

**By-Laws Of The  
Food Science Club Of  
North Carolina State University**

**Article I - Name**

The name of this organization shall be the Food Science Club of North Carolina State University, located at Raleigh, North Carolina 27695-7624. 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 Department students and faculty at North Carolina State University, to encourage leadership, and to acquaint students with the scope of Food Science and Technology.

Section 2. To implement these objectives, the Executive Committee of the Club shall:

- a. Conduct programs that contribute to the knowledge and stimulate the thought of members. Programs may include 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. Individual initiative and management responsibility shall be encouraged in planning and executing Club functions. Members shall be given 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.

Classes of members in this Club shall be Active and Associate.

Section 2. Eligibility.

- a. Active Membership shall consist of students enrolled at North Carolina State University interested in Food Science. Active Members must attend half of the scheduled meetings, serve on at least one committee, and take part in working at least one club activity.
- b. Associate Members shall be persons who are actively engaged in the food industry and interested in promoting the objectives of the Club.
- c. No student who meets the membership requirements of this Section may be denied such membership on the basis of race, color, religion, sex, 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.

The elected officers of the Club shall be President, Vice President, Secretary, Treasurer, Publicity/Historian, Activities Co-Chairman, Agricultural Council Representative, and two Club Advisors.

Section 2. Executive Committee.

- a. The Executive Committee shall comprise the President, Vice President, Secretary, Treasurer, Publicity/Historian, Activities Co-Chairman, Agricultural Council Representatives, and two Faculty.

- 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.

#### 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 has not otherwise been made in these By-Laws. The President shall perform all other duties prescribed for this office by parliamentary practice.

##### Section 2. Vice President.

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 serve as the Program Chairman of the Club by leading the club meeting or Executive Committee.

##### Section 3. Secretary.

The Secretary shall keep records of attendance and minutes of meetings, handle all correspondence, and be the custodian of all official records of the Club. The Secretary is the administrative contact with the Institute and is responsible for reports required in Article XII of these By-Laws.

##### Section 4. Treasurer.

The Treasurer shall handle all receipts and, with the approval of the Senior Club Advisor, shall make all disbursements for the Club. The Treasurer shall keep accurate records of all financial transaction of the Club. At the end of the term of Office, the Treasurer shall present the books to the Senior Club Advisor for audit.

##### Section 5. Publicity/Historian.

The Publicity/Historian shall make and keep available a permanent record of the Club's activities other than those specifically handled by the Secretary. The Publicity/Historian shall also take care of awards received by the Club and all other property belonging to the Club. The Publicity/Historian shall publicize activities and events of the Club and see that all information pertaining to the Club is submitted to suitable publication channels.

##### Section 6. Activities Co-Chairmen.

The Activities Co-Chairmen shall organize and develop all activities of the Club for which no provision has otherwise been made. More than one person may be elected to this position as deemed necessary by the Executive Committee.

##### Section 7. Agricultural Council Representative.

The Agricultural Council Representative shall represent the Club at all functions of the Agricultural Council and shall report all pertinent information back to the Club.

##### Section 8. Club Advisors.

- a. There shall be Senior and Junior Club Advisor who shall be faculty or academic staff members of the Food Science Department. Club advisors shall serve as official liaisons between the Club and the Department. The Junior Club Advisor shall become the Senior Club Advisor during the second year in office.
- b. The Senior Club Advisor shall approve all disbursements made by the Treasurer, shall audit the Treasurer's books, and shall review the annual reports of the officers.
- c. The Junior Club Advisor shall serve in the absence of the Senior

Club Advisor and shall assist the latter in performing the duties of the position.

#### Section 9. Reports and Records.

All officers, at the end of their terms of office, shall submit to the Senior Club Advisor a report outlining 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. After reviewing the reports, the Senior Club Advisor shall 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 10. Official Repository.

Club files shall consist of a file cabinet in the Food Science Department.

### Article VI - Committees

The President shall appoint committees as may be deemed necessary and shall appoint an Executive Committee Member to be a liaison between the working committee and the Executive Committee. A committee representative shall present a proposal to the Executive Committee to be approved before any action takes place. When a committee completes its work, the committee chairman shall report to the Club. The report shall be incorporated into the Club's minutes by the Secretary.

### 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 of the regular Club meetings during the academic year immediately past and who has maintained a grade average of at least 2.0. The Senior Club Advisor shall be prepared to rule on the eligibility of all nominees for Club offices.
- b. The President, Vice President, Secretary, Treasurer, Publicity/Historian, Activities Co-Chairmen, and Agricultural Council Representative, of the Club shall be Student Members of the Institute. Any newly elected officers of the Club who are not also Student Members of the Institute shall make immediate application for membership.

#### Section 2. Method of Election.

- a. Nominations shall be called and election held for one office at a time, beginning with the office of President. Candidates not elected to one office shall be eligible for nomination to succeeding offices. Nominees shall leave the meeting during voting which shall be by secret ballot of Active Members only. If there are three or more candidates for one office, and no candidate receives the 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.
- b. Elections shall be held at the last meeting of Spring semester.

#### Section 3. Other Requirements.

- a. The terms of office shall be for one year following 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 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 - Selection of Club Advisors.

##### Section 1. Eligibility

Nominees shall be faculty or academic staff members of the Food Science Department and shall be members of the Institute.

##### Section 2. Method of Selection.

- a. A search committee shall be formed one month prior to Club election to find a new Junior Club Advisor.
- b. The term of office shall be for two years, one Advisor being elected each year.
- c. During the second year of office, the Junior Club Advisor shall become the Senior Club Advisor without further election.
- d. The nomination shall be approved by a simple majority of votes of Active Members at the annual elections. If the nomination is not approved, a new search committee shall be formed and the nominee confirmed at the next Club meeting.
- e. The election of Club Advisor will be held at the last meeting of Spring semester.

#### Article IX - Meetings and Activities

##### Section 1. Regular Meetings.

- a. There shall be at least one meeting a 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 and Club Advisors shall be scheduled for the last regular Club meeting of the Spring semester.

##### 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 may be called by the Executive Committee or by 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 X - Financial

##### Section 1. Fiscal Year.

The Fiscal Year and terms for officers and Club Advisors of the Club shall coincide and shall be from July 1 of one calendar year to June 30 of the succeeding year.

