

## **Food Science Club By-Laws**

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### **Article I Name**

The name of this organization shall be the Food Science CLUB of the University of Kentucky located at Lexington, Kentucky, 40546. 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.**

*The objectives of the CLUB shall be to foster a close relationship among the Food Science students and the faculty of the Animal Sciences Department at the University of Kentucky, to encourage leadership, and to acquaint students with the scope of food science and technology.*

#### **Section 2.**

*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 development of civic and social responsibility 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. Interested individuals will pay a \$10 fee and attend 1/2 of club meetings to obtain Active Membership status.*

*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 Section 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 membership on the basis of race, color, religion, gender, sexual orientation, national origin, age, handicap, marital status or military status.*

### **Section 3. Duties**

*It shall be the duty of each member to support the CLUB's objectives and activities.*

## **Article IV Government**

### **Section 1. Officers**

*a. The elected officers of the CLUB shall be: President, Vice President, Secretary/Treasurer, Activities Director, Agriculture Student Council Representative, and two CLUB advisors.*

*b. The governance year shall be from July 1 to June 30.*

*c. All club officers are required to attend  $\frac{3}{4}$  of regularly scheduled club meetings.*

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

*a. The Executive Committee shall comprise the President, Vice President, Secretary/Treasurer, Activities Director, Agriculture Student Council Representative and CLUB advisors.*

*b. The Executive Committee shall conduct all business of the CLUB not requiring action by the members.*

*c. The President shall schedule Executive Committee meetings as necessary to conduct CLUB business.*

*d. All members of the Executive Committee shall serve as voting members.*

*e. Any Executive Committee Member that fails to meet their duties can be removed from office by 2/3 vote of the remaining executive committee.*

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

### **Section 1. President**

*The President shall preside at all CLUB and Executive Committee meetings and shall appoint all positions and committees for which provisions have not otherwise been made in these By-Laws. The President shall appoint all committee chairs with the exception of the Activities Committees. The President shall perform all other duties prescribed for this office by parliamentary practice.*

### **Section 2. Vice President**

*The Vice-President shall serve as the liaison between the CLUB and industry representatives and shall arrange industry recruiting visits and presentations for the CLUB by coordinating such visits and presentations with UK Career Services, the CLUB Activities Committee, the CLUB President, and the Food Science Administrative Secretaries. The Vice-President shall carry out all duties assigned by the President. In the event of vacancy in the office of President, the Vice-President shall succeed to that office for the balance of the term. In the absence of the President, the Vice-President shall preside over CLUB and Executive Committee meetings. The Vice-President is responsible for keeping accurate records of the CLUB member requirements to receive stipends for the IFT Food Expo.*

### **Section 3. Secretary/Treasurer**

*The Secretary/Treasurer shall keep records of attendance and minutes of meetings, handle all correspondence, and act as the custodian of all official records of the CLUB. The Secretary/Treasurer is the administrative contact with the INSTITUTE. The Secretary/Treasurer shall handle all receipts and, with the approval of the President and Senior CLUB Adviser, shall make all disbursements for the CLUB. The Secretary/Treasurer shall keep accurate records of all financial transaction of the CLUB. At the end of the term of Office, the Secretary/Treasurer shall present the books to the CLUB Advisor for audit.*

### **Section 5. Activities Director**

*The Activities Director shall organize and develop all activities of the CLUB for which no provision has otherwise been made. The Activities Director shall serve as the Chair of the Activities Committee. The Activities Director is responsible for sending notice of all upcoming and new events to club members, as well as, setting up club meetings and symposia.*

### **Section 6. Agriculture Student Council Representative**

*The Agricultural Council Representative shall represent the CLUB at all functions of the Agricultural Student Council. The Ag Council Representative shall serve as the liaison between the CLUB, the Ag Council, and the College of Agriculture throughout the one-year term.*

## **Section 7. CLUB Advisors**

*a. There shall be two CLUB Advisors who shall be faculty or academic staff members of the Food Science Section. CLUB Advisors shall serve as official liaisons between the CLUB and the Department.*

*b. The Advisors shall:*

- (1) Approve all disbursements made by the Secretary/Treasurer,*
- (2) Audit the Secretary/Treasurer's books, and*
- (3) Review the annual reports of the officers.*
- (4) Assist the latter in performing the duties of the position*

## **Section 8. Reports and Records**

*All officers, at the end of their terms in office, shall submit a 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 9. Official Repository**

