

# BY-LAWS OF THE FOOD SCIENCE CLUB

## Rutgers University

### **Article I - Name**

The name of this organization shall be the Food Science Club of Rutgers University, located at New Brunswick, NJ 08901. The Club shall be a Student Chapter of the Institute of Food Technologists. Hereinafter, these are referred to as the "CLUB" and the "INSTITUTE", respectively.

### **Article II - Objectives**

#### **Section 1. Objectives**

The objectives of the CLUB shall be to foster a close professional, personal, and academic relationship among the Food Science students and the faculty at Rutgers University, to encourage leadership, and to acquaint students with the scope of food science and technology.

#### **Section 2. Implementation**

To implement these objectives, the CLUB shall:

- a. conduct programs that contribute to the knowledge and stimulate the thought and vision of members by means of speakers, demonstrations, field trips, visual aids, and opportunities to meet with leaders in the profession;
- b. conduct activities that encourage industrial involvement, development of civic and social responsibility, and academic professionalism among members;
- c. develop CLUB activities that challenge the potential talents of members and encourage individual initiative and management responsibility through the planning and execution of CLUB functions; and
- d. provide members the opportunity to develop skills in the organization and presentation of ideas and in the practice of parliamentary procedure.

### **Article III - Membership**

#### **Section 1. Classes of Members**

The classes of members in this CLUB shall be Active, Associate, and Honorary.

#### **Section 2. Eligibility**

- a. Active Membership shall be open to all students interested in food science and technology.

- b. Associate Members shall be persons who are actively engaged in the food industry and interested in promoting the objectives of the CLUB. All faculty and staff members of the Food Science Department shall be, *ex officio*, Associate Members.
- c. Honorary members shall be persons who have made significant contributions to the food industry.
- d. No student who meets the membership requirements of this Section may be denied such membership on the basis of race, color, gender, sexual orientation, age, religion, national origin, disability or veteran status.

### **Section 3. Duties**

It shall be the duty of each member to support the CLUB's objectives and activities. All student members shall be voting members, and all associate and honorary members shall be non-voting members.

## **Article IV - Government**

### **Section 1. Officers**

- a. The elected officers of the CLUB shall be: President, Vice President, Secretary, and Treasurer.
- b. The governance year shall be from approximately the end of March of one year to the end of March of the following year.

### **Section 2. Executive Committee**

- a. The CLUB Executive Committee shall comprise the President, Vice President, Secretary, Treasurer, and the Club Advisor.
- b. The CLUB Executive Committee shall conduct all business of the CLUB not requiring action by the members.
- c. The President shall schedule CLUB Executive Committee meetings as necessary to conduct CLUB business.

## **Article V - Duties of Officers and Advisors**

### **Section 1. President**

The President shall:

- a. preside at all CLUB and CLUB Executive Committee meetings;
- b. appoint all positions and committees for which provision has not otherwise been made in these By-Laws; and

- c. perform all other duties prescribed for this office by parliamentary practice.
- d. represent the organization in official matters and act as liaison between student body and faculty, as a representative to faculty departmental meetings.

## **Section 2. Vice President**

The Vice President shall:

- a. carry out all duties assigned by the President;
- b. preside at meetings in the absence of the President;
- c. chair the By-Law review committee in alternate years;
- d. assume the duties of the President, in the event of the President's resignation.

## **Section 3. Secretary**

The Secretary shall:

- a. keep attendance records and minutes of CLUB meetings;
- b. prepare and post past meeting minutes and notices of up-coming meetings for general distribution;
- c. be custodian of all official CLUB records;
- d. be the CLUB's administrative contact with INSTITUTE; and
- e. prepare all reports to the INSTITUTE required in Article XIII, Section 3 of these By-Laws.

## **Section 4. Treasurer**

The treasurer shall:

- a. handle all CLUB receipts and, with the approval of the Senior Club Advisor, make all disbursements;
- b. keep accurate records of all the CLUB's financial transactions; and

- c. present the books to the Club Advisor for audit at the end of the term of office.
- d. present financial report at each meeting and final report at the end of term of office.

## **Section 5. Club Advisors**

- a. There shall be a Club Advisor who shall be faculty or an academic staff member of the Food Science Department. Club Advisors shall serve as official liaisons between the CLUB and the Department.
- b. The Club Advisor shall:
  - (1) approve all disbursements made by the Treasurer,
  - (2) audit the Treasurer's books,
  - (3) review the annual reports of the officers,
  - (4) assist Executive committee to carry out activities,
  - (5) attend all CLUB meetings.