##### Section 2. Dues.

Annual dues for Active Members shall be set by the Executive Committee if the Committee sees this as a necessary step in raising revenues or pursuing Club goals.

### Section 3. Fund Raising Activities.

- a. Funds may be raised through activities approved by the Executive Committee and Student Development Office of North Carolina State University.
- b. Contributions from Associate Members or others who wish to support the objectives of the Club may be accepted, but shall not be solicited.
- c. Money raised by the Club shall be dispersed as by the approved Points Guidelines.

### Section 4. 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 XI - 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 Active Members.

### Section 2. Approval.

- a. The proposed amendment(s) shall be read at two 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), after being duly adopted by the Club, shall be submitted by the Secretary within thirty (30) days to the Executive Director 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 XII - Institute Affiliation

### Section 1. Student Chapter.

Upon acceptance of the petition for a charter and issuance of the charter certificate by the Institute, the Club shall operate as the North Carolina State University Student Chapter of the Institute of Food Technologist.

### Section 2. Qualifications of Officers and Advisors.

The President, Vice President, Secretary, Treasurer, Publicity/Historian, Activities Co-Chairman, and Agricultural Council Representatives of the Club shall be Members of the Institute. Club Advisors shall be Members of the Institute.

### Section 3. Reports to the Institute.

- a. By-Laws. An up-to-date copy of these By-Laws shall be on file in the office of the Executive Director of the Institute.
- b. Officers and Activities. Within thirty 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 which lists briefly the Club Activities of the year then ending, showing dates, types of meetings or events, and attendance at each activity.
- c. Change in Officers or Club Advisors. Any changes in Club officers or Club 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 certificate of the Club, if it becomes inactive with respect to the required number of meetings, fails to submit the required reports to the Institute, or fails to fulfill its purpose. Such revocation of the certificate shall not affect the standing in the Institute of the Student members of the Club.

## Food Science Club Goals -- 1998-1999

### Focus on Improving Club Functions & Services

- Maintain accurate and thorough record keeping & attendance sheets throughout the year at all events & meetings
- Improve upon current activities & provide more professional growth & outreach opportunities for students
- Let the club know the importance of the IFT Chapter of the Year award and requirements
- Focus on club efforts & accomplishments (COY award = final reward)

### Top Last Year's Dairy Bar Profits

- Recruit scoopers at beginning of the Fall semester -- increase number of scoopers
- Stress the incentives and importance of participating in Dairy Bar
- Increase initial publicity to the community, media, and department

### Increase Growth in Attendance at Club Functions

- Let undergraduates, graduates, and especially new students know that they are an integral part of the club and the department
- Provide visible notices of meetings -- FS Department, BAE, Nutrition, CALS, First Year College Program
- Increase recruitment efforts campuswide
- Keep meetings as short as possible

### Improve Faculty - Staff - Club Relationship

- Encourage faculty attendance at meetings and events
- Maintain consistent publicity to faculty & staff
- Encourage joint activities and interaction
- Work together with the departmental committees

### Improve IFT-Club Relationship

- Encourage joint activities and interaction with regional and sectional meetings of IFT
- Maintain consistent presentation of FSC News in IFT newsletters
- Support IFTSA
- Increase student membership in IFT, IFTSA, NC-IFT, Southeast region, and IFT divisions

### Promote Food Science

- Provide more outreach in area high schools
- Revise FSC web-page and increase available information on web-page
- Be more involved with on-campus activities
- Let people know about our department and our meetings
- Do more community service in the area

**By-Laws of  
The Food Science Club of  
North Carolina State University**

**Article I -- Name**

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**Article II -- Objectives**

Section 1. The objectives of the CLUB shall be to foster a close relationship among the Food Science Department students and faculty and staff at North Carolina State University, to encourage leadership, and to acquaint students with the scope of Food Science and Technology.

Section 2. To implement these objectives, the Executive Committee of the CLUB shall:

- a. Conduct programs that contribute to the knowledge and stimulate the thought of members. Programs may include speakers, demonstrations, field trips, visual aids, and opportunities to meet leaders in the profession.
- b. Conduct activities that encourage development of civic, social, and professional responsibility among members.
- c. Develop CLUB activities and programs that challenge the potential talents of members. Individual initiative and management responsibility shall be encouraged in planning and executing CLUB functions. Members shall be given 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.

Classes of membership in this CLUB shall be Active and Associate.

Section 2. Eligibility.

- a. Active membership shall consist of students enrolled at North Carolina State University interested in Food Science. Active Members must attend half of the scheduled meetings per year, serve as active Members on at least one committee, and work two three-hour shifts at the CLUB's annual fundraiser, the Dairy Bar. Students unable to fulfill the Dairy Bar work requirement will be expected to

- serve actively on a second committee to qualify for active membership in the CLUB. Active Members may vote and hold office.
- b. Associate Members shall be persons who are actively engaged in the food industry or related field and are interested in promoting the objectives of the CLUB. Faculty and staff of North Carolina State University shall qualify as ex officio Associate members.
  - c. No student or Associate Member who meets the membership requirements of this section may be denied such membership on the basis of race, religion, sex, national origin, age, handicap, marital status, sexual orientation, or military status.

Revised January 2000

### 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.

The elected officers of the CLUB shall be President, Vice-President, Secretary, Treasurer, Historian, two Activities Co-Chairs, two Agricultural Council Representatives, and two CLUB Advisers.

### Section 2. Executive Committee.

- a. The Executive Committee of the CLUB shall be comprised of the President, Vice-President, Secretary, Treasurer, Historian, two Activities Co-Chairs, two Agricultural Council Representatives, and two CLUB Advisers.
- 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 with the exception of the Junior and Senior CLUB Advisers.
- e. The resolution of tie votes within the Executive Committee or CLUB membership shall be determined by lot by the President.

## **Article V -- Duties of the Officers and Advisers**

### 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 and Newsletter 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, shall arrange industry recruiting visits and presentations for the CLUB by coordinating such visits and presentations with NCSU 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.

Section 3. Secretary

The Secretary shall keep records of attendance and minutes of meetings, handle all correspondence, and be the custodian of all official records of the CLUB. The Secretary is the administrative contact with the Institute and is responsible for reports required in Article XII of these By-Laws.

