice President of Publications may propose an increase in the number of Associate Editors to meet volume needs.
• The Editorial Board is composed of experienced reviewers serving three year renewable terms. Representation of reviewers for all subject matter areas is sought.
• The Vice-President of Publications and the Editor receive communications from and contact as needed the CTRJ liaison at Sage Publications.

**CTRJ Editor**

• The Editor is an active, nationally recognized researcher in textiles and clothing, an active or reserve member of ITAA, and has other qualifications such as familiarity with *CTRJ* as an author, reviewer, and/or associate editor.
• The Editor serves a four-year term of office and may serve two terms in succession.
• When a new Editor is needed, the Vice-President of Publications solicits applicants and after reviewing credentials, forwards appropriate candidates to the Publications Policies Committee, which reviews and recommends that the Vice-President presents to Council for action.
• The incoming Editor-designate works with the outgoing Editor for one year prior to assuming the editorship.
• The Editor is a member of the ITAA Board.
• The Editor’s mid-year and annual reports provide publication statistics in narrative and table formats and do not use the ITAA committee reporting form.

**CTRJ Associate Editors**

• Associate Editors have significant experience as authors and reviewers, preferably including for *CTRJ*.
• Associate Editors serve three year terms that can be renewed for an additional three years. There is no uniform timeline for term starting and ending points.
• The Editor and Vice-President of Publications identify potential candidates to fill vacancies. Each is asked to provide a vita and statement of interest that are submitted to the PPC for review and approval.
• Using Sage’s Manuscript Central, Associate Editors are asked that upon receipt of a manuscript from the Editor, they secure two reviewers for it within five to seven days. Reviewers are asked
to complete the review within 21 days, with Associate Editors sending a reminder if needed. Upon receipt of the two reviews, Associate Editors are expected to return their recommendation with the reviews to the Editor within five to seven days after receipt.

- Associate Editors whose terms are ending are asked to complete the second review process for any manuscripts first reviewed under their supervision.

**Editorial Board**

- The Editorial Board is composed of experienced reviewers who have been identified by the Editor and Vice-President of Publications or who have applied to be added to the Board. Their vita and application are submitted to the Publication Policies Committee for approval.
- Editorial Board members serve three year terms that can be renewed more than once.
- Editorial Board members are expected to review a minimum of three new manuscripts each year (unless not requested by an Associate Editor); complete reviews within the three-week timeline; and be willing to complete reviews during the summer.

**ITAA Newsletter**

The Newsletter is issued as an ITAA website-linked email every two months by the Executive Director. The Vice-President of Publications receives articles and announcements to prescreen prior to forwarding to the Executive Director. The due date to the Vice-President is one-half month prior to issuance (see below).

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<th>Publish Date</th>
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The Newsletter Timeline can also be found in Appendix G and serves as the recommended guide to the editor.

**The Social Media Marketing Committee**

Develops content plans and manages ITAA social media accounts, contributing to branding and promoting of ITAA through social media and generates and maintains photos of ITAA events. The committee also advises the Vice President of Publications on website look, organization and content.

**Composition**

- Composed of a chair and five to ten members who have experience in social media and other social media platforms.
- Report to the Vice President of Publications.
• Members serve three year terms with a chair-elect selected from among the current committee members.

Responsibilities

• Recommend to Vice President of Publications changes to the ITAA website content, navigation, and presentation.
• Advise the Council on matters pertaining to communications among and to members and non-members.
• The administrator of the ITAA Official Online Facebook Community will be the Chair of the Social Media Marketing Committee.

Facebook Community Guidelines

1. The ITAA Official Online Facebook Community welcomes all members and those interested in textile and apparel education and scholarship. We want your visit to be positive and educational. The following list of guidelines has been established to ensure such an experience:
2. Differences of opinion are welcome as long as they are respectful. Be courteous and respectful of questions and discussions. Any post deemed disrespectful or unproductive to a discussion will be removed at the discretion the administrators.
3. Posting policy: If you have a post or announcement you would like to share, please contact the chair of the Social Media Marketing Committee. The information and/or announcement will be posted by the administrator on your behalf.
4. Posts should be on topic; that is, related to the topics of professional interest to members of the International Textile and Apparel Association. Personal posts that do not relate to such topics will be deleted at the discretion of the administrators.
5. You participate in this Facebook community at your own risk, taking personal responsibility for your comments, your username and any information provided.
6. The appearance of external links on this site does not constitute official endorsement on behalf of the International Textile and Apparel Association. Such links are provided with the intent to share information and resources.
7. Posts that solicit business or advertise a product or service are allowed so long as they are deemed relevant to teaching and scholarly endeavors.
8. Posts that have the intent to defame or defraud any financial, commercial or non-governmental agency are prohibited. Posts should be made in the spirit of sharing information and furthering the body of knowledge.
9. Posts that include obscenities, profanity, or the promotion of illegal activity are prohibited.
10. If the administrator finds repeated violations of posting guidelines, they will consider deleting and/or blocking the posting individuals from this page, and/or possibly discontinue these discussions altogether.
11. Please contact the administrator if you would like to submit a post or have questions/concerns regarding posted content.

A schedule of posting events is as follows:
• Museum Monday – An artifact from a clothing and textiles collection will be posted. This is a great opportunity to feature an object from your university clothing and textiles collection. Please contact the administrator if interested.
• Current Events in Clothing and Textiles Wednesday
• Fashion quote Friday
• Ongoing posting events are as follows:
• Member Celebrations. Do you or a colleague have an exciting professional development to share? If so, we want to know and celebrate it as an ITAA community! Contact the administrator to submit announcements of professional accomplishments.
• Member profiles. We only get to see each other once a year at conference, so let’s get to know each other better all year around! If you or someone you know are interested in being featured in a brief membership profile, please contact the administrator.
• Committee updates. ITAA is committed to keeping the membership updated on committee discussions and work. Therefore, committee updates will be sought and posted periodically by the administrator.
• Calls for papers and publications outside of ITAA. Do you know of other professional organizations or journals that our membership can engage with? If so, please share them so we can continue to enhance our interdisciplinary alliances.
• Discussion topics. Discussion topics about issues relevant to textile and apparel education and scholarship will be posted periodically to engage community members in dialogue.

Vice President of Operations

The Vice President of Operations is elected for a term of three years, with election to take place consistent with a rotation schedule established by the Council. The Vice President of Operations may serve one term. Current or former members of the ITAA Board or the ITAA Council are eligible for the office of Vice President of Operations. The Vice President of Operations is responsible for membership, ITAA awards, and public relations.

Responsibilities

• Chair the Operations Coordinating Committee.
• Oversee committee formation and selection of a chair-elect for each committee.
• Coordinate Newsletter article submissions from Operations committees.
• Oversee efforts of the committees on Membership, Faculty Fellowships and Awards, Student Fellowships and Awards, Design Awards, and Public Relations.
• Oversee awards selection process. Send letters of award to recipients. Notify PR Chair so that communication goes to the business/industry supporting the awards.
• Faculty award nominations will be presented to ITAA Council for initial endorsement. A rationale for any dissent regarding a nomination will be presented to Council.
• Notify President, and ITAA office of results prior to awardee notification.
• Prepare PowerPoint slides (in cooperation with Vice President of Education) for the Awards ceremony during annual meeting and submit a complete list of annual award recipients to the Executive Director for ITAA records within 30 days after annual conference.
• Present ITAA Fellows awards at annual meeting.
• Preside at the awards session of Annual Meeting.
• Update lists of awards document and forward to Executive Director. List of awardees is also found in Appendices of ITAA Policies and Procedures Handbook.
• Work with External Relations Committee to promote relationships between ITAA and business/industry.
• Review relevant sections of ITAA Policies and Procedures Handbook, identify any necessary updates, complete the Handbook Change Form, and submit to President-Elect at least one month prior to scheduled Council meetings.
• Submit plan of work, semiannual and annual reports to Council using the Council Reporting Form found under “Resources” on the ITAA website and in Appendix B.
• Serve as a member of Executive Council and Board and attend all Council and Board meetings.
• Communicate with committee chairs after Council meetings.
• Update the Board Member Roster table for committee chairs reporting to him/her and submit the table to the President by the end of the year. Table will be linked to committee interest page of website in January.
• Follow Distribution of Records Guidelines for Council Members.
• Preside at the annual meeting as requested by the President.
• Attend annual meeting functions as requested by the President (i.e. New Member meeting, Graduate Student meeting, etc.).

Membership Committee
Provides services to members and seeks new members to join the organization. The Membership Committee also organizes and hosts the First-Time Attendees session at the annual conference. ITAA Council is expected to attend this event as well.

Composition
• Composed of a minimum of seven members.
• Appointed for a three-year term; may be reappointed.
• May serve two consecutive terms.
• One member to represent international interests (may be chair of ad hoc committee or designee).
• One member to represent undergraduate membership.
• One member to represent graduate membership.
• Chair serves as a member of the Operations Coordinating Committee.
• Chair serves a two-year term.
• Chair, in consultation with and approval of Vice President of Operations, will appoint a Chair-elect. Chair-elect will serve one year term with subsequent year service as chair.
• Chair-elect has served at least one year on the committee prior to appointment.

Responsibilities
• Implement a plan to increase membership in ITAA through recruitment of new members and renewal of current members.
• Recommend criteria for membership categories to the Executive Director.
• Review credentials of applicants for membership, if a question arises.
• Update the membership information, as needed; submit draft to Vice President of Operations who recommends implementation to Council.
• Review the membership directory and make recommendations.
• Follow Distribution of Records Guide for Board Members
• Implement and manage the Mentoring Program including the Mentoring function held during the annual meeting.
• By annual meeting, acquire membership demographics from Executive Director. These demographics should be part of Annual Report.
• Collect information from non-renewing members about reasons for non-renewal
• Review ITAA Bylaws membership category section and, when appropriate, present changes to Vice President Planning, Executive Director, and Council members.

Additional Responsibilities
• Each member of the Committee (including the chair) is responsible for recruiting new members and renewing current members.
• Solicit information from non-renewals to enhance understanding of reasons for non-renewal.
• The Membership Committee Chair and Public Relations Chair will prepare publicity releases for the Annual Meeting and the ITAA Newsletter which follows the Annual Meeting. Send copy to the ITAA office no later than November 15 for the December newsletter.

Other Items
• Chair serves on ITAA Board.
• Chair serves on the Operations Coordinating Committee.
• Chair reports to the Vice President of Operations.
• Chair submits plan of work, mid-year, and annual reports. The approved template for Committee Reporting can be found in Appendices.

Faculty Fellowships and Awards Committee
Provides oversight for the review of nominations/proposals and applications for faculty fellowships and awards sponsored by ITAA. This committee oversees the nomination of the ITAA Fellow, the Distinguished Scholar, Rising Star Award, ITAA Teaching Excellence Award, ITAA Mid-Career Excellence Award, ITAA Service Award, among others. The committee proposes special topic sessions to address emerging issues. The committee prepares bi-annual reports (for Council review at Mid-Year and Annual Council Meetings) on the status of their plan of work.

Composition
• Composed of at least 8 members.
• Members appointed for a two-year term.
• Members may serve two consecutive terms.
• Chair serves two-year term.
• Chair, in consultation with and approval of Vice President of Operations, will appoint a Chair-elect who serves as for one year then as chair the subsequent two years.
• Chair-elect has served at least one year on the committee prior to appointment.

