

Article I Name and Purpose

Section I This organization shall be known as The Cooking Club

Section II The purpose of The Cooking Club is to explore and learn about food, cooking, and related topics. It shall foster an environment that is fun and respectful for all students, foods, and diets. The club will abide by all North Carolina State laws and North Carolina State University policies. The club does not and will not promote, be affiliated, or endorse any other causes.

Article II Membership

Section I Membership shall be open to all regularly enrolled students who are interested in cooking

Section II Types of membership

- A) Active member – Any member in good standing with university and in good attendance. An active member will be on the President's email list for all club information and will have priority status at meetings should space become limited.
- B) Inactive member – A member who has missed two meetings in a row will be removed from Presidents email list. After a third consecutive meeting is missed the member loses priority status. An inactive member can become active by improving attendance.
- C) Probationary member- New member must attend two meetings before being granted an active membership.
- D) Termination of membership – The club reserves the right to terminate membership of any member with a 2/3 majority vote of active membership.

Procedure for termination

- ◆ Minimum of two members must recommend to Officers that the member that be considered for termination/
- ◆ Officers will meet with the member recommended for termination to discuss reasons for dismissal/
- ◆ Officers will bring the request for termination to the active membership for a vote and/or create an action plan to resolve an issue.
- ◆ Process will be remain confidential unless action is brought up for a vote.

Membership will be instantly revoked for any of the following acts.

- ◆ Theft
- ◆ Fighting
- ◆ Harassment
- ◆ Discrimination
- ◆ Dangerous conduct
- ◆ Illegal activity
- ◆ Intoxication

Article III Officers

Section I The elected Officers of this Club shall be President, Vice-President, Secretary, and Historian.

Section II Officers responsibilities

President

- ◆ Will set agenda and dates of meetings.
- ◆ Create committees and appoint chairpersons of committees.
- ◆ Assign task to officers and/or committees.
- ◆ Responsible for maintaining an email list of members announcing meetings, news and upcoming events.
- ◆ Responsible for providing advisor with an approximate head count for upcoming meetings at least 72 hours prior to the meetings.
- ◆ Maintaining The Cooking Club web page.

Vice President

- ◆ Assumes responsibilities for President in their absence.
- ◆ Will assume President office for the remainder of that term should that office become vacant.
- ◆ In charge of pre-meeting arrangements and post-meeting clean up.
- ◆ Responsible for Club membership and advertisement.
- ◆ Assist President in maintaining The Cooking Club web page.

Secretary

- ◆ Shall assume the position of Vice-President in their absence.
- ◆ Shall take a roll and make sure only members are in attendance.
- ◆ Keep a record of the attendance of each member and their priority status.
- ◆ Shall keep track of all Active, inactive and probationary memberships.
- ◆ Shall record the minutes of each meeting (subjects discussed, decisions, unfinished business and new business) and then transposing those minutes to a Word document and copies sent to President, Vice-President and Historian within 5 days of meeting.
- ◆ Shall read the minutes of past meeting at each new meeting.
- ◆ Shall have new members fill out an informational sheet.
- ◆ Shall collect \$10.00 fee for any approved visitor (a visitor is defined as any non-NCSU student who wishes to attend as a guest of a member).

Historian

- ◆ Shall keep records of topics and activities covered during meetings.

Section III Elections

- ◆ The Officers of The Cooking Clubs term will be appointed one year starting on June 1 through May 31.
- ◆ Should the President's Office become vacant the Vice-President will assume the office for the remainder of that term.
- ◆ Should any office besides President become vacant the President will appoint a replacement for the remainder of that term.
- ◆ There are no term limitations for officers.
- ◆ Elections will be held in April for the upcoming year's officers.
- ◆ Active members only will be able to run for office.
- ◆ Active members wishing to run for office shall have up to the vote to nominate themselves or another member for office.
- ◆ The President shall preside over the election. The President shall not vote unless there is a tie or they are running for a particular office. Should the President be running for any office the Vice-President shall preside over that specific office vote and will reserve their vote as the tie-breaker. Should the President and Vice-President run for the same office the duty then fall to the Secretary, then Historian and then Club Advisor.

- ♦ The order of voting will start with the President, then Vice-President, then Secretary and then Historian.

Section IV Balloting Procedure

- ♦ Secretary will see that only active members will receive four ballots – one for each office and more ballots as necessary.
- ♦ President will open floor for nominations for President.
- ♦ Secretary will record all nominations for the office of President.
- ♦ President will close nominations after all nominations are heard
- ♦ If more than one candidate is nominated, the members will vote secretly by writing down their choice a on ballot and handing it to the Secretary. Should the Secretary be running for the office then another officer not running for that office will oversee the ballots.
- ♦ The Secretary and Club Advisor will leave the room to tally the votes based on the ballots and this information will be given to the President who will announce the results of the voting to the members.
- ♦ If there is a tie the President or their represented will cast the deciding vote
- ♦ The same procedure will be employed for electing the Vice-President, Secretary and Historian positions.

Section IV Recall and/or Removal from Office

- ♦ Any officer can be nominated for a recall vote by any active member.
- ♦ A recall nomination should be made during the New Business part of the meeting.
- ♦ The recall vote will be held at the next meeting.
- ♦ A 2/3 majority vote of all active members is required for removal from office.

Article IV Dues

Presently there are no dues except for the \$10 fee for visitors.

Article V Amending the Constitution

Amendments to the constitution or by-laws shall be presented to the members of the club in writing and read aloud at a regular meeting but shall not be voted on until the next regular meeting. A majority vote of 2/3 of the active members present is required to amend the constitution.

Article VI General Meeting Requirements

- ♦ Meeting shall be held as determined by the Club Advisor
- ♦ During each meeting the club shall:
 1. Discuss the topic of the day.
 2. Discuss history and techniques related to the topic(s) to be covered.
 3. Demonstrate and practice what was learned in hands-on way.
 4. Bring meeting to close by addressing any new matters.
 5. Meeting requirements can differ if necessary.