Section 4. Treasurer

The Treasurer shall handle all receipts and, with the approval of the President and Senior CLUB Adviser, shall make all disbursements for the CLUB. The Treasurer shall keep accurate records of all financial transaction of the CLUB. At the end of the term of Office, the Treasurer shall present the books to the Senior CLUB Adviser for audit.

Section 5. Historian

The Historian shall make and keep available a permanent record of the CLUB's activities other than those specifically handled by the Secretary. The Historian shall also take care of awards received by the CLUB and all other property belonging to the CLUB. The Historian shall publicize activities, events, and meetings of the CLUB and see that all information pertaining to the CLUB is submitted to suitable publication channels. The Historian shall also serve as the Chair of the Newsletter committee.

Section 6. Activities Co-Chairs

The Activities Co-Chairs shall organize and develop all activities of the CLUB for which no provision has otherwise been made. Two (2) persons shall be elected to this position and serve jointly throughout the one year term. The Activities Co-Chairs shall serve as the Chairs of the Activities Committee.

Section 7. Agricultural Life Council Representatives

The Agricultural Life Council Representatives shall represent the CLUB at all functions of the Agricultural Council, the student organization representing the North Carolina State University College of Agriculture and Life Sciences. The Ag-Life Council Representatives shall serve as the liaisons between the CLUB, the Ag-Life Council and the College of Agriculture and Life Sciences. Two (2) persons shall be elected to this position unless otherwise designated by the Ag-Life Council and shall serve jointly throughout the one year term.

Section 8. CLUB Advisers

- a. There shall be a Senior and Junior CLUB Adviser who shall be faculty or academic staff members of the North Carolina State University Food Science Department. The CLUB Advisers shall serve a two year term whereby the Junior CLUB Adviser shall become the Senior CLUB Adviser during the second year in office. CLUB Advisers shall serve as the official liaisons between the CLUB and the North Carolina State University Department of Food Science.
- b. The Senior CLUB Adviser shall approve all disbursements made by the Treasurer, shall audit the Treasurer's books at the end of each term, and shall review the annual reports of the officers.
- c. The Junior CLUB Adviser shall serve in the absence of the Senior CLUB Adviser and shall assist the latter in performing the duties of the position and shall become the Senior CLUB Adviser during the second year in office. In the event

of vacancy in the office of Senior CLUB Adviser, the Junior CLUB Adviser shall succeed to that office for the balance of the term.

Section 9. Reports and Records.

All officers and Committee Chairs, at the end of their terms of office, shall submit to the Senior CLUB Adviser, President, Secretary, and incoming officers a comprehensive report outlining activities and accomplishments of that office and/or committee for the year. Each report shall clearly state the procedures and methods used to carry out duties of the office. After reviewing the reports, the Senior CLUB Adviser shall 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 vacations periods.

Section 10. Official Repository.

CLUB files shall consist of filing cabinets and storage closets located in the Food Science Department Student Lounge.

Article VI -- Committees

Section 1. Committees

The President shall appoint committees as may be deemed necessary and shall appoint an Executive Committee Member to be the liaison between the working committee and the Executive Committee. A committee representative shall present a proposal to the Executive Committee to be approved before any action takes place.

Section 2. Committee Chairs

- a. Committee Chairs shall be appointed for a one year term by the President with the exception of the Activities and Newsletter committees whose Chairs will be the Activities Co-Chairs and the Historian respectively.
- b. When a committee completes its work, the committee chair shall report to the CLUB. The report shall be incorporated into the CLUB's minutes by the Secretary.

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 of the regular CLUB meetings during the academic year immediately past and who has maintained a grade point average of at least 2.0. The Senior CLUB Adviser shall be prepared to rule on the eligibility of all nominees for CLUB offices.
- b. The President, Vice-President, Secretary, Treasurer, Historian, Activities Co-Chairs, and Agricultural Life Council shall be student members of the INSTITUTE. Any newly elected officers of the CLUB who are not also student members of the INSTITUTE shall make immediate application for membership.

Section 2. Method of Election

- a. Nominating shall be called one (1) month prior to the election.
- b. Elections shall be held at the second to the last meeting of the Spring semester.

- c. Election shall be held for one (1) office at a time beginning with the office of President. Candidates not elected to one office shall be eligible for nomination to succeeding offices. Nominees shall leave the meeting during voting which shall be by secret ballot of Active Members only. If there are three (3) or more candidates for one (1) office, and no candidate receives the majority vote of Active Members present and voting 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 (1) shall have received a majority. In the case of Activities Co-Chairs and Agricultural Life Council Representative offices requiring two (2) positions, the candidates with the two highest votes shall be elected to office.
- d. Resolution of tie votes shall be determined by lot by the President.

**Section 3. Other Requirements.**

- a. The terms of office shall be for one (1) year following election. Terms for officers of the CLUB shall be from July 1 of one calendar year to June 30 of the succeeding year.
- 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 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 two-thirds (2/3) vote of the Active Members present and voting.

**Article VIII -- Election of CLUB Advisers**

**Section 1. Eligibility**

Nominees shall be faculty or academic staff of the North Carolina State University Food Science Department and shall be members of the INSTITUTE.

**Section 2. Method of Election**

- a. A search committee shall be formed one (1) month prior to the CLUB election to find a new Junior CLUB Adviser.
- b. The term of office shall be for two (2) years, one (1) Adviser being elected each year. Terms for CLUB Advisers shall be from July 1 of one calendar year to June 30 of the second succeeding year.

- c. During the second year of office, the Junior CLUB Adviser shall become the Senior CLUB Adviser without further election.
- d. The nomination shall be approved by a simple majority of votes of Active Members at the annual elections. If the nomination is not approved, a new search committee shall be formed and the nominee confirmed at the next CLUB meeting.
- e. The election of the Junior CLUB Adviser will be held at the second to the last meeting of the Spring semester.

Section 3. Filing Unexpired Terms

An election to fill the unexpired term of a Junior CLUB Adviser shall be conducted as specified in Article VIII. Section 2.

**Article IX -- 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 and CLUB Advisers shall be scheduled for the second to the last regular meeting of the Spring semester.

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 may 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 X -- Financial**

Section 1. Fiscal Year.

The Fiscal Year and terms for officers and CLUB Advisors of the CLUB shall coincide and shall be from Sept 1 of one calendar year to Aug 30 of the succeeding year. Officer terms will coincide with a July 1 through June 30 calendar.