Responsibilities
Coordinate review process for selection of recipients for ITAA Development Funded Scholarship and Leadership Awards for faculty and externally funded awards to ITAA non-student members with scholarship and leadership based criteria when the funding party desires ITAA member review.
• Solicit annual nominations for Fellow, Rising Star, Teaching Excellence Award, Mid-Career Excellence Award, and Service Award. Review credentials of nominees and recommend to the Council (Vice-President of Operations) recipients for Fellow, Rising Star, Teaching Excellence Award, Mid-Career Excellence Award, and Service Award. Review credentials of applicants/nominees for each award; select annual recipient.
• Submit the Call for all faculty awards to the ITAA Office by the December 1 ITAA Newsletter.
• Review criteria and procedures for the selections of each award and recommend revisions to the Council.

Additional Responsibilities
• The chair will send solicitation notices for each award to the December ITAA Newsletter.
• The chair, in collaboration with the Vice President of Operations, will distribute submitted nomination and application packets to members of the Faculty Fellowships and Awards committee, determining appropriate members to review each fellowship and award application. (See Forms posted in the ITAA Policies and Procedures Handbook) and vote for nominees for each award. This occurs immediately after the February 1 deadline.
• The committee will review the nomination packets and vote for nominees for each award in February and the chair will report the resulting committee decisions to the Vice President Operations. This occurs before the spring Council meeting, typically held in March.

Chronology & Description of Tasks
August
• Select members of the committee; at least three to evaluate each award and, in each case, a sufficient membership to meet the review criteria. Committee members should reflect the diversity of members within the association.
• Send Vice President of Operations a list of the committee members and their current addresses, phone #s, fax #s and e-mail addresses.

September
• Remind committee members of the meeting time at the ITAA annual meeting and send them the meeting agenda, committee responsibilities, and strategic plan.

October-November
• Meet with committee at conference; discuss goals and pertinent issues.
• Consult with Vice President of Operations to determine status of grants including the addition of new grants.
• Have award and fellowship information (about 40) available for distribution on luncheon tables at the conference.
• Review General Guidelines forms for grant proposals and submit to Vice President of Operations for Council approval.

• Send a copy of the General Guidelines for all awards and fellowships to the Executive Director for posting on the website. The ITAA Office maintains the ITAA Development Fund award calls. Highlighted changes on the previous year’s forms are submitted to the ITAA Office for web distribution. The goal is to write the calls so that changes will not need to be made yearly (e.g. eliminate meeting place, annual logo). Each call should be reviewed annually for accuracy.

February and March
• For review of Faculty Awards and Honors:
  • Sort applications.
  • Send committee members copies of the applications and evaluation forms.
  • Tally results and notify applicants of decision.

July
• ITAA office updates running list of all ITAA Award recipients over time

Other Items
• Chair serves on ITAA Board.
• Chair serves on the Operations Coordinating Committee.
• Chair reports to the Vice President of Operations.
• Chair submits plan of work, mid-year, and annual reports. The approved template for Committee Reporting can be found in Appendices.
• Follow Distribution of Records for Board Members Guide.

Student Fellowships and Awards Committee
Provides oversight for the review of proposals, nominations, and applications for student fellowships and awards sponsored by ITAA. The committee reports to the Vice President of Operations, and its chair serves as a member of the Operations Coordinating Committee. The committee proposes special topic sessions to address emerging issues. The committee prepares bi-annual reports (for Council review at Mid-Year and Annual Council Meetings) on the status of their plan of work.

Composition
• Composed of a minimum of five members.
• Students cannot serve on this committee.
• Appointed for three-year term.
• May serve on committee for two consecutive terms.
• Chair serves two-year term.
• Chair, in consultation with and approval of Vice President of Operations, will appoint a Chair-elect who serves for one year then serves as chair the subsequent year.
• Chair-elect has served at least one year on the committee prior to appointment.

Responsibilities
• Publicize ITAA student fellowships and scholarships through the ITAA website, Newsletter, and email listserv.
• Select recipients for ITAA student fellowships and scholarships.
• Follow the Distribution of Records for Board Members Guide.

**Time Line:**

• In August, identify individuals who are willing to serve on the committee. Follow the time line below for the specific type of award:

**Fellowships/Scholarships**

• July 1 is the due date for applications/recommendation letters.
• Update fellowship/scholarship application forms (from website) and send to ITAA office for uploading on the web and distribution in the Newsletter.
• Prepare cover letter which accompanies the application forms. Applications and recommendation forms may be downloaded from the website.
• Distribute evaluation forms used by committee members to evaluate applications.
• Receive applications from ITAA office and prepare a “packet” of applications for distribution to committee members. Include applications, evaluation sheets, and instructions for timely review.
• Verify ITAA membership of award recipients with ITAA office. Recipients must be members both when they submit an award application and when they receive the award.
• Notify recipients by mid-August. Recipients need to accept the scholarship/fellowship in writing by early September before letters are sent to the other students.
• Send letters to the remaining students.
• When recipients have accepted awards in writing, send the list of names of award recipients with specific award, school name, and addresses of advisors to Executive Director to prepare checks.
• List of awardees is updated and submitted to the Executive Director to be included on the website.
• Vice President of Operations present certificates/awards at the annual meeting.
• Chair of Student Fellowships and Awards determines from the recipients if they will be attending the annual meeting. Prepare a summary/introduction of each recipient.
• Chair of Student Fellowships and Awards prepares article due January 15 for February *ITAA Newsletter* announcing award recipients.

**Other Items**

• Chair serves on ITAA Board.
• Chair serves on the Operations Coordinating Committee.
• Chair reports to the Vice President of Operations.
• Chair submits plan of work, mid-year, and annual reports. The approved template for Committee Reporting can be found in Appendices.

**Design Awards Committee**

Provides oversight for the review of student and faculty designs after the first jury has accepted them. This committee reviews the accepted entries for scholarships and awards based on merits of design work. This committee oversees the awards listed on the website at the time the annual design call for
entries is published. The committee prepares bi-annual reports (for Council review at Mid-Year and Annual Council Meetings) on the status of their plan of work.

**Composition**

- Composed of a minimum of five members.
- Appointed for three-year term.
- May serve on committee for two consecutive terms.
- Chair serves one year term.
- Chair, in consultation with and approval of Vice President of Operations, will appoint a Chair-elect who serves as chair-elect for one year then serves as chair the subsequent year. Chair-elect has served at least one year on the committee prior to appointment.

**Responsibilities**

- The mission of the Design Awards Committee is on-site hosting and management of Awards and judges at the Annual Conference including identifying and securing the on-site judges.
- Provide the on-site judges with the top four or five candidates for each award based on the original scores from the first jury. Eligibility for awards will be based on the designer self-selecting the award at the time of entry and the committee will confirm awards meet criteria when specific criteria are set (for example, entries for awards requiring use of a specific fiber meets that criteria.)
- Review criteria and procedures for the selections of design awards and suggest/implement changes.
- Regarding the Blanche Payne (undergraduate) Scholarship, submissions are due September 1 and eligibility is based on accepted work for the annual conference. The Student Fellowship and Awards Committee will first review the additional materials required of students and submit the
- The chair will report to the Vice President Operations the resulting committee decisions for the design awards.
- The Vice President Operations notifies each award sponsor of the recipients and provides their contact information.

**Public Relations Committee**

Assumes responsibility for connecting activities of the ITAA membership (internal relations) with those of diverse societal constituency groups and stakeholders (external relations). Coordination is fostered with the annual meeting coordinators through the Vice President of scholarship. The committee proposes special topic sessions to address emerging issues. The committee prepares bi-annual reports (for Council review at Mid-Year and Annual Council Meetings) on the status of their plan of work.

**Composition**

- Composed of five members.
- Appointed for a term of two years.
- May serve two consecutive terms.
- Chair serves a two-year term.
• Chair, in consultation with and approval of Vice President of Operations, will appoint a Chair-elect who serves one year then serves as chair the subsequent year.
• Chair-elect has served at least one year on the committee prior to appointment.

Responsibilities

• Assume responsibility for connecting activities of ITAA membership with those of diverse constituency groups and stakeholders.
• Write items for ITAA Newsletter and other trade publications including:
  o Undergraduate/graduate students and career choices.
  o Research being conducted by ITAA members that makes a difference in relation to industry.
  o Award recipients.
  o Contribute to “Education Update” in Apparel Magazine on a regular basis.
  o Arrange for photos to be taken of industry award winners after award presentations at annual meeting. Send photos with press releases to recipients’ local news sources (campus media relations, local newspapers) and to awarding companies for publicity uses. Write summary article for ITAA Newsletter.
• Enclose press releases with award recipient’s correspondence. Send any subsequent press releases by email attachment to awardees.
• Assist award winners with developing press releases. A press releases should be sent to the media relations office at award winners’ university/college
• Provide research updates to companies sponsoring awards or scholarships. Work with Faculty Fellowships and Awards chair to send brief press releases addressing research topics and recipient photos to awarding companies, and campus media relations office.
• Provide general press release forms for member conference packets.
• Work with Counselor to write a summary of the Commemorative Lecture and Distinguished Scholar Lecture for ITAA Newsletter and other appropriate industry publications.
• Generate ideas for additional vehicles of communication about ITAA members and activities.
• Make presentation boards for annual meetings that announce major faculty and student award winners (One board for faculty winners, one board for student winners, and individual boards for ITAA Fellows).

Other Items

• Chair serves on ITAA Board.
• Chair serves on the Operations Coordinating Committee.
• Chair reports to the Vice President of Operations.
• Chair submits plan of work, mid-year, and annual reports. The approved template for Committee Reporting can be found in Appendices.
• Follow Distribution of Records Guide for Board members.
CHAPTER 5: AWARDS AND HONORS

Each year, ITAA awards a variety of scholarships and honors to faculty, graduate students, and undergraduate students. Over $30,000 is awarded annually. The awards are made possible through the generous support of members and donors. Awards are given to ITAA members only. All award amounts are dependent on availability of funds from interest bearing accounts. Individuals will not be awarded the same scholarship more than one (1) time. The calls, application procedures, and submission processes for awards are available at itaaonline.org.

Faculty Awards

Distinguished Awards - February 1 Submission Deadline

- ITAA Fellow
- ITAA Distinguished Lecturer
- Rising Star Award

Faculty Professional Development Awards – April 1 Submission Deadline

- ITAA Faculty Development Grant
- Sara Douglas Fellowship for International Study in Textiles and Apparel
- Janet Else Visiting Scholar or Practitioner Award

Research and Teaching Scholarship Awards

Awards are presented at each ITAA Annual Conference to recognize outstanding research and teaching scholarship submissions that contribute to the body of knowledge across the discipline.

- Lectra Innovation Award for Faculty Research ($500)
- Lectra Innovation Award for Teaching ($500)
- ATEXINC Award for Innovation in Teaching Textiles ($300)
- Vinci Award
- ESRAB (Educators for Socially Responsible Apparel Business) Award for Research
- ESRAB (Educators for Socially Responsible Apparel Business) Award for Teaching
- Paper of Distinction Awards

Creative Design Awards

Awards are presented at each ITAA Annual Conference to recognize outstanding creative design. Awards are determined by onsite judges at the Annual Conference.