### **Section 6. Reports and Records**

All officers, at the end of their terms of office, shall submit a year end report to the Club Advisor. The report shall outline activities and accomplishments of that office for the year. Each report shall clearly state the procedures and methods used to carry out duties of the office. The Club Advisor shall review the reports and place them in the CLUB files for reference by future officers. Records of the offices of Secretary and Treasurer shall likewise be stored in the CLUB files over vacation periods.

### **Section 7. Official Repository**

CLUB files shall consist of a file drawer, or portion thereof, in the Food Science Department or the office of a Club Advisor.

## **Article VI - Other Positions and Committees**

### **Section 1. Positions**

- a. To conduct its activities, the CLUB shall have the following positions:
  - (1) Seminar Committee Chair,
  - (2) Education Committee Chair,
  - (3) Newsletter Committee Chair(s),
  - (4) Chapter of the Year Committee Chair,
  - (5) Product Development Team Chair,
  - (6) Finance Committee Chair,
  - (7) Industrial Awareness Liaison,

(8) Community Service Chair,

(9) Safety Committee Liaison.

b. All positions, shall be appointed by the President. Other positions may be established as needed by the President.

## **Section 2. Duties**

- a. The Seminar Committee Chair shall direct the Student Seminar committee and shall distribute and collect evaluation forms at each Seminar presentation.
- b. The Education Committee Chair shall serve as a liaison between the department and local primary and secondary schools and the general public, with the aim of increasing public awareness of food science by coordinating departmental visits and lab tours.
- c. The Newsletter Committee Chair shall be responsible for preparing and distributing news of CLUB programs and activities to suitable publications and club newsletter.
- e. The Chapter of the Year Committee Chair shall prepare for IFT (and the CLUB files) a summary of its significant activities during the term of office or school year for the COY competition at the IFT National Meeting.
- f. The Product Development Team Chair shall coordinate the activities of student committee for the National IFT Product Development Competition.
- f. The Finance Committee Chair shall coordinate the committee for calculation of member activity points and allocation of travel funds for the IFT National Meeting.
- g. The Industrial Awareness Liaison is responsible for organizing student visits to local food company facilities.
- h. The Community Service Committee Chair shall direct the development of social and civic involvement of the CLUB by coordination of charitable activities.
- i. The Safety Committee Liaison shall work with the Faculty Safety Committee Chair in his/her activities.

## **Section 3. Committees**

The President shall appoint such other committees as deemed necessary and shall be, *ex officio*, a member of each one appointed. Upon completion of their work, the Chairs of all such committees shall submit a written report to the Secretary for filing with the CLUB minutes.

## **Article VII - Election of Officers**

## **Section 1. Eligibility**

- a. Each candidate for office must be an Active Member of the CLUB who has attended at least one-half ( $\frac{1}{2}$ ) of the regular CLUB meetings during the academic year immediately past.
- b. The President, Vice President, Secretary, and Treasurer shall be Student Members of the INSTITUTE. Any newly elected officer who is not a Student Member of the INSTITUTE shall immediately submit an application to the INSTITUTE.

## **Section 2. Method of Election**

- a. Nominations shall be called and election held for one office at a time, beginning with the office of the President. Candidates not elected to one office shall be eligible for nomination to succeeding offices.
- b. Nominees shall leave the meeting during the voting which shall be by ballots of Active Members only.
- c. A majority of all votes cast shall be necessary for election. If there are three or more candidates for one office, and no candidate receives a majority vote on the first ballot, the candidate receiving the least votes shall be eliminated, and balloting shall continue in the same manner for the remaining candidates until one shall have received a majority.
- d. Tie votes for any office shall be resolved by lot by the President.

## **Section 3. Other Requirements**

- a. The term of office shall be for one year following the election.
- b. No Active member may hold more than one elected office at a time.

## **Section 4. Special Elections**

- a. A special election shall be held during any regularly scheduled CLUB meeting for purposes of (1) filling a vacancy in the office of Vice President, Secretary, or Treasurer, or (2) removing an officer for a cause. In the latter case, specific written charges shall first have been filed against the officer, the validity of the charges investigated by the remainder of the CLUB Executive Committee, and the charged individual given an opportunity to refute the charges, either in person or through a representative.
- b. An election to fill a vacancy shall be conducted in the same manner as a regular election. An election to remove an officer shall require at least a two-thirds ( $\frac{2}{3}$ ) vote of the Active Members present and voting.