Section 2. Dues.

Annual dues for Active Members shall be set by the Executive Committee if the Committee sees this as a necessary step in raising revenues or pursuing CLUB goals.

Section 3. Fund Raising Activities.



- a. Funds may be raised through activities approved by the Executive Committee and Student Development Office of North Carolina State University.
- 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 4. Usage of Funds**

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

Revised January 2000

b. Money raised by the CLUB shall be budgeted to committees by majority vote of the Executive Committee and CLUB membership. Charity donations, CLUB gifts, and funds associated with CLUB activities shall be approved by Executive Committee proposal to CLUB membership with majority vote of membership present. Additional expenditures such as general supplies, Dairy Bar functional items, and routine CLUB expenditures shall be approved by majority Executive Committee vote.

c. Funds totaling \$4000.00 shall be rotated into the succeeding year's CLUB account to be used as start-up funds. If in the event this financial sum is not available, then any remaining funds less than \$4000.00 shall be rotated into the succeeding year's CLUB account.

d. Following payment of all annual expenditures and rotation of the proceeding year's start-up fund, remaining funds may be used for scholarship and professional development disbursement as described by the approved Points Guidelines outlined in the Points Guidelines System of the CLUB.

**Article XI -- 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 Active Members of the CLUB.

**Section 2. Approval.**

- a. The proposed amendment(s) shall be read at two 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), after being duly adopted 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 XII -- INSTITUTE Affiliation**

Section 1. Student Chapter.

Upon acceptance of the petition for charter and issuance of the charter certificate by the INSTITUTE, the CLUB shall operate as the North Carolina State University Student Chapter of the Institute of Food Technologists.

Section 2. Qualifications of Officers and Advisers.

The President, Vice-President, Secretary, Treasurer, Historian, Activities Co-Chairs, and Agricultural Life Council Representatives of the CLUB shall be Members of the INSTITUTE. CLUB Advisers shall be members of the INSTITUTE.

Section 3. Reports to the INSTITUTE.

- a. By-Laws. 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. Officers and Activities. Within thirty (30) days after the annual election or not 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 new officers and CLUB Advisers for the coming year and which lists briefly the CLUB Activities of the year then ending, showing date, types of meetings or events, and attendance at each activity.
- c. Change in Officers or CLUB Advisers. Any changes in CLUB officers of CLUB Advisers 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 certificate of the CLUB, if it becomes inactive with respect to the required number of meetings, fails to submit the required reports to the INSTITUTE, or fails to fulfill its purposes. Such revocation of the certificate shall not affect the standing in the INSTITUTE of the Student Members of the CLUB.

BY-LAWS  
FOOD SCIENCE CLUB  
NORTH CAROLINA STATE UNIVERSITY AT RALEIGH

.A Student Chapter of the  
Institute of Food Technologists  
Revised 1987

Article 1

The name of this organization shall be the Food Science Club of North Carolina State University at Raleigh, North Carolina.

Article 2

The objectives of this club are to foster a close relationship among students and faculty in Food Science at NCSU; to encourage leadership; to acquaint students with activities in Food Science; and to promote a greater interest in this profession.

To further these objectives, the Executive Committee shall conduct club affairs to allow opportunity for:

- a) Professional development. The club shall encourage programs which contribute to the knowledge and stimulate the thought of members. The program may include speakers, demonstrations, trips, visual aids, and opportunity for association with leaders in our profession.
- b) Community development. The club shall encourage activities that lead to the development of civic and social responsibilities of members.
- c) Personal development. The club shall encourage activities that challenge the potential talent of members. Individual initiative and responsibility will be encouraged in the planning and execution of club functions. Members shall be given opportunity to develop skill in the organization and presentation of ideas and in the practice of parliamentary procedure.

Article 3-Membership

Section 1.--Members in this Club consist of Active and Associate Members.

- a. Active members shall consist of students enrolled in the NCSU Food Science curricula or IFT NCSU Student Association Members who show interest in the Club by serving on at least one committee and/or taking part in at least one club activity.

- b. Associate members shall be persons actively engaged in academics of the food industry or interested supporters of Club objectives.
- c. All Active and Associate members must maintain their current address on the club roll with the secretary.

Article 3-section 2

It shall be the duty of each member of the Club to support the club's objectives and policies.

ARTICLE 4 - GOVERNMENT

- Section 1. Officers - The elected officers of the Food Science Club shall be President, Vice President, Secretary, Treasurer, Publicity-Historian, Activities Co-Chairmen, Agricultural Council Representative, and two Faculty Advisors.
- Section 2. Executive Committee - The Executive Committee shall include President, Vice-President, Secretary, Treasurer, Activities Co-Chairmen, Publicity-Historian, and Senior and Junior Faculty Advisors.

ARTICLE 5 - DUTIES OF OFFICERS, ELECTED OFFICIALS AND ADVISORS

- Section 1. President - The President shall preside at all meetings of the Club and Executive Committee. The President shall name all committees and fill all positions for which no provision has otherwise been made. He shall perform all other duties prescribed for his office by parliamentary practice.
- Section 2. Vice President - The Vice President shall preside in the absence of the President and shall assist him in his official duties. The Vice President shall serve as Program Chairman.
- Section 3. Secretary - The Secretary shall keep accurate records of attendance at meetings, the minutes of the Club and the Executive Committee, and shall be in charge of all correspondence of the Club.
- Section 4. Treasurer - The Treasurer shall handle all receipts and expenditures and shall keep suitable financial records and accounts of all financial transactions of the Club. At the termination of his term of office, he shall present the Treasury books to the Senior Faculty Advisor to audit.
- Section 5. Publicity-Historian - The Publicity-Historian shall make and keep available a permanent record of the Club's activities other than those specifically handled by the Secretary. The Publicity-Historian shall also take care of awards received by the Club and all other property which belongs to the Club. He shall see that all information pertaining to the Club be placed in the proper publication channels. He shall publicize activities and events of the Food Science Club.
- Section 6. Activities Co-Chairmen - The Activities Co-Chairmen shall organize and develop all activities of the Club for which no provision has otherwise been made.

Section 7. Agricultural Council Representative - The Agricultural Council Representative shall represent the Club at all functions of the Agricultural Council and shall report all pertinent information to the Club.