- Lectra Outstanding Faculty Designer Award, faculty level - trip to Premier Vision & the Lectra Headquarters in Paris, France.
Chapter 5 Awards and Honors

- ATEXINC Award for Excellence in Marketable Textile Design, Faculty Level ($400)
- Cotton Incorporated Innovations in Cotton Design Award ($1,000 and $500)
- Sandra Hutton Award for Excellence in Fiber Arts ($300)
- ESRAB (Educators for Socially Responsible Apparel Business) Award for Sustainable Design, Faculty Level (Certificate)
- ITAA Award for Excellence in Fiber Art Design ($300)
- ITAA Award for Excellence in Target Market ($300)

Student Awards: Graduate Student Awards

ITAA offers a variety of awards, honors, grants and fellowships to graduate students. Please refer to the website for the current calls, criteria, and submission processes. Graduate student awards and fellowships include:

Best Paper Awards—Due February 1

Scholarships and Fellowships

- Lois Dickey Fellowship
- Joan M. Laughlin Fellowship
- Marjorie Joseph Fellowship
- Oris Glisson Fellowship
- Sara Douglas Fellowship for Professional Promise - Doctoral and Masters
- Robert C. Hillestad Fellowship for Doctoral Students

Research and Teaching Scholarship Awards

Awards are presented at each ITAA Annual Conference to recognize outstanding research and teaching scholarship submissions that contribute to the body of knowledge across the discipline.

- Lectra Innovation Award for Teaching ($500)
- ATEXINC Award for Innovation in Teaching Textiles ($300)
- ESRAB (Educators for Socially Responsible Apparel Business) Award for Research
- ESRAB (Educators for Socially Responsible Apparel Business) Award for Teaching
- Paper of Distinction Awards
- Vinci Award ($200)

Creative Design Awards

Awards are presented at each ITAA Annual Conference to recognize outstanding creative design. Awards are determined by onsite judges at the Annual Conference.

- Lectra Outstanding Graduate Student Design Award: Best in Show - Graduate Level ($500)
- Lectra Outstanding Graduate Student Design Award: Best Use of Technology ($500)
• ATEXINC Award for Excellence in Marketable Textile Design, Graduate Student Level ($300)
• Vinci Award ($300)
• Fashion Supplies Awards for Innovative Design (Product / Gift Certificates)
• ESRAB (Educators for Socially Responsible Apparel Business) Award for Sustainable Design, Graduate Student Level (Certificate)

**Student Awards: Undergraduate Students**

The section includes the calls for students. Except for design awards, student awards/nominations are due April 1 of each year. Please refer to the website for the current calls, criteria, and submission processes. Undergraduate student scholarships and awards include:

**Undergraduate Best Paper Award**

**Scholarships**

• Regent’s University London, Will Conard Fashion Marketing Award
• Regent’s University London, Will Conard Fashion Design Award
• Blanche Payne Award

**Creative Design Awards**

Awards are presented at each ITAA Annual Conference to recognize outstanding creative design. Awards are determined by onsite judges at the Annual Conference.

• Eden Travel International (2 Week Internship with Zandra Rhodes)
• Pattern Works International Award for Best Solution to a Patternmaking Problem (Design Software Package)
• ATEXINC Award for Excellence in Marketable Textile Design, Undergraduate Student Level ($400)
• ESRAB (Educators for Socially Responsible Apparel Business) Award for Sustainable Design, Undergraduate Student Level (Certificate)
CHAPTER 6: FUND DEVELOPMENT

Development Committee

Composition

This committee is appointed by the ITAA President and approved by Council and shall consist of past ITAA Presidents, ITAA Fellows, and others interested in development. The Chair of the committee will be the ITAA Counselor.

Charge

- To develop fundraising activities to support ITAA projects; to develop business memberships and partnerships.
- Seek business and corporate sponsorships and underwriting.
- Develop and recommend plans to raise funds.
- Publicize development activities in ITAA Newsletter, and on the ITAA website.
- Prepare committee reports, agenda items and budget requests for Executive Council.
- Develop ITAA products that can be marketed and sold at a profit.
- Report to ITAA Executive Council.

Gift Acceptance Policy

The International Textile and Apparel Association (ITAA) is a nonprofit, 501(c)(3) corporation incorporated in the state of Oklahoma, USA. ITAA encourages the solicitation and acceptance of contributions for purposes that will assist ITAA to further and fulfill its mission, vision, and organizational purpose. The following policies and guidelines govern acceptance of contributions made to ITAA.

Mission

The International Textile and Apparel Association advances excellence in education, scholarship and innovation, and their global applications.

Vision

The International Textile and Apparel Association promotes the discovery, dissemination, and application of knowledge and is a primary resource for its members in strengthening leadership and service to society.

Function

ITAA is a professional, educational association composed of scholars, educators, and students in the textile, apparel, and merchandising disciplines in higher education. ITAA welcomes professionals employed in those fields who wish to join with members of the Association in the pursuit of knowledge,
interchange of ideas, and dissemination of knowledge through meetings, special events, and publications.

It is the purpose of this Policy to govern the acceptance of contributions by ITAA and to provide guidance to prospective donors and their advisors when making contributions to ITAA. The provisions of these Policies shall apply to all contributions.

**Guiding Principles**

- The Council of ITAA, Executive Director and staff encourage contributions from ITAA members, individuals, businesses, corporations, organizations and foundations to secure the future growth and mission of ITAA.
- Donors are encouraged to consult with their own personal advisors prior to making any gift to ITAA. It shall be the responsibility of the donor for any legal or professional fees associated with completion of contributions to ITAA.
- ITAA will accept restricted and unrestricted contributions, and contributions for specific programs and purposes, if such contributions are consistent with its stated mission, vision, and functions.
- ITAA reserves the right not to accept certain gifts, including those from which ITAA will realize little or no financial gain, or which are made for purposes that inconsistent with ITAA’s mission, or which have restrictions that violate ITAA’s ethical standards, require illegal discrimination, or which are not otherwise in ITAA’s best interests.
- ITAA will acknowledge all gifts and donations in a manner that respects and honors the donor and as ITAA deems appropriate.

**Gift Acceptance Committee**

- Executive Director. The Executive director shall have discretion and authority to accept restricted and unrestricted contributions, allowable under this Policy, of a value up to $10,000. Contributions above that amount must be approved by ITAA Council. The Executive Director shall submit a written report of all contributions accepted to the ITAA Council.
- The Finance Committee serves as the Gift Acceptance Committee and shall consist of the Treasurer, President-Elect, President, Counselor, and Executive Director (Ex-Officio). The committee is chaired by the Treasurer.
- Gift Acceptance Committee (Committee). The Committee is charged with the responsibility of reviewing restricted and unrestricted contributions greater than $10,000, or a contribution of a lesser value at the request of the Executive Director. The Committee will screen them for conformance with the Gift Acceptance Policy and provide the ITAA Council with recommendations.
- Donor notification. Notification of acceptance, rejection or modification of a donor contribution will be communicated in writing to the donor by the Executive Director.
- Gift Acceptance Policy Review. The Committee shall review the Gift Acceptance Policy annually and make recommendations to the ITAA Council when appropriate.
- The Gift Acceptance Committee is a Standing Committee that reports to Council.

**Endowment Policy:**
A gift of $25,000, given as a one-time donation or paid out over time, will when fully funded, establish a permanent endowment that generates funding for scholarships in perpetuity. The annual scholarship distributions will grow as the fund grows. The donor(s) may also elect to give additional funding for immediate scholarships until the endowment matures. Given a 4% rate of return, ITAA endowments of $25,000 earn approximately $1,000 per year in award dollars.

- Once an endowment is set up, the endowment principal will stay intact. Awards will be made from the earnings of the account.
- Should market forces bring a balance below the donation level, the Finance Committee will determine whether lost funds may be made up from additional donation, excess operating money, Legacy Group fundraising, or compounding interest.
- Award recipients will be determined by the appropriate committee.

**Excess Funds Policy**

If ITAA has excess operating funds for the previous fiscal year, the Finance Committee will bring forth a proposal for the usage of said funds at the mid-year Council meeting.

**Use of Legal Counsel**

The Executive Director or ITAA Council may seek the advice of legal counsel where appropriate and shall seek the advice of legal counsel in all matters pertaining to the acceptance of a contribution which may have adverse legal, ethical, or policy consequences to ITAA.

**Valuation and Acknowledgement**

ITAA shall record a contribution received by ITAA at its valuation for contribution purposes on the date of contribution, following generally accepted accounting principles. The Executive Director is responsible for written acknowledgment of all contributions to ITAA and compliance with the current IRS requirements in acknowledgement of such contributions.

**Memorandum of Understanding**

Prior to completing arrangements for accepting gifts greater than $25,000 the donor and the ITAA President, Counselor, or Executive Director will execute a Memorandum of Understanding which must include the following elements:

- Purpose
- Background
- Funding
- Criteria as to who will benefit
- ITAA’s responsibilities
- Description of how the funds may be used
- Signature of the donor signifying acceptance

**Procedures – Specific**
The above general procedures apply to all gifts to ITAA. The following additional procedures set forth specific parameters on common types of gifts. Special gifts or circumstances not described below may require a case-by-case review and may be subject to additional ITAA policies.

**Outright Gifts**

**Cash**
- Unrestricted cash and checks may be accepted by ITAA regardless of amount.
- Checks must be made payable to ITAA. In no event may a check be made payable to an employee, agent or volunteer who represents ITAA.

**In-Kind**
- In-kind contributions include products, supplies, equipment, services, personal property, and the like which are beneficial to ITAA and/or its members.
- Costs incurred because of accepting the contribution must be approved by the Executive Director.
- Valuation of items must follow terms of the Internal Revenue Code.
- No in-kind/personal property may be accepted under conditions that obligate ITAA to retain the property in perpetuity.

**Restricted Gifts/Endowments**
- Gifts to ITAA may be restricted in their use, if the proposed use is consistent with ITAA’s stated mission and the restrictions are in ITAA’s best interest.
- Significant restricted gifts and endowment gifts must be approved by ITAA Council.
- ITAA Council reserves the right to change the designated purpose of any restricted gift if the restriction prevents ITAA from using the gift to fulfill the donor’s intentions or becomes impractical, unnessessary, or undesirable.
- The Executive Director will advise potential donors of the ITAA Council’s discretion to change the purpose of a restricted gift. At the time a change is made, the Executive Director will make a reasonable effort to hold a discussion with the donor, or if then deceased, his or her heirs, or such other persons designated by the donor.

**Types of Restricted Gifts**
- Designated gifts of any size may be made to an existing endowed or restricted fund of ITAA.
- A named endowment gift carrying a name designated by the donor may be established with a minimum initial contribution of $25,000, assuming the purpose of the endowment is approved by ITAA Council.

**Account Management**
- Donations to the ITAA Endowment/Investment Fund must be deposited to the general endowment fund and interest will be used to fund the Fellowships. If a donor wishes to establish their fund but not have it managed by ITAA – that is, the fund will be in an account unto itself – the scholarship will be funded solely by the Donor and interest accrued by the fund itself.
- The Executive Director will maintain records of fund contributions. Earnings will be apportioned based on pro rata basis per average monthly balances for the period in which the money was earned.
Deferred Gifts

Bequests

- ITAA encourages all donors to disclose their bequest intentions to the Executive Director in writing to ensure that ITAA can carry out the donor’s future wishes and that the gifts conform to this Gift Acceptance Policy.

- Gifts from estates of deceased donors which do not conform to ITAA’s policies may be accepted or rejected pursuant to the procedures outlined above and such decision communicated to the legal representative of the estate. If possible, a mutually agreeable plan shall be negotiated between ITAA and the representative to make the gift acceptable.

- Suggested Bequest Language:

  I give and bequeath to the International Textile and Apparel Association, a non-profit corporation established under the laws of the state of Oklahoma, (state percentage of estate, residue, sum of money, or otherwise described property)

Changes to Gift Acceptance Policy

These policies and guidelines have been reviewed and accepted by ITAA Council. The Council must approve any changes to or deviations from these policies.

ITAA Development Fund

The Need

We are living in uneasy times. Universities across the country are beset with financial problems. Programs are being closely scrutinized, and reorganization is common. In such a climate, external validation of our programs and of individual faculty efforts is becoming increasingly important. (Refer to the Kean and Laughlin 2002 CTRJ article.)