- c. In the event that the President is unable to complete his/her term of office, the Vice-President will automatically and immediately assume the position, and an election will be held to find a replacement.

## **Article VIII - Election of Club Advisors**

### **Section 1. Eligibility**

Nominees shall be faculty of the Food Science Department and shall be members of the INSTITUTE.

## **Article IX - Election of Honorary Members**

### **Section 1. Eligibility**

Any person who has made an outstanding contribution to the food industry and/or the profession of food science and technology may be nominated for Honorary Membership.

## **Article X - Meetings and Activities**

### **Section 1. Regular Meetings**

- a. There shall be no less than three (3) regular meetings each school year. The times and places of these meetings shall be scheduled at the beginning of the term by the Executive Committee. Notices for these meetings shall be posted no later than one week in advance by the Secretary.
- b. Scheduled meetings may be postponed or canceled, if necessary, by the CLUB Executive Committee. Members shall be notified of such changes prior to the originally scheduled meeting.
- c. Annual election of officers and the Club Advisor shall be scheduled for the next to last regular CLUB meeting of the Spring term.

### **Section 2. Conduct of Meetings**

Robert's Rules of Order Newly Revised (Rules of Order) shall be the official guide for the conduct of all regular and special meetings of the CLUB. The President shall set the agenda for each meeting in accordance with the order of business set forth in the Rules of order.

### **Section 3. Special Meetings**

Special meetings may be called by the CLUB Executive Committee or by petition of five (5) Active Members.

### **Section 4. Quorum**

Quorum for the conduct of business at either a regular or special meeting shall be at least one-third (1/3) of the Active Members.

## **Article XI - Financial**

### **Section 1. Fiscal Year**

The Fiscal year of the CLUB, which is a non-profit organization, shall be from the elections of one calendar year to the elections of the succeeding year.

### **Section 2. Fund-Raising Activities**

- a. Funds may be raised through activities approved by the CLUB Executive Committee.
- b. Departmental funds can be obtained upon petitioning the departmental head or individual in authority or the Rutgers University Graduate Student Association.
- c. Contributions from Associate Members or others who wish to support the objectives of the CLUB may be accepted, but shall not be solicited.

### **Section 3. Usage of Funds**

CLUB funds shall be used only for the purpose of furthering the objectives of the CLUB as stated in Article II.

## **Article XII - Amendments to the By-Laws**

### **Section 1. Proposals**

An amendment(s) to these By-Laws may be proposed by the CLUB Executive Committee or by petition of five (5) Active members.

### **Section 2. Approval**

- a. The proposed amendment(s) shall be read at two (2) consecutive meetings of the CLUB. Following the second reading, a vote shall be taken. An affirmative vote of at least two-thirds (2/3) of the Active Members present and voting shall be necessary for adoption.
- b. An amendment(s), upon adoption by the CLUB, shall be submitted by the Secretary within thirty (30) days to the Director of Field Services of the INSTITUTE for referral to the Committee on Constitution and By-Laws. Such amendment(s) shall not become effective until the CLUB has been notified of their approval by that Committee.

## **Article XIII - INSTITUTE Affiliation**

### **Section 1. Student Chapter**



The CLUB shall operate as the Rutgers University Student Chapter of the INSTITUTE after acceptance of the petition for a charter and issuance of a charter.

### **Section 2. Qualifications of officers and Advisors**

The President, Vice President, Secretary, and Treasurer of the CLUB shall be Student Members of the INSTITUTE. Club Advisors shall be members of the INSTITUTE.

### **Section 3. Reports to the INSTITUTE**

- a. An up-to-date copy of these By-Laws shall be on file in the office of the Director of Field Services of the INSTITUTE.
- b. Within thirty (30) days after the annual election or no later than June 1, the Secretary shall submit a report to the Director of Field Services of the INSTITUTE which certifies the complete list of the new officers and Club Advisors for the coming ye
- c. No later than June 1 each year the secretary shall submit an Annual Report of the CLUB activities, including dates, types of meetings or events, and attendance at each activity, to the INSTITUTE Director of Field Services.
- d. Any changes in Club officers or Advisors that occur during the year shall be reported by the Secretary to the Director of Field Services of the INSTITUTE

### **Section 4. Dissolution**

The Council of the INSTITUTE may revoke the charter of the CLUB if it becomes inactive with the respect to meetings, fails to submit the required reports to the INSTITUTE or fails to fulfill its purpose. Revocation of the charter shall not affect the standing of CLUB members who are Student Members of the INSTITUTE.

*Revised March 2001*