Section 8. Faculty Advisors - The Faculty Advisors will be the official representatives between the Club and the Department of Food Science. The Faculty Advisors shall be academic staff members of the Department of Food Science. The Junior Faculty Advisor shall serve in the absence of the Senior Faculty Advisor and shall assist him in his official duties.

Section 9. Records and Reports - In order to provide a reference for future Officers, each officer, upon the termination of this duty, shall present a signed report on the accomplishments and activities of his office. This report shall clearly state the procedures for carrying out the duties of his office. The Joint Executive Committee (old and new) will then approve these annual reports and file them in the Food Science Club files. Any change of officers or sponsors shall be reported to the Executive Director.

Section 10. Official Repository - All records belonging to the Club shall be kept in Raleigh and shall be subject to summation by the Executive Committee. Within 30 days after annual election, a report shall be submitted to the Executive Director of the Institute.

#### ARTICLE 6 - COMMITTEES

Section 1. The President shall appoint such committees as may be deemed necessary and shall appoint an Executive Committee member to be a liaison between the committee and the Executive Committee.

Section 2. A committee representative will present a proposal to the Executive Committee to be approved before any action takes place.

Section 3. When a committee completes its work, the committee chairman shall report to the Club. This report shall be incorporated into the Club's minutes by the Secretary.

#### ARTICLE 7 - ELECTIONS

Section 1. Eligibility - To be eligible for an office, the following must be met:

- a. Every student officer must be an active member.
- b. A student officer must maintain at least a "C" or 2.00 grade point average (4.0 = A).
- c. No member shall hold more than one elected office per term.

Section 2. Method of Election - Election of officers shall be governed by the following:

- a. Elections shall be the last business meeting in the spring semester.
- b. Term of office shall be one year and shall commence immediately following the elections.
- c. Before voting, nominations shall be called and elections held for one office at a time beginning with that of President. Candidates that are not elected for President may then be nominated from the floor for other offices. Voting shall be by secret ballot for one office at a time. A simple majority of all votes cast will be necessary for election. If there are more than two candidates for one office and no candidate receives a majority on the first ballot, then there will be a run-off election between the top two candidates.
- d. A nominating committee will be formed one month prior to elections and will nominate at least one candidate for each office. These candidates shall have been previously contacted and have expressed an interest in holding an office.

Section 3. Faculty Adviser Elections - Elections of the Faculty Advisers shall be governed by Article 7, Section 2 and the following:

- a. Nominees shall be faculty members of the Department of Food Science.
- b. Elections of the Junior Faculty Adviser shall be held at the same time as the general election for Club officers.
- c. The term of office shall be two academic years.
- d. Junior Faculty Adviser shall succeed to Senior Faculty Adviser for his second year.
- e. Both the Senior and Junior Faculty Advisers must be professional members of the Institute in order to qualify as the Club sponsors of a Student Chapter of IFT.

Section 4. Special Elections - A special election shall be held when warranted by the following conditions:

- a. An officer unbecoming his office may be removed by two-thirds of those members of the Club present and voting at a regular meeting, but only after specific charges have been filed and investigated by the Executive Committee.
- b. Any office vacated before its specific time will be filled by a special election which shall be held at a regular meeting.

## ARTICLE 8 - MEETINGS

Section 1. Regular Meetings - The Food Science Club shall hold twice monthly regular meetings during each semester of the school year for conducting business and presenting professional and other programs. Special meetings may be called or regular meetings may be postponed by the Executive Committee. Quorum for a regular meeting shall be at least one-third of the active members.

Section 2. Conduct - Roberts' Rules of Order Revised shall be the official guide for the parliamentary procedure. For any regular meeting, the following order of business shall be followed:

- a. Call to Order
- b. Roll Call
- c. Reading of Minutes
- d. Treasurer's Report
- e. Report of Committees
- f. Unfinished Business
- g. New Business
- h. Announcements
- i. Program
- j. Adjournment

The time and place of regular meetings shall be decided at the beginning of the fall semester by the Executive Committee.

## ARTICLE 9 - FINANCE

Section 1. Funds shall be obtained by projects sponsored by the Club, membership dues, and other sources.

Section 2. Dues will be determined by the Executive Committee at the beginning of each year.

Section 3. Funds shall be used to further the objectives of the Club as stated in Article 2 of the By-Laws.

## ARTICLE 10 - AMENDMENTS

Section 1. Proposals - Amendments to these By-Laws may be proposed by, submitted to, and reviewed by the Executive Committee.

Section 2. Adoption - Proposed amendments shall be submitted and read at two consecutive regular meetings. Then the proposed amendment will be brought before the Club for vote following the second reading. An affirmative vote by two-thirds of the members present shall be necessary for approval.



BY-LAWS  
FOOD SCIENCE CLUB  
NORTH CAROLINA STATE UNIVERSITY AT RALEIGH

A Student Chapter of the  
Institute of Food Technologists  
Revised Spring 1985

ARTICLE 1 - NAME

The name of this organization shall be the Food Science Club of North Carolina State University at Raleigh, North Carolina.

ARTICLE 2 - OBJECTIVE

The objectives of this club are to foster a close relationship among students and faculty in Food Science at North Carolina State University; to encourage leadership; to acquaint students with activities in Food Science; and to promote a greater interest in this profession.

To further these objectives, the Executive Committee shall conduct club affairs to allow opportunity for:

- a) Professional development. The Club shall encourage programs which contribute to the knowledge and stimulate the thought of members. The program may include speakers, demonstrations, trips, visual aids, and opportunity for association with leaders in our profession.
- b) Community development. The Club shall encourage activities that lead to the development of civic and social responsibility of members.
- c) Personal development. The Club shall encourage activities that challenge the potential talent of members. Individual initiative and responsibility will be encouraged in the planning and execution of Club functions. Members shall be given opportunity to develop skill in the organization and presentation of ideas and in the practice of parliamentary procedure.

ARTICLE 3 - MEMBERSHIP

Section 1. Membership in this Club shall consist of Active and Associate members.

- a. Active members shall consist of students enrolled in the Food Science curricula or IFT Student Association Members who show interest in the Club by paying annual dues.
- b. Associate members shall be persons who are actively engaged in academics of the food industry and who are interested in helping to promote the objectives of the Club.