ITAA has a history of providing venues for sharing research results, innovations in teaching, and creative work. The organization also has instituted some awards for members. These primarily have been focused on new professionals (graduate student awards) and career awards (fellow, distinguished scholar). One might ask that as the primary organization representing our field, should not ITAA be playing a greater advocacy role for its members by providing more avenues for external recognition? Unfortunately, as the need for external recognition for members is increasing, ITAA’s ability to fund such awards is diminishing. As Sara Kadolph noted in our most recent Newsletter, ITAA funds for awards are very limited. Suggestions have been made that we should seek funds for awards from industry partners. However, relying on funds from industry is difficult, as donations are made on a year-to-year basis, and often are uncertain. ITAA needs a base level of funding for awards that dollars from industry will augment.

ITAA needs a greater variety of types of recognition of members and number of awards. Therefore, the members of ITAA should establish a Development Fund to be held in a cash account and to be used solely for providing awards to members – by members, for members.
The Solicitation

The solicitation will take place in three phases:

**Phase 1:** A solicitation letter will be mailed to a specific group of ITAA members—past officers, unit administrators, fellows and related award winners. The response of this group will determine the feasibility of a broader solicitation.

**Phase 2:** At the Annual Meeting in Savannah, an appeal will be made to the members attending the meeting during the President’s Address with pledge cards given to members.

**Phase 3:** Follow up after the meeting will be made with an appeal in the Newsletter.

I would like to ask for a gift to be made annually over a five-year period. This would allow us to better plan on the use of these funds. Possible donation levels per year: $1,000; $500; $100; $50; and other.

Payments need to be made by December 31 each year for disbursement at the annual meeting the following year. For example, funds collected by December 31, 2003 will be disbursed at the 2004 Annual Meeting.

Fundraising Goal: $15,000 per year.

The Use

Funds collected will go into an ITAA Development Fund to be used only for awards. The amount and number of awards will be determined by the success of the fundraising campaign.

Possible awards:

- Best Paper Awards (for designated tracts and overall)
- Awards for junior and mid-level professionals (emerging leaders)
- Research and Professional Development Awards
- Innovative Teaching Awards

Awards will be administered through existing committees.

Implementation Plan

- **February** Seek approval for proposal at Spring Executive Council Meeting
- **March-April** Refine proposal and develop solicitation letter
- **May-June** Targeted solicitation—past officers, fellows, etc.
- **July-September** Discussion by key committees and unit administrators of types, numbers, amounts of awards to be given
- **November** General solicitation at Annual Meeting—President’s Address
- **January** Guidelines, call for new awards go out with other calls

Annual meeting New awards become part of the Annual Meeting
The policy on publishing press releases and advertising can be found in Appendix G.
APPENDIX A: ORGANIZATION

This appendix includes:

- Organization Chart
- Council Members
- Rotation Schedule of Council Members
Appendix A

Organizational Chart

+ - President
  + - President-Elect
  + - Counselor
  + - Secretary
  + - Treasurer

Finance Committee
Developmental Committee
Nominating Committee
Legacy Group

+ - VP Planning
  + - Strategic Planning Coordinating Committee
    + - International Relations
    + - Cultural & Industry Learning Tours
    + - External Relations
    + - Philosophical Mission
    + - By-Law Review Committee

+ - VP Scholarship
  + - Scholarship Coordinating Committee
    + - Conference abstract & paper review
    + - Design Review for Annual Meeting

+ - VP Education
  + - Education Coordinating Committee
    + - Curricular Development & Review
    + - Graduate Education
    + - Teaching Innovation & Resources
    + - Design Education & Scholarship
    + - Administrative Leadership
    + - Graduate Student Liaison (Ex Officio)

+ - VP Publications
  + - Publications Policy Coordinating Committee
    + - CTRI Journal Editor
    + - ITAA Newsletter Editor
    + - Electronic Communication Committee
    + - Media & Book Review

+ - VP Operations
  + - Operations Coordinating Committee
    + - Membership
    + - Faculty Fellowship & Awards
    + - Design Awards
    + - Public Relations

+ - VP Conferences
  + - Conference Coordinating Committee
    + - Design Exhibition Committee
    + - Design Catalog Editor
    + - Annual Meeting Coordinators

+ - Executive Council Member (11 elected + 1 ex officio)
+ - Board Members (34 + 1 ex officio)
* Designates a Committee Chaired by a VP
## ITAA Council

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Affiliation</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PRESIDENT</strong></td>
<td>Melody LeHew</td>
<td>Kansas State University, Apparel, Textiles, &amp; Interior Design</td>
<td>785-532-6993 (O) <a href="mailto:lehew@ksu.edu">lehew@ksu.edu</a></td>
</tr>
<tr>
<td>January 2019-December 2019</td>
<td></td>
<td>324 Justin Hall Manhattan, KS 66506</td>
<td></td>
</tr>
<tr>
<td><strong>PRESIDENT-ELECT</strong></td>
<td>Ann Paulins</td>
<td>Ohio University</td>
<td></td>
</tr>
<tr>
<td>January 2019-December 2019</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>SECRETARY</strong></td>
<td>Melanie Carrico</td>
<td>University of North Carolina at Greensboro, Bryan School of Business and Economics, Consumer, Apparel and Retail Studies 213 Stone Building Greensboro, NC 27402-6170</td>
<td>336-256-0291 (O) <a href="mailto:mrcarric@uncg.edu">mrcarric@uncg.edu</a></td>
</tr>
<tr>
<td>January 2018-December 2020</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TREASURER</strong></td>
<td>Kathy K. Mullet</td>
<td>Oregon State University, College of Business 6167 SW Country Club Corvallis, OR 97333</td>
<td>541-737-3818 (O) <a href="mailto:kathy.mullet@oregonstate.edu">kathy.mullet@oregonstate.edu</a></td>
</tr>
<tr>
<td>January 2017-December 2019</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>COUNSELOR</strong></td>
<td>Jane Hegland</td>
<td>South Dakota State University, Consumer Sciences, Wagner Hall 229/Box 2275A South Dakota State University Brookings, SD 57007-0496</td>
<td>605-688-5196 (O) <a href="mailto:jane.hegland@sdsstate.edu">jane.hegland@sdsstate.edu</a></td>
</tr>
<tr>
<td>January 2019-December 2019</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>VP PLANNING</strong></td>
<td>Byoungho Jin</td>
<td>North Carolina State University, Wilson College of Textiles Textile and Apparel, Technology and Management 1020 Main Campus Dr Raleigh, NC 27606</td>
<td>919-515-5977 (O) <a href="mailto:bejin@ncsu.edu">bejin@ncsu.edu</a></td>
</tr>
<tr>
<td>January 2017-December 2019</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Position</td>
<td>Name</td>
<td>University/Institution</td>
<td>Address</td>
</tr>
<tr>
<td>--------------------------------</td>
<td>-----------------------</td>
<td>------------------------------------------------------------</td>
<td>----------------------------------------------</td>
</tr>
<tr>
<td>VP SCHOLARSHIP</td>
<td>Youn Kyung Kim</td>
<td>University of Tennessee</td>
<td>110 Jessie Harris Building</td>
</tr>
<tr>
<td>January 2017-December 2019</td>
<td></td>
<td>Retail and Consumer Sciences</td>
<td>1215 W. Cumberland Ave.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Knoxville, TN 37996</td>
<td></td>
</tr>
<tr>
<td>VP EDUCATION</td>
<td>Kim Hiller</td>
<td>Kansas State University</td>
<td>Apparel, Textiles, &amp; Interior Design</td>
</tr>
<tr>
<td>January 2019-December 2021</td>
<td></td>
<td>321 Justin Hall</td>
<td>76506</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Manhattan, KS</td>
<td></td>
</tr>
<tr>
<td>VP PUBLICATIONS</td>
<td>Jung Ha Brookshire</td>
<td>University of Missouri</td>
<td></td>
</tr>
<tr>
<td>January 2019-December 2021</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>VP OPERATIONS</td>
<td>Lynn M. Boorady</td>
<td>State University of New York College</td>
<td>Fashion and Textile Technology</td>
</tr>
<tr>
<td>January 2018-December 2020</td>
<td></td>
<td>at Buffalo</td>
<td>TECH 303</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>1300 Elmwood Avenue</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Buffalo, NY 14222</td>
</tr>
<tr>
<td>VP CONFERENCES</td>
<td>Sheri Dragoo</td>
<td>Texas Woman's University</td>
<td>PO Box 425529</td>
</tr>
<tr>
<td>January 2017-December 2019</td>
<td></td>
<td></td>
<td>Denton, TX 76204</td>
</tr>
<tr>
<td>GRADUATE STUDENT LIAISON</td>
<td>Jenny Leigh DuPuis</td>
<td>Cornell University</td>
<td></td>
</tr>
<tr>
<td>January 2019-December 2021</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EXECUTIVE DIRECTOR</td>
<td>Nancy Rutherford</td>
<td>PO Box 70687</td>
<td>Knoxiville, TN 37938</td>
</tr>
<tr>
<td>Ex-Officio Member</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**Election Rotation of Council**

<table>
<thead>
<tr>
<th>Office</th>
<th>Election Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td>Annually</td>
</tr>
<tr>
<td>President-elect</td>
<td>Rotation</td>
</tr>
<tr>
<td>Counselor</td>
<td>Rotation</td>
</tr>
<tr>
<td>Treasurer</td>
<td>2016, 2019, 2022, 2025, 2028…</td>
</tr>
<tr>
<td>Secretary</td>
<td>2017, 2020, 2023, 2026, 2029…</td>
</tr>
<tr>
<td>Vice President of Planning</td>
<td>2016, 2019, 2022, 2025, 2028…</td>
</tr>
<tr>
<td>Vice President of Scholarship</td>
<td>2016, 2019, 2022, 2025, 2028…</td>
</tr>
<tr>
<td>Vice President of Conferences</td>
<td>2016, 2018, 2021, 2024, 2027…*</td>
</tr>
<tr>
<td>Vice President of Education</td>
<td>2018, 2021, 2024, 2027, 2030…</td>
</tr>
<tr>
<td>Vice President of Publications</td>
<td>2018, 2021, 2024, 2027, 2030…</td>
</tr>
<tr>
<td>Vice President of Operations</td>
<td>2017, 2020, 2023, 2026, 2029…</td>
</tr>
<tr>
<td>Graduate Student Liaison</td>
<td>Annually</td>
</tr>
<tr>
<td>Members at Large for Nominating Committee</td>
<td>Annually, 1 new member</td>
</tr>
</tbody>
</table>

*The first term for the Vice President of Conferences will be a 2-year term in order to off-set this office with the Vice President of Scholarship.*
APPENDIX B: FORMS

Included in appendix:

- Council Member Reporting Form
- Committee Reporting Form
- Bylaws Change Form
- Handbook Change Form
- Executive Director Review Form
- Pledge Form Example
**Council Member Reporting Form**

International Textile and Apparel Association
Discovery ♦ Dissemination ♦ Application ♦ Leadership

Respectfully submitted by: ________________________________
(Council Member’s Signature or e-signature)

<table>
<thead>
<tr>
<th>Reporting Period (check one)</th>
<th>____ Mid-Year</th>
<th>____ Annual Meeting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Council member</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Name of Committees for which you oversee</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have you included all committee reporting forms for which you oversee?</td>
<td>____ Yes</td>
<td>____ No</td>
</tr>
<tr>
<td>If no, which reports are you missing?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Committee Chairs:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Recap of Council Action needed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Budget Requests for which you oversee:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