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

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

### **Section 1. Positions**

*a. To conduct its Sectional and National IFT Competitions the CLUB shall elect a club chair.*

### **Section 2. Duties**

*The Chairperson shall plan all activities and events of the competition and be present at the National IFT meeting.*

### **Section 3. Committees**

*The President shall appoint such other committees as deemed necessary. Upon completion of their work, the chairpersons 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 (1/2) of the regular CLUB meetings during the academic year immediately past and who has maintained a grade point average of at least a 2.5 if the candidate is an undergraduate or a 3.0 if the candidate is a graduate student. The CLUB Advisor shall be prepared to rule on the eligibility of all nominees for CLUB offices.*

*b. The President, Vice President, Secretary/Treasurer, Activities Director, and Agriculture Student Council Representative 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**

*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. Nominees shall leave the meeting during the voting, which will be by show of hands of Active Members only. 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 the balloting shall continue in the same manner for the remaining candidate until one shall have received a majority. In the event of a tie on the final ballot, the President shall supervise the tie-breaker by having the challengers draw lots. Elections will be held in the month of April based on the advisors and previous club officers discrepancy.*

### **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/Treasurer, Activities Director or Agriculture Student Council Representative 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 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 (2/3) vote of the Active Members present and voting.*

## **Article VIII CLUB Advisors**

### **Section 1. Eligibility**

*Nominees shall be faculty or academic staff members of the Food Science section 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.*

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

*a. The election may be held concurrently with those of officers and the CLUB Advisor or at such time as determined by the Executive Committee.*

*b. The names of nominees and appropriate background information shall be submitted to the Executive Committee in writing for review.*

*c. Nominees accepted by the Executive Committee shall be elected by at least a two thirds (2/3) vote of the Active Members of the CLUB.*

*d. Honorary membership shall be recognized by an appropriate certificate bestowed at the Annual Spring meeting of the CLUB.*

## **Article X Meetings and Activities**

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

*a. There shall be at least one (1) meeting each month during the school year. The times and places of meetings shall be scheduled at the beginning of the fall term and spring term by the Executive Committee.*

*b. Scheduled meetings may be postponed or cancelled, if necessary, by the Executive Committee. Members shall be notified of such changes prior to the originally scheduled meeting.*

*c. Annual election of officers shall be before March 15th.*

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

*Robert's 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 shall be called by the Executive committee or by written petition of five 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 I. Fiscal Year**

*The Fiscal year of the CLUB shall be from June 30 of one calendar year to July 1 of the succeeding year.*

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

*a. Funds may be raised through activities approved by 'the Executive Committee.*

*b. 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 I. Receipts from purchases should be turned into the Secretary/Treasurer no later than one week after the purchase. The Executive Committee is required to have a budget proposal for the upcoming year passed by the club before the University of Kentucky Dead Week Period.*

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

## **Section 1. Proposals**

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

## **Section 2. Approval**

*a. The proposed amendment(s) shall be distributed to club members one (1) meeting prior to the meeting at which the proposed changes will be voted on. 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 University of Kentucky 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/Treasurer, Activities Director, and Agriculture Student Council Representative 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 Executive Director of the INSTITUTE which certifies the complete list of the new officers and CLUB Advisors for the coming year and lists briefly the CLUB activities of the year then ending, showing dates, types of meetings or events, and attendance at each activity.*

*c. Any changes in CLUB officers or Advisors that occur during the year shall be reported by the Secretary to the Executive Director 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 the CLUB members who are Student Members of the INSTITUTE.*

## **Article IX- Requirements System**

### **Section 1.-Eligibility**

*In order to be eligible for travel money to the summer IFT Food Expo and Convention, University of Kentucky Food Science Club Active Members must satisfy the following criteria:*

- 1. Participate in 20 hours of CLUB fundraising activities.*
- 2. Attend at least ½ of the regularly scheduled Club Meetings.*
- 3. Attend at least 2 Bluegrass IFT Meetings/Functions per year.*
- 4. Participate in at least ½ Educational Tours and Trips.*
- 5. Participate in at least ½ Community Service Activities.*
- 6. Be an active member of at least CLUB Committee.*
- 7. Participate in the Southeastern Area Meeting or be a member of an UK Food Science Club Competition Team.*
- 8. Turn in a \$50 deposit and a copy of the submitted IFT Food Expo registration to the Secretary/Treasurer by April 1st.*

*All stipends awarded must have approval by the CLUB Advisor*