Section 2. Duties of the members.

- a. It shall be the duty of each member of the Club to support the Club's objectives and policies.
- b. It shall be the duty of each active member to serve on at least one committee and take part in at least one fund raising activity.

ARTICLE 4 - GOVERNMENT

Section 1. Officers - The elected officers of the Food Science Club shall be President, Vice President, Secretary, Treasurer, Publicity-Historian, Activities Co-Chairmen, Agricultural Council Representative, and two Faculty Advisors.

Section 2. Executive Committee - The Executive Committee shall include President, Vice-President, Secretary, Treasurer, Activities Co-Chairmen, Publicity-Historian, and Senior and Junior Faculty Advisors.

ARTICLE 5 - DUTIES OF OFFICERS, ELECTED OFFICIALS AND ADVISORS

Section 1. President - The President shall preside at all meetings of the Club and Executive Committee. The President shall name all committees and fill all positions for which no provision has otherwise been made. He shall perform all other duties prescribed for his office by parliamentary practice.

Section 2. Vice President - The Vice President shall preside in the absence of the President and shall assist him in his official duties. The Vice President shall serve as Program Chairman.

Section 3. Secretary - The Secretary shall keep accurate records of attendance at meetings, the minutes of the Club and the Executive Committee, and shall be in charge of all correspondence of the Club.

Section 4. Treasurer - The Treasurer shall handle all receipts and expenditures and shall keep suitable financial records and accounts of all financial transactions of the Club. At the termination of his term of office, he shall present the Treasury books to the Senior Faculty Advisor to audit.

Section 5. Publicity-Historian - The Publicity-Historian shall make and keep available a permanent record of the Club's activities other than those specifically handled by the Secretary. The Publicity-Historian shall also take care of awards received by the Club and all other property which belongs to the Club. He shall see that all information pertaining to the Club be placed in the proper publication channels. He shall publicize activities and events of the Food Science Club.

Section 6. Activities Co-Chairmen - The Activities Co-Chairmen shall organize and develop all activities of the Club for which no provision has otherwise been made.

- Section 7. Agricultural Council Representative - The Agricultural Council Representative shall represent the Club at all functions of the Agricultural Council and shall report all pertinent information to the Club.
- Section 8. Faculty Advisors - The Faculty Advisors will be the official representatives between the Club and the Department of Food Science. The Faculty Advisors shall be academic staff members of the Department of Food Science. The Junior Faculty Advisor shall serve in the absence of the Senior Faculty Advisor and shall assist him in his official duties.
- Section 9. Records and Reports - In order to provide a reference for future officers, each officer, upon the termination of this duty, shall present a signed report on the accomplishments and activities of his office. This report shall clearly state the procedures for carrying out the duties of his office. The Joint Executive Committee (old and new) will then approve these annual reports and file them in the Food Science Club files. Any change of officers or sponsors shall be reported to the Executive Director.
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  - No member shall hold more than one elected office per term.

Section 2. Method of Election - Election of officers shall be governed by the following:

- a. Elections shall be the last business meeting in the spring semester.
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- c. Before voting, nominations shall be called and elections held for one office at a time beginning with that of President. Candidates that are not elected for President may then be nominated from the floor for other offices. Voting shall be by secret ballot for one office at a time. A simple majority of all votes cast will be necessary for election. If there are more than two candidates for one office and no candidate receives a majority on the first ballot, then there will be a run-off election between the top two candidates.
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- Section 1. Regular Meetings - The Food Science Club shall hold twice monthly regular meetings during each semester of the school year for conducting business and presenting professional and other programs. Special meetings may be called or regular meetings may be postponed by the Executive Committee. Quorum for a regular meeting shall be at least one-third of the active members.
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Section 3. Approval - Approved proposed amendments shall be submitted to the Executive Director of the Institute for referral to the Committee on Constitution and By-Laws. Amendments shall not become effective until the Club has received approval from that committee. An up-to-date copy of the Club's By-Laws shall be on file with the Executive Director.

#### ARTICLE 11 - IFT AFFILIATION

Section 1. Student Chapter - Upon final acceptance of the Club's petition and issuance of a charter by IFT, the Club shall operate as the North Carolina State University at Raleigh Student Chapter of the Institute of Food Technologists.

Section 2. Qualifications of Offices - The President, Vice President, Secretary, Treasurer, Publicity-Historian, and Activities Co-Chairmen shall be student members of IFT; the Faculty Advisers shall be professional members of the Institute.

#### Section 3. Reports to IFT

- a. Following approval by the membership, all proposed amendments to the Club's By-Laws shall be submitted by the Secretary to the Executive Director of the Institute for referral to the Committee on Constitution and By-Laws.
- b. Within thirty days after the annual election, each Student Chapter shall submit a report to the Executive Director of the Institute which certifies the complete list of new officers and sponsors for the coming year. Accompanying this report shall be a list of Club meetings held during the past year.
- c. Should any change of officers or sponsors occur during the year, such change shall be reported to the Executive Director of the Institute.
- d. Failure of the Student Chapter to hold meetings, submit the required reports to the Institute, or to fulfill its objectives may be cause for the IFT Council to revoke the Charter of the Student Chapter. Student members of the chapter shall maintain their standing as Student Association members in the event that the Student Chapter Charter is revoked.

BY-LAWS  
FOOD SCIENCE CLUB  
NORTH CAROLINA STATE UNIVERSITY AT RALEIGH

A Student Chapter of the  
Institute of Food Technologists  
Revised Fall 1983

ARTICLE 1 - NAME

The name of this organization shall be the Food Science Club of North Carolina State University at Raleigh, North Carolina.

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The objectives of this club are to foster a close relationship among the students and faculty in Food Science at North Carolina State University; to encourage leadership; to acquaint students with activities in Food Science; and to promote a greater interest in this profession.

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Section 1. Membership in this Club shall consist of Active and Associate members.

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Section 2. Duties of the members.

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Section 3. Reports to IFT -

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4/4/74

FOOD SCIENCE CLUB  
CONSTITUTION AND BY-LAWS

NORTH CAROLINA STATE UNIVERSITY  
RALEIGH, N. C.

## CONSTITUTION

### ARTICLE 1 - NAME

- SECTION 1. The name of this organization shall be the Food Science Club and shall be located at North Carolina State of the University of North Carolina at Raleigh, Raleigh, North Carolina.