This form should be completed and attached on top of the committee reporting forms for your area. Packet should be made available to Council members prior to Mid-Year and Annual Meetings.
### Committee Reporting Form

International Textile and Apparel Association

Discovery ♦ Dissemination ♦ Application ♦ Leadership

Respectfully submitted by: 

(Chair’s Signature or e-signature)

Committee Information (please print or type)

<table>
<thead>
<tr>
<th>Reporting Period (check one)</th>
<th>____ Mid-Year</th>
<th>____ Annual Meeting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Committee</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Name of Committee Chair</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contact Information of Chair</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Committee Members:</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Committee Charge:</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Committee Activity in this Reporting Period:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Committee Plan of Work: Add additional sheet if necessary.</td>
<td></td>
</tr>
<tr>
<td>----------------------------------------------------------</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Committee Recommendations for Action:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Council Considerations:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Budget Request:</th>
</tr>
</thead>
</table>
**By-Laws Change Form**

*Forward this completed form to the VP of Planning*

- [ ] Minor Edit
- [ ] Major Change or Replacement

<table>
<thead>
<tr>
<th>Present Language <em>(List Chapter/Section/Page)</em></th>
<th>Proposed Language</th>
<th>Rationale for Change</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

Submitted by:
Handbook Change Form

Forward this completed form to the President-elect

___________ Minor Edit
___________ Major Change or Replacement

<table>
<thead>
<tr>
<th>Present Language <em>(List Chapter/Page)</em></th>
<th>Proposed Language</th>
<th>Rationale for Change</th>
</tr>
</thead>
</table>

Submitted by:
### Annual Review for Executive Director

**International Textile and Apparel Association**

<table>
<thead>
<tr>
<th>Name:</th>
<th>1 Marginal</th>
<th>2 Fair</th>
<th>3 Good</th>
<th>4 Very Good</th>
<th>5 Outstanding</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization and Time Management</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Management of ITAA organization requirements: Membership, Scholarship, Website, Newsletter</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Management of financial accounts and bookkeeping</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Management of databases</td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Communication</td>
<td></td>
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<tr>
<td>Conference Support</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Collegiality and teamwork</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Diversity and Inclusion</td>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

Comments:
Pledge Form Example

I will support the ______________ Fund.

Name:________________________________________ E-Mail:______________________

Address:_____________________________________________________________________

City/State/Zip:________________________________________________________________

Home Phone:_________________________ Work Phone:________________________

Please select pledge amount below.
☐ $1,000 per year for 5 years
☐ $500 per year for 5 years
☐ $100 per year for 5 years
☐ $50 per year for 5 years
☐ I prefer to make a one-time contribution of ______________ to be distributed over 5 years.
☐ Other__________________________________

Method of Payment:
☐ Check. Please make check payable to ITAA.
☐ Credit Card. Visa or MasterCard.
   Card Number:_________________________ Expires:________________________
   Name on Card:________________________

☐ Please send me a reminder for my next contribution in November.

☐ I would like to learn more about establishing an ITAA endowment.
APPENDIX C: TRAVEL REIMBURSEMENT

Included in this appendix:

- Travel Reimbursement Guidelines
- Expense Reimbursement Form
1. **Purpose**
The Board of Directors of the International Textile and Apparel Association (ITAA) recognizes that board members and officers of ITAA may be required to travel or incur other expenses from time to time to conduct Association business and to further the mission of this non-profit organization. The purpose of this Policy is to ensure that (a) adequate cost controls are in place, (b) travel and other expenditures are appropriate, and (c) a uniform and consistent approach exists for the timely reimbursement of authorized expenses incurred by Officers and Directors. It is the policy of ITAA to reimburse only reasonable and necessary expenses actually incurred by Officers and Directors.

When incurring business expenses, ITAA expects Officers and Directors to:
- Always seek employer support.
- Exercise discretion and good business judgment with respect to those expenses.
- Be cost conscious and spend ITAA’s money as carefully and judiciously as the individual would spend his or her own funds.
- Report expenses, supported by required documentation, as they were actually spent.

2. **Reimbursable Travel**
The following qualify for reimbursable travel:
- All ITAA Council meetings and related conferences.
- Leadership Summit.
- One mid-year ITAA Council meeting. (Others may be attended at personal expense unless as speaker or required attendee- e.g. President).
- Budget meeting, if invited.
- All other travel undertaken at the request of the President.

3. **Expense Report**
All requests for reimbursement shall be made using the standard ITAA expense report. The Report may be downloaded from the ITAA intranet. The Expense Report shall be submitted within two weeks of the completion of travel (if travel reimbursement is requested) and must include:
- The individuals name.
- If reimbursement for travel is requested, the date, origin, destination and purpose of the trip.
- The amount of each expense categorized under the appropriate Expense Report line item with supplemental description, if needed.

All expense reports must be signed and dated by the Officer or Director requesting the reimbursement.

4. **Receipts**
Receipts are required for all expenditures in excess of $25. No expense in excess of $25.00 will be reimbursed to the Officers or Directors unless the individual requesting reimbursement submits with the Expense Report written receipts from each vendor (not a credit card receipt or statement) showing the vendor’s name, a description of the services provided (if not otherwise obvious), the date, and the total expenses, including tips (if applicable).

5. **General Travel Requirements: Personal and Spousal Travel Expenses**
Officers and Directors traveling on behalf of ITAA may incorporate personal travel or business with their Association-related trips; however, individuals shall not arrange Association travel at a time that is less advantageous to ITAA or involving greater expense to ITAA in order to accommodate personal travel.
plans. Any additional expenses incurred as a result of personal travel, including but not limited to extra hotel nights, additional stopovers, meal and transportation, are the sole responsibility of the individual and will not be reimbursed by ITAA. Expenses associated with travel of an individual’s spouse, family or friends will not be reimbursed by ITAA.

5. **Reimbursable Expenses**

The following expenses are considered reimbursable:

a. **Airfare:** The lowest available coach fare should be booked. Council meeting dates are published in advance allowing for timely reservations. For events not associated with an approved conference or board meeting (e.g., chapter visits or other association conferences), advance approval of the President is required and a determination as to whether air or an alternative mode of travel will be made. Costs related to upgrades utilizing frequent flyer miles are not reimbursable. Delays (weather, mechanical) in travel beyond the control of the individual will generally be considered reimbursable, however a full justification/explanation and appropriate documentation must accompany the expense report.

b. **Lodging:** For official ITAA travel to Council meetings (and attendance at related conferences), Leadership Summits, Mid-Year Leadership Conferences, Budget Meetings, and Government). These are the only acceptable rates for reimbursement, unless the traveler has secured a lower rate through their own efforts. Reservations must be made prior to the room block cut-off date if the traveler is utilizing the rates negotiated by the Executive Director. If the Officer or Director fails to make the reservation prior to the cut-off date and incurs a higher rate, reimbursement of the delta cost is at the discretion of the President. If the Officer or Director chooses to stay at a hotel other than the approved conference hotel(s), only the amount of the negotiated rate at the approved hotel(s) will be reimbursed toward the stay at the alternative lodging. Lodging for travel requested by the President (other than the meetings previously addressed herein) shall be booked prudently and reasonably.

c. **Transportation:** (i) – If by personal car the current IRS mileage rate should be used. The cost should not exceed the lowest available airfare, plus necessary group transportation. (ii) – Reimbursement for the use of rental cars is not authorized unless they are required for NAME OF ASSOCIATION business or are less expensive than the normal mode of transportation. Advance approval by the President or Executive Director is required. Rental cars must be refueled prior to return. (iii) – Transportation to and from the airport to hotels should be by the lowest cost available – i.e. – hotel/airport shuttle, metro, taxi.

d. **Parking/Tolls:** Parking costs and tolls incurred when using your personal vehicle or authorized rental car are reimbursable.

e. **Meals:** Meal costs, including tip, up to the government per diem (for the applicable area) per day are authorized. Exceptions to this limit are occasions when the President or authorized designee hosts members of the Council/Board, conference speakers, or honored guests. Every care should be taken to ensure that costs are kept to a reasonable level.

f. **Airport Parking:** Airport parking costs are reimbursable. Individuals should select the lowest cost option.

6. **Non-Reimbursable Expenditures**
ITAA maintains a strict policy that expenses in any category that could be perceived as lavish or excessive will not be reimbursed, as such expenses are inappropriate for reimbursement by a nonprofit organization. Expenses that are not reimbursable include, but are not limited to:

(a) Personal alcohol
(b) Fees for upgrades of air, hotel and auto costs
(c) Entertainment
(d) Personal travel during and ITAA trip
(e) Spousal expenses
(f) Limousine travel
(g) Business conferences which are not approved by the President or Executive Director
(h) Laundry service – (Use is sometimes valid at longer conferences – e.g. World Congress)
(i) Traffic citations
(j) Auto repairs
(k) In-room movies, costs for use of hotel gym, massage, or sauna
(l) Valet parking, unless there is no “self-park” option or self parking is an unsafe option,
(m) In-room internet access for personal, non-business related use

7. All claims must be approved by the Executive Director prior to reimbursement.

8. Exceptions

Exceptions to this policy must have the prior written approval of the President.
ITAA Expense Reimbursement Form – 2019

Name: ________________________________

ITAA Position: ________________________________

All expenses exceeding $25.00 must be accompanied by original receipts. Please attach original receipts, bills, invoices, statements, cancelled checks or other proof of purchase.

Auto: ____________ miles @ ____________ cents per mile $ _________________

Airfare To: __________________ From: __________________ $ _________________

Ground Transportation: $ _________________

Lodging: $ _________________

Meals: $ _________________

Telephone (attach bill, highlighting telephone charges) $ _________________

Supplies $ _________________

Postage $ _________________

Photocopying $ _________________

Printing and Reproduction $ _________________

Speaker’s Fee $ _________________

Equipment Rental $ _________________

Conference Room(s) Rental $ _________________

Cash tips (housekeeping, bellman, etc.) $ _________________

Other, specify: ______________________________________ $ _________________

Total Expenses: $ _________________

I certify that the above-stated expenses were incurred by me and authorized in connection with work for ITAA.

Signature: ________________________________ Date: ________________________________

Email Address: ________________________________ Phone: ________________________________
Mail this form to:    ITAA
        P.O. Box 70687
        Knoxville, TN 37938-0687

Or scan and send via email to:
          executivedirector@itaaonline.org

Make check payable to:

_____________________________

Send to: _____________________

_____________________________

1 Current IRS mileage rate for 2019 is 58 cents per mile.

ITAA Expense Reimbursement Form, Revised January 2019
APPENDIX D: INTERNATIONAL RELATIONS COMMITTEE INFORMATION

Included in this appendix:

• Application for Visiting Scholar
• Sample: International Relations Bazaar Announcement
• International Bazaar Guidelines
• Donation Tracking Form
• Bid Sheet
• Donor Thank You
Application for Visiting Scholar

Call for Nominations
Janet Else Visiting Scholar or Practitioner Award International Relations Committee

Purpose: To further expand the charge of the ITAA International Relations committee, "to promote linkages among all ITAA members and facilitate membership in ITAA beyond North America," the ITAA International Relations committee are now accepting proposals for the Janet Else Visiting Scholar or Practitioner Award.

Benefits: Janet Else Visiting Scholar or Practitioner Award provides ITAA excellent opportunities to exchange scholarly activities with researchers and faculty members from emerging countries. Janet Else Visiting Scholar or Practitioner would help further bring fresh and new ideas to ITAA from outstanding practitioners from foreign industries and governments in the areas of technologies, trades, culture, history, and education that are critical in today's global society.