### ARTICLE 2 - OBJECT

- SECTION 1. The object of this club is to foster a close relationship among the students in Food Science at North Carolina State; to encourage leadership; to acquaint the students with the activities in Food Science; and to promote a greater interest in this profession.

### ARTICLE 3 - MEMBERSHIP

- SECTION 1. Membership in this club shall consist of Active, Associate and Honorary members.
- SECTION 2. Active members shall consist of students enrolled in the Food Science Curricula who show interest in the club by paying annual dues or who are IFT members.
- SECTION 3. Associate Members shall consist of personnel who are actively engaged in a Food Industry, the faculty, and staff members of the Department of Food Science, North Carolina State University who are interested in promoting the objectives of the Food Science Club.
- SECTION 4. Honorary members shall consist of personnel who have made outstanding contributions to the Food Industries, but more important who have made outstanding contributions to the Department of Food Science and Food Science students, North Carolina State University.

### ARTICLE 4 - OFFICERS

- SECTION 1. The elected officers of the Food Science Club shall be President, Vice-President, Secretary, Treasurer, Historian, Graduate Representative, Activities Chairmen (one male and one female), Reporter, Agricultural Council Representative, Agricultural Council Representative Alternate, and two Faculty Advisors. They shall be members of IFT.
- SECTION 2. The Executive Committee shall include President, Vice-President, Secretary, Treasurer, Activities Chairmen, Graduate Representative, Senior Faculty Advisor, and Junior Faculty Advisor. They shall be members of IFT.

ARTICLE 5 - MEETINGS

SECTION 1. The Food Science Club shall hold at least three regular meetings during each semester of the school year, as provided in the By-Laws, for conducting business and presenting professional and other valuable programs.

SECTION 2 - Special meetings may be called or regular meetings may be cancelled or postponed by the Executive Committee when such action is for the best interest of the Food Science Club.

SECTION 3. Quorum for a regular meeting shall be at least one-third (1/3) of active members.

ARTICLE 6 - AMENDMENTS

SECTION 1. Proposed amendments shall be submitted to and reviewed by the Executive Committee. Proposed amendments shall be submitted and read at a regular meeting; then, brought before the Food Science Club for vote at the next regular meeting. An affirmative vote by two-thirds (2/3) of members present shall be necessary for its approval.

## BY-LAWS

### ARTICLE 1 -- PURPOSE

SECTION 1. In furthering the objectives of the Club as stated in the objectives of the Club as stated in Article 2 of the Constitution, the Club shall follow such procedure as shall give the membership opportunity for

- a) Professional development. The Club shall encourage programs which contribute to the knowledge and stimulate the thought and vision of members. The program may include speakers, demonstrations, trips, visual aids, and opportunity for association with leaders in our profession.
- b) Participation in social, civic, and general questions.
- c) Personal development. Club activities shall seek to challenge the talent potentialities of members. Individual initiative and responsibility will be encouraged in the planning and execution of club functions. Members shall be given opportunity to develop skill in the organization and presentation of ideas, and to practice parliamentary law and civic responsibility.

### ARTICLE 2. DUTIES OF MEMBERS

SECTION 1. It shall be the duty of each member of the Club to support the Clubs's objectives and policies and to aid the Club in any constructive way whatsoever.

SECTION 2. Members are required to dress in good taste and act befitting a gentleman (or lady) when attending Club functions or functions in which the Club is being represented.

### ARTICLE 3. DUTIES OF OFFICERS

SECTION 1. The President shall preside at all meetings. He shall name all committees and fill all positions for which no provision has otherwise been made. He shall perform such other duties as the Constitution and By-Laws prescribe in addition to those imposed on his office by parliamentary practice.

SECTION 2. The Vice-President shall preside in the absence of the President and assist him in his official duties. The Vice-President shall serve as Program Chairman.

SECTION 3. The Secretary shall keep accurate records of attendance at meetings, the minutes, and official records of the Club and shall be in charge of all correspondence of the Club.

SECTION 4. The Treasurer shall handle all receipts and expenditures and shall keep suitable financial records and accounts of all financial transactions of the Club. At the termination of his term of office, he shall present the Treasury books to the Senior Faculty Advisor for audit.



- SECTION 5. The Historian shall make and keep available a permanent record of the Club's activities other than those specifically handled by the Secretary. The Historian shall also take care of awards received by the Club and all other property which belongs to the Club.
- SECTION 6. The Activities Chairmen shall organize and develop all activities of the Club for which no provision has otherwise been made.
- SECTION 7. The Reporter shall see that all information pertaining to the Club that should be published is placed in the proper publication channels.
- SECTION 8. The Agricultural Council Representatives shall represent the Club at all functions of the Agricultural Council and shall report all pertinent information to the Club.
- SECTION 9. The Faculty Advisors will be the official representatives between the Club and the Department of Food Science. The Faculty Advisors shall be academic staff members of the Department of Food Science. The Senior Faculty Advisors shall approve all disbursements of the Treasury and all annual reports. The Junior Faculty Advisor shall serve in the absence of the Senior Faculty Advisor and assist him in his official duties. Both advisors must be Professional members of IFT.
- SECTION 10. The Executive Committee shall handle all business not requiring action by the Club at a regular or special meeting.
- SECTION 11. In order to provide a reference for future officers, each officer, upon the termination of his tour of duty, shall present a signed report on the accomplishments and activities of his office. This report shall clearly state the procedures and means for carrying out the responsibilities and duties of his office. The Senior Faculty Advisor will then approve these annual reports and file them in the Food Science Club files. Any change of officers or sponsors shall be reported to Executive Director.
- SECTION 12. All records belonging to the Club shall be kept in Raleigh and shall be subject to summation by the Senior Faculty Advisor at any time. Furthermore, the records are to be stored during the summer months in the Food Science Club files. Within (30) days after annual election, a report shall be submitted to the Executive Director of the Institute.

#### ARTICLE 4 - ELECTIONS

- SECTION 1. Only active members shall be entitled to vote.

SECTION 2. To be eligible for an office, the following must be met where applicable:

- (a) Active members who have attended at least one-half (1/2) of the regularly scheduled Food Science Club meetings for the immediate past academic year.
- (b) Student officers must maintain at least a "C" or 2.000 grade point average (under four point system).
- (c) No member shall hold more than one elected office per term.