Criteria:

Who: An individual scholar (for Visiting Scholar) or an individual practitioner (Visiting Practitioner) from an emerging economy.

What: Example of appropriate awards include:

- A one or two year membership in ITAA
- Travel to an ITAA meeting to give a presentation on a topic of special interest to the membership
- Other cases in which there is a clear benefit to both the individual and ITAA.
- International Relations committee will provide $2,000 to defray the travel and/or lodging expenses. The balance will be awarded in cash at the ITAA meeting. The certificate will be presented at the ITAA annual meeting when the visiting scholar is introduced. If the budget is allowed, the conference registration fee may be waived.

How: Both nominations and self-nominations will be accepted. The nomination package should include:

- A cover letter indicating how the individual and ITAA would benefit from the award
- CV(s) or resume(s) providing evidence of scholarly experiences (for Visiting Scholar) or industry/governmental experiences (for Visiting Practitioner)
- One letter of recommendation from someone other than the nominator (if it is self-nomination, one letter of recommendation from an ITAA member).

When: Nominations are due by February 1. Upload required documents in the ITAA Faculty Awards section of the ITAA website.

Requirements: Once announced, the recipient must indicate her/his intention to attend the ITAA conference by May 1. During the conference, the recipient must present his or her work.

The International Relations Committee reserves the right to cancel this award if there is an insufficient fund available.
Selection Process:

A sub-committee chair and at minimum two additional members of the International Relations committee will collect nominations/applications, and select the recipient within one month of nomination due. *International Relations committee may award both or either Visiting Scholar and/or Visiting Practitioner, depending on funding situations in a given year.*

Post-selection Process: Once the recipient is selected, the award selection sub-committee chair will notify the result to VP of Planning, ITAA Executive Director, International Relations committee chair, and the Nominator.

The Nominator will then notify the result to the recipient.

International Relations committee chair will then coordinate the payment and the certificate with ITAA Executive Director and VP of Operations.

International Relations committee chair also notifies the selection result to the Annual Conference Planning committee chair in order to schedule introduction of the recipient and presentation time during the annual meeting.
Sample International Relations Bazaar Announcement

<date>
<time>

The International Bazaar organized by the International Relations committee has been a unique tradition for ITAA members. This year, the committee hosts another bazaar from <date & Time>.

The revenues generated from the highest bidders of each item will be used to achieve one of the missions of the International Relations committee—to promote and encourage international collaborations among ITAA members around the world. Primarily, the revenues are used to help cover the travel cost of scholars from developing countries to attend an ITAA annual meeting. Please mark your calendar so you won’t miss this important and fun event at ITAA.

We also ask for your donations for the Bazaar. This tradition is only sustainable with your donations! Donations of items collected on your international travels, artisan handicrafts purchased in the United States, and your own handcrafted items will be greatly appreciated. In addition to your satisfaction from being an important partner of ITAA, as a donor, you will be receiving a document that you could use for your tax reporting purposes. If you have any items to donate or are interested in knowing more about the Bazaar, please contact <bazaar coordinator name and email>

Have a safe and pleasant trip to ITAA meeting this year and we look forward to seeing you at the International Relations Bazaar!

International Relations Committee

International Textile and Apparel Association
INTERNATIONAL RELATIONS COMMITTEE

International Bazaar Guidelines

(Updating dates each year when conference date is determined)

The International Bazaar is a fund-raising event held by the International Affairs Committee of the International Textile and Apparel Association during the annual convention.

Timeline & Activities

August (2 months prior to Bazaar) Bazaar Chairperson: Send committee chair a document to announce the Bazaar and ask for donations. A Committee chair will arrange e-mail blast through the ITAA President and Executive Director.

September (1 month prior to Bazaar) (International Relations Committee members: make personal contact with friends to solicit donations. Bazaar Chairperson: Keep a running list of donations confirmed.

October Get Flyers and poster printed and delivered to the conference hotel. Submit receipts to Executive Director for reimbursement (cc. International Relations committee chair)

Friday (Late October) (Day of the Bazaar)

* 12:15-12:30 International Relations Committee members: Put the flyer on the lunch tables.
* 12:30 Lunch opens
* 1:15-2:00 Lunch & keynote address. International Relations Committee Chair or Bazaar Chair: Announce/promote the bazaar during the Lunch.
* 1:45-3:00 (2-3 committee members). Set up. Arrange items and prepare a bid sheet for each item.
* 3:00-5:00 Sell. Please make it clear that if items are not picked up Friday, they will be at the breakfast for pickup and pay. Make a sign notifying the winners on the messages board near registration.
* Supplies needed: flyers, tables for items, signs, tape to hold signs, bid sheets, receipt book, pens.

Saturday, October (Day after the Bazaar)

8:15 AM Complete sales. Two committee members stationed outside the doors before breakfast to make contact with the high bidders.

November (1 month after the Bazaar) Bazaar Chairperson: Total sales and expenses. Report to committee chair.

Bazaar Chairperson: Send a thank you letter to donors. Provide statement to donors on the amount the item brought so they can use it for tax reporting purposes.
Documents

(Update dates, contacts, and location each year when conference is determined)

Email blast

International Relations Bazaar

[Date]/[Time]

The Bazaar organized by the International Relations committee has been a unique tradition for ITAA members. This year, the committee hosts another bazaar from [TIME FRAME on DATE.]

The revenues generated from the highest bidders of each item will be used to achieve one of the missions of the International Relations committee—to promote and encourage international collaborations among ITAA members around the world. Primarily, the revenues are used to help cover the travel cost of scholars from developing countries to attend an ITAA annual meeting. Please mark your calendar so you won’t miss this important and fun event at ITAA.

We also ask for your donations for the Bazaar. This tradition is only sustainable with your donations! Donations of items collect on your international travels, artisan handcraft purchased in the United States, and your own handcrafted items will be greatly appreciated. In addition to your satisfaction from being an important partner of ITAA, as a donor you will be receiving a document that you could use for your tax reporting purposes. If you have items to donate or are interested in knowing more about the Bazar, please contact [BAZZAR CHAIR at EMAIL].

We hope you all have a safe and pleasant trip to ITAA meeting this year and look forward to seeing you at the International Relations Bazaar!

International Relations Committee
International Textile and Apparel Association
## Donation Tracking Form

**Item Donations**  
**International Bazaar**  
**ITAA 2009**

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<th>Item</th>
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**Bid Sheet**

Donor: _________________________________________________________________

Item Information: ________________________________________________________

Minimum Bid: ___________________________________________________________

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Dear ______

Thank you for your donation of ______ for the 200_ ITAA International Bazaar. You will be pleased to know that the Bazaar raised $______ to help fund a visiting scholar from outside of the U.S. to attend our annual meeting(s). The success of this program would not be possible without your generous donation. The items you donated sold for $______.

Thank you again for your generous contribution.
APPENDIX E: ITAA METAGOALS

Included in this appendix:

- ITAA Meta Goals
- ITAA Meta-Goal Review Policy
ITAA Four-Year Baccalaureate Program Meta-Goals 2008

The International Textile and Apparel Association promotes the discovery, dissemination, and application of knowledge and is a primary resource for its members in strengthening leadership and service to society. The mission of ITAA is to advance excellence in education, scholarship and innovation, and their global applications. ITAA supports the development of competent professionals in post-secondary textile and apparel programs. In 1995, the organization adopted a set of recommended core competencies for voluntary use by member institutions for curriculum planning and review. In 2006-07, ITAA membership and industry professionals reviewed the original competencies for relevancy and currency. ITAA Council then approved the revised program meta-goals presented in this document.

FOUR-YEAR BACCALAUREATE PROGRAM META-GOALS APPROVED MARCH 2008

The goal of four-year college and university textile and apparel programs is to develop creative, knowledgeable, and effective professionals who are able to contribute to organizations in the global textile and apparel complex and to society, and who are able to continue to grow personally and professionally following graduation. The guiding principle in the development of the program meta-goals presented below was to provide a structure that supports a variety of missions in textile and clothing programs. To that end, ITAA endorses these broad goals as a means of curricular development leading to a textile and apparel-related baccalaureate degree at individual institutions. These broad program goals represent a general framework of knowledge, skills, and behaviors that ITAA members believe are necessary to competently and ethically perform the activities necessary for success in the textile and apparel industry. Content and process knowledge goals address students’ understanding of the nature of the industry and the theories, concepts, principles, and processes that are used to design and deliver products and ideas to consumers successfully. Professional attitudes and skills relate to the personal behaviors and abilities that are necessary to be successful in a career in the textile and apparel industry. These meta-goals are intended to be flexible enough to adapt to a dynamic industry and environment and to meet individual program needs.

CONTENT AND PROCESS KNOWLEDGE

Graduates of four-year baccalaureate textile and apparel programs should demonstrate ability in the following areas:

1. INDUSTRY PROCESSES, including the ability to:

   - Understand and apply knowledge about the roles and functions of various industry sectors in which products are developed, produced, marketed, sold, and consumed, including construction, sourcing, manufacturing, marketing, and merchandising processes.
   - Identify and interpret needs and wants of consumers and how industry processes are applied to plan, develop, produce, communicate, and sell profitable product lines.
   - Evaluate product quality, serviceability, and regulatory compliance standards.
   - Use industry terminology in appropriate ways.
   - Understand social, economic, and political boundaries as they relate to the diffusion of products, services, and ideas.

2. APPEARANCE AND HUMAN BEHAVIOR, including the ability to:

   - Apply theories, concepts, and research regarding appearance and human behavior to industry and societal problems.
   - Understand and apply knowledge about the role of dress as it reflects and shapes intra and inter-cultural interactions.
   - Understand and apply knowledge about the interrelationships among historic, sociocultural, and psychological factors of dress and their impact on human behavior, including the effects of life stages, change across time, and culture.

3. AESTHETICS AND THE DESIGN PROCESS, including the ability to:

   - Understand and apply knowledge about aesthetics and the design process in relation to dress and appearance management.
   - Use the design process to create products that meet marketplace needs.
   - Understand how aesthetics and the design process can support quality of life, social responsibility, and sustainability.
   - Relate the elements and principles of design to product development, use, and evaluation.
   - Understand the role of historical, socio-cultural, and psychological factors in aesthetic expression.

4. GLOBAL INTERDEPENDENCE, including the ability to:
• Understand how dynamic and diverse political, cultural, and economic systems impact industry processes.
• Understand how theoretical perspectives on markets, trade, and economic development can be applied to historical and current data on production, consumption, and disposal of products.

PROFESSIONAL ATTITUDES AND SKILLS
Graduates of four-year baccalaureate textile and apparel programs should demonstrate ability in the following areas:

1. ETHICS, SOCIAL RESPONSIBILITY, AND SUSTAINABILITY, including the ability to:

- Identify and evaluate issues of social responsibility, professional behavior, and ethics related to the impact of individual, organizational, and corporate decision making.
- Analyze and evaluate issues related to environmental sustainability and environmental impact as they relate to industry activities and processes.

2. CRITICAL AND CREATIVE THINKING, including the ability to:

- Demonstrate critical and creative thinking skills, including the ability to critically evaluate and compare diverse perspectives.
- Identify and understand social, cultural, economic, technological, ethical, political, educational, language, and individual influences on industry issues.
- Apply quantitative and qualitative skills to problem solving within the textile and apparel complex.
- Use appropriate technology to facilitate critical, creative, quantitative, and qualitative thinking within the textile and apparel complex.

3. PROFESSIONAL DEVELOPMENT, including the ability to:

- Communicate ideas in written, oral, and visual forms using appropriate technology.
- Function as team members and leaders within professional and culturally diverse environments.
- Demonstrate the ability to critique one self and others constructively.
- Apply career planning concepts and job search strategies to the diverse industry opportunities.

Periodic Review Policy of the ITAA MetaGoals

The Curricular Development and Review Committee (CDR) in consultation with the Vice President of Education, will conduct a review of the ITAA Meta-goals every five years, beginning in 2024. The purpose of the review is to consider needed revisions of the Meta-goals so that they align with current industry trends and educational practices. The review process will:

- commence at least one year in advance of the submission of revision proposal to Council.
- provide multiple opportunities for ITAA members and industry professionals to provide input in preparation for revision of the meta-goals.
- seek input from industry representatives in the review process.

Upon consideration of ITAA member and industry representative input regarding needed revisions:

- the CDR Committee will present a report to the Vice President of Education outlining proposed revisions (if any) and the process and rationale used to develop them.
- the Vice President of Education will present proposed revisions to the Council for approval at the annual ITAA meeting in the review year.
- the revisions will be presented to ITAA membership no later than January following Council approval for a vote. Adoption will require 75% approval of members participating in the vote.
APPENDIX F: SAMPLE LETTERS

Included in this appendix:

- Sample Letter: Award Winner
- Sample Letter: Fellow Winner
- Sample Letter: Departing Committee Chair Thank You
Sample Letter: Award Winner

[DATE]

[RECIPIENT ADDRESS]

Dear,

Congratulations! I am delighted to inform you that you have been selected as [Pearson/Prentice Hall Lecturer OR ITAA Distinguished Scholar for YEAR]. The honor of this prestigious recognition presents the opportunity for you to make a 30 minute presentation to the ITAA membership on a topic of your choice related to your scholarly work. Your presentation has been scheduled for [TIME] (allowing time for your introduction as well as your presentation) on [DATE] at the Annual Meeting in [LOCATION].

For your information, the ITAA Annual meeting will be held [DATE]. Hotel information as well as the registration information can be found at [WEBSITE].

In celebration of your award, a newsletter article will highlight your award and your presentation. Please submit a digital photo to me [(VP Operations email)] by September 1, [YEAR]. In addition, please provide [PR Committee Chair NAME], ITAA Public Relations Committee Chair [(PR Committee Chair EMAIL)] with the contact information for the [SCHOLAR’S/ LECTURER’S INSTITUTION] University communications and marketing division as well as information about local newspapers that should receive our press release (also by September 1).

Your presentation as the [Pearson/Prentice Hall Lecturer OR ITAA Distinguished Scholar] will conclude the [INDICATE] session. Please plan to sit near the front of the room at designated, reserved tables so that you will have easy access to the platform. In addition, please feel free to invite your nominators and other colleagues of significant importance to you to sit with you at the reserved tables.

With hearty congratulations,

[NAME]
ITAA Vice President of Operations

CC: [NAME], ITAA Faculty Fellowships and Awards Committee Chair
    [NAME], ITAA President [YEAR]
    [NAME], ITAA President [YEAR]
    [NAME], ITAA Executive Director
    [NAME], ITAA Public Relations Chair
    [NAME], ITAA Annual Meeting Chair [YEAR]
    [NAME], nominator
Sample Letter: Fellow Winner

[DATE]

[RECIPIENT ADDRESS]

Dear [RECIPIENT],

Congratulations! I am delighted to inform you that you have been selected as an ITAA Fellow for [YEAR]. As you know, the distinction of Fellow is the highest honor bestowed upon members of the International Textiles and Apparel Association. You will be recognized at the Annual Meeting in [LOCATION] during the week of [DATE]. Hotel information as well as the registration information can be found at [WEBSITE].

In celebration of your award, a poster depicting your photo as well as a brief biographical sketch about you will be created and put on display at the ITAA Annual Meeting. Please submit a digital photo to me [(VP Operations email)] by September 1, [YEAR]. In addition, please provide [PR Committee Chair NAME], ITAA Public Relations Committee Chair [(PR Committee Chair EMAIL)] with the contact information for the [FELLOW’S INSTITUTION] University communications and marketing division as well as information about local newspapers that should receive our press release (also by September 1).

The award ceremony is scheduled for [DATE] during the [INDICATED] session. Please plan to sit near the front of the room at designated, reserved tables so that you will have easy access to the platform. In addition, please feel free to invite your nominators and other colleagues of significant importance to you to sit with you at the reserved tables.

With hearty congratulations,

[NAME]
ITAA Vice President of Operations

CC: [NAME], ITAA Faculty Fellowships and Awards Committee Chair
[NAME], ITAA President [YEAR]
[NAME], ITAA President [YEAR]
[NAME], ITAA Executive Director
[NAME], ITAA Public Relations Chair
[NAME], ITAA Annual Meeting Chair [YEAR]
[NAME], Nominator
Sample: Departing Committee Chair Thank You Letter

[DATE]

[RECIPIENTS NAME AND ADDRESS]

Dear [COMMITTEE CHAIR]:

As VP of [_____] and on behalf of the ITAA Council, I would like to thank you for your service as Committee Chair of [NAME OF COMMITTEE] for the International Textiles and Apparel Association for the past [#] years. You have served in an outstanding capacity. Service to our organization plays an important role to the organization’s smooth operations. Your willingness to serve does not go without notice.

Best Regards,

Vice President of [_____]
International Textile and Apparel Association

Cc: [RECIPIENT’S DEPARTMENT HEAD]
APPENDIX G: OTHER DOCUMENTS

Included in this appendix:

- Archival or Retention of ITAA Records
- Policy on Publishing Press Releases and Advertising
- Presider Guidelines
- Call for Newsletter Editor
- Call for Monographs and Special Publications
- Timeline for Newsletter Articles
Archival or Retention of ITAA Records

The International Textiles and Apparel Association grew out of efforts by institutions of higher learning and the United States Office of Education to reassess college curricula in home economic during the 1940s. The ITAA leadership determined that the history of the development of the organization as documented in its letters between officers, proceedings from meetings, records of committee work, annual meeting materials, and all the other items that form the documentary record of the Association needed to be preserved.

The decision was made to place the history of the organization as documented by these materials in the Special Collections Department of the Iowa State University (ISU) Library. ITAA (or rather it’s predecessor regional organizations- Association of College Professors of Textiles and Clothing) started sending ISU their records beginning in 1987.

It is the policy of ITAA that inactive files of permanent value be transferred to the Iowa State University archives of the organization every three years by the ITAA archivist. These documents can be sent in electronic format. (Electronic files can be sent as attachments, which the librarians will print out and add the collection in paper format. If there are more than just a few files to be sent, the files should be burned to a CD and the CD sent. The librarians will print the files from the CD and retain the CD.)

General Guidelines for Retention (Hard copy and electronic)

Although additional materials may be sent to the ITAA based on recommendation of the archivist to the ITAA council, below is a list of record types that are to be archived.

| Letters of Correspondence | Articles of incorporation |
|President’s Address | Clippings |
|Annual Proceedings | Membership Information |
|Constitution and by-laws | Newsletters |
|Monographs/Publications of the Organization | Brochures |
|Meeting Minutes and Committee Reports | Flyers |
|Photographs (Identified with pencil) | Photograph Albums |
|Issues of Clothing and Textile Research Journal | |
Appendix G

General Guidelines for Discarding

Please check with an archivist before discarding anything, but some general guidelines include the following kinds of material:

| Applications for Employments | Maintenance service files |
| Bank Statements | Supplies and Equipment Records |
| Budget Files (excluding annual reports) | Telephone Bills |
| Cancelled Checks | Travel Reimbursement Files |
| Contracts/Leases | Surplus Property Files |
| General Conference Records | Receipts |
| Personnel Files | Purchase Orders |
| General Financial Records (past 7 years should be kept for auditing purposes) | Mailing Lists |
| Attendance Lists | Grant Administration Files |

Storage Guidelines for paper materials (Until sent to archives)

It is important for personal and professional papers to be stored in a cool, dark place with stable temperature and relative humidity. Although it is understandable that it may not be feasible for all these recommendations to be followed, it is especially important for records not to be stored in an attic, basement, or garage where dust and drastic changes in temperature and humidity accelerate the deterioration of the paper. Using storage folders and boxes to help protect papers from the environment will extend their life until they are sent to Iowa State University, where they will be preserved in ideal storage conditions.

- Store documents upright (with support) in acid-free folders in acid-free boxes.
- Match document size with its container
- Do not overstuff folders or boxes
- Label folders and boxes as to contents and dates-this alleviates wear and tear when looking for an item
- Utilize appropriate storage containers for oversized materials (oversized storage boxes) or ephemera such as postcards or magazines (individual polyester enclosure)

Do Not:
- Do not laminate any item you wish to preserve for the long-term—lamination can cause long-term damage.
- Do not use tape or glue on your materials
- Do not display any document or photograph of value—sunlight and light will cause irreparable damage
- Do not use magnetic “sticky” albums
- Do not use any items made of polyvinyl (PVC)

PREPARING PAPERS FOR ARCHIVES

- Remove all fasteners and extraneous materials-paper clips, rubber bands, staples
- Do not remove fasteners if doing so will cause additional damage
- Flatten documents (remove from envelopes if necessary)
- Use stainless steel paperclips or Plastiklips to attach related documents, or an envelope to a letter
- Separate newspaper clippings
• Verify that folder titles match the contents
• Identify documents and photographs if necessary with a soft #2 pencil—on the back and along the margins. Not authors and date, if known.
• Separate fragile or torn documents—sleeve in protective enclosures and store in folders

**TRANSFERRING MATERIALS TO THE ARCHIVES**

• Contact the Special Collections Department (515) 294-6672 and alert them of the upcoming shipment (including # of boxes to expect)
• If possible, please remove folders from hanging files
• If possible, please include an inventory of box contents with each box, including the title and date span of each folder
• If sending only electronic material, burn the files onto a CD and send the CD
• Include the sender’s name and address with all materials sent
ITAA Policy on Publishing Press Releases and Advertisements

Preamble:
The need to develop an ITAA Policy on Publishing Press Releases and Advertisements for the Newsletter, Website, and Design Catalog has become apparent. The ITAA office has been receiving “Press Release” request from a variety of professional and business organizations in the U.S. and abroad plus request from members to announce study tours, etc. The following is a proposed policy and cost suggestions for various types of press and releases and advertisements. This list is not exhaustive and some submissions will require further consideration. At the moment, there is not charge for newsletter position announcements (limit 75 words), although there is a no charge for website position announcements. In recent times we have provided newsletter and web site space for upcoming related conference dates and sites (and recently we have published lengthy calls) at no charge. Most likely we have not sought out reciprocal advertising/press releases. This proposal does not include cooperative efforts such as ITAA/KAMS joint symposia and the Thai Silk competition.

Proposed Press Release Category (text only):
- Professional organization information such as conference dates; calls for conference participation (abstracts, papers, designs); calls for submission of articles from competing journals; cultural tours; etc. Note: Publish as short, bulleted announcements with minimal text and an email link at no charge, i.e., press releases condensed from the one-on-two page submissions (who, what, where, when, link).

Proposed Advertisement Categories (may include images, logos):
- Academic position announcements
- Student centered opportunities such as study tours, summer courses, web-based courses, etc.
- Faculty centered opportunities such as cultural tours, symposia, or summer activities, sponsored by a single college or university or a consortium of schools
- Student or faculty opportunities such as design competitions, scholarships, study abroad/cultural tours sponsored by a Partner Organization, Corporate member, or a university/college
- Professional organization information submitted as a press release to include any of the categories above by expanded into an ad
- Privacy business opportunities such as faculty internships, cultural tours, etc. Note: In the Costume Society of America (CSA) advertising guidelines, they state that Travel agencies’ offerings are restricted and to call CSA for options. Most likely this is because CSA hosts cultural tours for it’s members. We are proposing to offer cultural tours for our members as well.
Proposed Fee Structure for Newsletter and Web Site Advertisements (Design/editing $35/hour):

<table>
<thead>
<tr>
<th>Advertisement Details</th>
<th>1 Column Ad</th>
<th>Two Column Ad</th>
<th>Full Page Ad</th>
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</thead>
<tbody>
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<td>6 7/8” wide)</td>
<td>(7 ¼” W x 9 3/8” L)</td>
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</table>

A form will be developed that captures the following information:

Contact Information:
- Contact persons’ name, title, school/organization/business, email, phone number, address, Newsletter issue preference, ITAA member status

Advertisement Type and Size:
- Position Announcement
- Student Centered Opportunities
  - Study Abroad
  - Summer courses
  - Web-based Courses
  - Internships
  - Job-posting
  - Other, please list
- Other
  - Design Competitions
  - Scholarships
- Professional Organizations and Journals
  - Conference Research Papers and Design Calls
  - Study Abroad Cultural Tours
  - Journal Article Calls
  - Other, please list
- Private Businesses
  - Faculty Internships
  - Cultural Tours
  - Other, please list

Advertisement Details
- Black and White or Color
Design/editing Assistance

Current Information about the ITAA Newsletter on the ITAA website www.itaaonline.org:

The ITAA newsletter is a bimonthly publication of the International Textile and Apparel Association, Inc. The purpose of the newsletter is to provide timely information to members. Unsolicited articles should not exceed 300 words. ITAA reserves the right to edit, cut, or not publish all solicited and unsolicited articles. Position announcements are printed free-of-charge, are limited to a maximum of 75 words, and must be transmitted to the ITAA office via email. Neither the Vice President of Publications nor Executive Director assumes responsibility for statements made or opinions expressed by authors of articles published in the ITAA Newsletter. Submissions must be authors’ original works or give appropriate attribution. An online-only edition for most of the year, ITAA prints and mails its November/December issue. Newsletter copy is due September 15 (for November issue), November 15 (for January issue), January 15 (for March issue), March 15 (for May issue), May 15 (for July issue), and July 15 (for September issue).
Timeline for Newsletter

Newsletter Article Due Dates

<table>
<thead>
<tr>
<th>Publish Date</th>
<th>Copy Due to VP of Publications</th>
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<tbody>
<tr>
<td>February</td>
<td>January 15</td>
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<tr>
<td>April</td>
<td>March 15</td>
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<tr>
<td>June</td>
<td>May 15</td>
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<tr>
<td>August</td>
<td>July 15</td>
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<tr>
<td>October</td>
<td>September 15</td>
</tr>
<tr>
<td>December</td>
<td>November 15</td>
</tr>
</tbody>
</table>

February
- Copy due to Vice President of Publications February 15
- Newsletter posted to website January 1; email blast sent

April
- Copy due to Vice President of Publications by April 15
- Newsletter posted to website March 1; email blast sent

June
- Copy due to Vice President of Publications May 15
- Newsletter posted to website June 1; email blast sent

Regular features for this issue:
- President’s Message/Report
- VP of Education article/ VP of Planning report
- ITAA Counselor Report (Ballot Results)
- Book Review
- Announcements
- Position Announcements
- Education Coordinating Committee column on teaching, highlighting new or original ideas on instruction

Specific features for this issue:
- Call for editor of ITAA Newsletter (every other year)
- Conference article

August
- Copy due to Vice President of Publications July 15
- Newsletter posted to website August 1; email blast sent

Regular features:
- President’s Message
- Conference Chair Conference Plan Report
- V.P. Operations updated on changes Report
- Treasurer Report
- Book Review
- Announcements
- Position Announcements
- Education Coordinating Committee column on teaching, highlighting new or original ideas on instruction

Specific features for this issue:
- Call for citations for ITAA newsletter
• Call for ITAA Fellow nominations (article format; from Membership Committee (reports to VP of Operations)
• Conference article

October
• Copy due to Vice President of Publications September 15
• Newsletter posted to website October 1; email blast sent

Regular features:
• President’s Message
• At least one VP article (rotational basis)
• Book Review
• Announcements
• Position Announcements
• Education Coordinating Committee column on teaching, highlighting new or original ideas on instruction

Specific features for this issue:
• Conference article
• Committee articles

December
• Copy due to Vice President of Publications November 15
• Newsletter posted to website December 1; email blast sent
• Special Issue on conference
Call for ITAA Newsletter Editor

Applications are being accepted for the position of ITAA Newsletter Editor. Responsibilities of the Newsletter Editor include all aspects of preparation of six issues of the ITAA Newsletter, including communicating with the VP of Publications and the Executive Director, pre-screening submitted articles from ITAA members for appropriateness of publication, working with the Media/Book Review Committee Chair in generating articles, reminding Council and Board members of upcoming planned article submissions, requesting and preparing member publication citations for annual reporting in the newsletter, and preparing reports for Council. The newsletter is formatted and distributed by ITAA’s Executive Director.

Qualifications include being an active or reserve member of ITAA, having strong organizational skills and the ability to meet deadlines, and skills for effective and supportive communication with members of ITAA.

The term of Newsletter Editor is for three years and begins January 1 <year>. Upon approval by Council, the Newsletter Editor may serve a second consecutive term. To apply, send a letter of application, curriculum vita, a list of three references with contact information, and a letter from the candidate’s unit administrator indicating what, if any, administrative support will be provided by the Newsletter Editor’s institution to <VP of Publications name, address, email> by <deadline>.

For questions contact <VP of Publications>. 
Call for ITAA Monographs and Special Publications

Guidelines
The purpose of a monograph is to disseminate information that is of a length or nature not appropriate to the existing publications (CTRJ, Newsletter, Proceedings). Monographs could include proceedings of workshops, curriculum materials, annotated bibliographies, and reports from committees that are of interest to the entire membership.

Individual members, groups of members, or ITAA committee may submit proposals to the Publications Policy Committee. Proposals will include the following:

• Goals or objectives for the monograph
• Description of the content and length
• Editor and committee for the publication
• Procedures for peer review, if appropriate
• Proposed format and number of copies
• Estimate of size and target market
• Budget

The ITAA Special Publications and Monographs will be made available by PDF from the ITAA website.

A common cover design will be used for the monographs.

The specific mode for printing will be established by the President, Publications Policy Committee Chair, Treasurer, and Executive Director. The Executive Director serves as manager for monographs.

Manuscripts are to be supplied in both hard copy and on a PC compatible format.
ITAA Presider Guidelines

Each of you has the honor of being the last presentation in your oral session. As such, we are asking that each of you (or your co-author) be the presider for your oral session. This would mean that you start the session, introduce each presentation, time each presentation (and store each presentation if they go over the allotted time) and load each presentation, in advance, onto your laptop computer so that the transition between each session is smooth. This would mean that you would have to contact the other 3 presenters in your session and get their presentation loaded onto your computer in advance. You would need to bring your computer to the session, as ITAA provides the projector but not computer.

This is a very important responsibility, and we are hoping that you are willing to fulfill this role. Please email me to let me know whether you are willing to hold the role of preside for the 2010 meeting. Once I receive your affirmative (hopefully) I will email you the names of the other presenters in your session.

Thank you in advance for being a part of the organizing committee.

[CONFERENCE CHAIR]
APPENDIX H: CULTURE AND INDUSTRY LEARNING TOURS GUIDE
Cultural and Industry Learning Tours

Charge: To produce International Study Tours for the primary purpose of expanding the knowledge and experience of our members.

Procedures
The Culture and Industry Learning Tours provide opportunities for members and interested others to experience textile and apparel related venues through tours. The costs for International Study Tours should be as reasonable as possible yet provide an acceptable standard of accommodation, food, and service. It should be understood that tours will be priced to cover operating expenses incurred by the committee (e.g. promotional material, pre-trip orientations).

Proposals
All study tour proposals will be submitted to the Culture & Industry Learning Tours Committee for initial approval prior to the ITAA annual conference no later than two years prior to the planned tour date. Proposals must be submitted, the CILT Committee will then forward approved proposals to Council with the committee’s mid-year report for final acceptance. An initial international Culture & Industry Tour proposal should follow the guidelines provided for the tour proposal that is submitted. Upon initial acceptance by the committee the individual submitting the proposal will be notified so that all details will be included in the final proposal submitted to Council.

Members wishing to submit a proposal are encouraged to consider including a graduate student who could receive an incentive for participating in the tour by providing assistance to the tour coordinator.

The International Study Tour Proposal Guidelines
Proposals submitted by members for Council Approval may include:

- Brief statement of purpose
- Qualifications of Tour Coordinator (generally the ITAA member submitting the proposal), Tour Facilitator(s)/guide (an individual not associated with a specific travel agency but who offers outstanding expertise of the textile industry of the designated country), Travel Agency. Be specific as to the tour coordinator’s in-country experience and industry, educational, and cultural contacts.
- Destination(s).
- Length of tour dates
- Program outline
- Maximum and Minimum number of participants
- Application process for Participants
- Budget proposal (as known) (the following budget consistencies must be considered).
- Participant Tour price (will include travel and tour expense for tour coordinator, per diem. Personal expenses, e.g. passport, personal spending, are not included.)
- Estimated airfare for participants
- Marketing/advertising expenses to membership
- Expenses for pre-trip orientation and workshop/webinar
- Pre-trip orientation materials
- Graduate student incentive for providing tour assistance
- Expenses incurred for communication between tour coordinator and participants, and tour coordinator and tour facilities/guide and/or travel agency
- Travel insurance
- Gifts for tour hosts
- Attorney fees to review trip contracts and release/liability forms
• A $25/person to cover the cost of ITAA accepting and handling registrations (E.g. includes costs of wiring fees to travel company, foreign currency conversion cost if needed)

The Tour Coordinator(s) and/or Tour Facilitator shall:
• Develop the tour and work with the CILT Committee in formulating the detailed proposal about the study tour for presentation to Council.
• Work with the Travel Agent in coordinating plan (itinerary and events) and establishing costs.
• Be responsible for the selection of the Travel Agent and may request bids from several travel agents for the International Study Tour. However only one big is required if the proposed travel agent is especially qualified and experienced in organizing textile tours.
• Develop solicitation brochure/application
• The solicitation brochure shall include as necessary:
  o Preliminary program itinerary and pre-travel instructions (e.g. reading lists, plans for pre-trip workshop or orientation sessions)
  o Participation registration application details for the form should be verified with the Tour coordinator and travel agent. The brochure shall be proof read by three readers prior to printing.
  o List of exclusions and waivers
  o Release from liability form
  o List of fees and outline method of payment
  o Health precautions and emergency contact information
  o Travel documents required (passport, visa, health certificates, etc.)
  o Advisory on any special physical requirements of tour (amount of walking, climbing, altitude, etc.)

[Note: (c) through (h) should be in coordination with the Travel Agent]

The ITAA Executive Director shall:
• Process the receipt of application and fees for participants
• Make payments to the travel company (deposits may need to be made in advance of payment receipt)
• Sign contracts regarding the tour
• Negotiate and manage travel insurance required coverage for all participants and coordinator*
• Designation of attorney to review legal documents as necessary

*Most universities require travel insurance for all students and faculty on all university related international travel. The coverage requirements can vary from university to university but most include, but are not limited to emergency medical, emergency evacuation, security evacuation. University faculty are eligible for the International Teacher Identification Card which offers the above, plus additional coverage for a reasonable fee.