SECTION 3. Election of officers shall be governed by the following:

- (a) Elections shall be the next to the last regular meeting in the Spring Semester.
- (b) Term of office shall be one academic year.
- (c) Before voting, nominations shall be called for but one office at a time, beginning with that of President. Candidates that are rejected for President may then be nominated from the floor for other offices, if such is the desire of the members present. Voting shall be by a show of hands with heads bowed or by secret ballot for one office at a time. A majority of all votes cast will be necessary for election. If there be three or more candidates for one office and no candidate receives a majority on the first ballot, the candidate receiving the smallest number of votes shall be declared eliminated and balloting shall continue in the same manner for remaining candidates until one shall have received a majority.

SECTION 4. Election of the Faculty Advisors shall be governed by the following:

- (a) Elections shall be held at the same time as the general election for Club officers.
- (b) The term of office shall be for two (2) academic years.
- (c) The Senior Faculty Advisor shall be the academic staff member serving his second consecutive year as Faculty Advisor.
- (d) The Junior Faculty Advisor shall be newly elected Faculty Advisor.

SECTION 5. Election of Honorary Members shall be governed by the following:

- (a) Honorary members shall consist of personnel who have made outstanding contributions to the Food Industries and the faculty and staff members of the Department of Food Science, North Carolina State.

- (b) Nominations for Honorary membership shall be submitted to and reviewed by the Executive Committee. Final approval of Honorary members shall be by active members.
- (c) One Honorary member shall be selected each year.
- (d) Honorary memberships shall be bestowed upon honoree at the Annual Banquet of the Food Science Club.

SECTION 6. A Special Election shall be held when warranted by the following conditions:

- (a) An officer unbecoming his office may be removed by two-thirds (2/3) of those members of the Club present and voting at a regular meeting, but only after specific charges have been filed and investigated by the Executive Committee.
- (b) Any office vacated before its specified time will be filled by a special election which shall be held at a regular meeting.

#### ARTICLE 5 - MEETINGS

SECTION 1. Robert's Rules of Order Revised shall be the official guide for the parliamentary procedure which shall govern all meetings of the Club.

SECTION 2. For any regular meeting, the following order of business shall be followed as closely as possible.

- (a) Call to Order
- (b) Roll Call
- (c) Reading of Minutes
- (d) Treasurer's Report
- (e) Report on Standing Committees
- (f) Report on Special Committees
- (g) Unfinished Business
- (h) New Business
- (i) Announcements
- (j) Program
- (k) Adjournment

SECTION 3. The time and place of regular meetings shall be decided at the beginning of the fall semester by the Executive Committee.

#### ARTICLE 6 - COMMITTEES

SECTION 1. The President shall appoint such special committees as may be deemed necessary and shall be an ex-officio member of all committees.

SECTION 2. When a committee completes its work, the committee chairman shall make a written report to the Club. This report shall be incorporated into the Club's minutes by the Secretary.

ARTICLE 7 - FINANCES

SECTION 1. Funds shall be obtained by projects sponsored by the Club and by membership dues.

SECTION 2. Funds shall be used to further the objectives of the Club as stated in Article 1 of the By-Laws.

Revised and Approved April 4, 1974.

Note: The offices of Graduate Representative and Agricultural Council Representative Alternate are newly established offices and the incorporation of the duties of these offices into the By-Laws is of first priority in the Fall Semester 1974.

no late

BY-LAWS  
FOOD SCIENCE CLUB  
NORTH CAROLINA STATE UNIVERSITY AT RALEIGH

A Student Chapter of the  
Institute of Food Technologists

ARTICLE 1 - NAME

The name of this organization shall be the Food Science Club at North Carolina State University and shall be located at Raleigh, North Carolina.

ARTICLE 2 - OBJECT

The object of this club is to foster a close relationship among the students and faculty in Food Science at North Carolina State University; to encourage leadership; to acquaint the students with the activities in Food Science; and to promote a greater interest in this profession.

In furthering the objectives of the Club, the Club shall implement the following objectives to give the membership the opportunity for:

- a) Professional development. The Club shall encourage programs which contribute to the knowledge and stimulate the thought and vision of members. The program may include speakers, demonstrations, trips, visual aids, and opportunity for association with leaders in our profession.
- b) Participation in social, civic and general questions.
- c) Personal development. Club activities shall seek to challenge the talent potentialities of members. Individual initiative and responsibility will be encouraged in the planning and execution of Club functions. Members shall be given opportunity to develop skill in the organization and presentation of ideas and to practice parliamentary law and civic responsibility.

ARTICLE 3 - MEMBERSHIP

Section 1. Membership in this club shall consist of Active, Associate and Honorary members.

- a. Active members shall consist of students enrolled in the Food Science Curricula who show interest in the Club by paying annual dues or who are IFT members.
- b. Associate members shall be persons who are actively engaged in a food industry and who are interested in helping to promote the objectives of this Club. All faculty and staff members of the department shall be, ex officio, Associate members.
- c. Honorary members shall consist of persons who have made outstanding contributions to the Food Industries, but more importantly, who have made outstanding contributions to the Department of Food Science and to Food Science students at North Carolina State University.

Section 2. Duties of the members.

- a. It shall be the duty of each member of the Club to support the Club's objectives and policies and to aid the Club in its development departmentally.

- b. Members are expected to dress in good taste and to act befitting a gentlemen (or lady) when attending Club functions or functions in which the Club is being represented.

#### ARTICLE 4 - GOVERNMENT

- Section 1. Officers - The elected officers of the Food Science Club shall be President, Vice-President, Secretary-Treasurer, Historian-Reporter, Activities Chairmen (one male and one female), Agricultural Council Representative and two Faculty Advisors.
- Section 2. Executive Committee - The Executive Committee shall include President, Vice-President, Secretary-Treasurer, Activities Chairmen, Senior Faculty Advisor and Junior Faculty Advisor.

#### ARTICLE 5 - DUTIES OF OFFICERS AND ADVISORS

- Section 1. President - The President shall preside at all meetings. He shall name all committees and fill all positions for which no provision has otherwise been made. He shall perform such other duties as the By-Laws prescribe in addition to those imposed on his office by parliamentary practice.
- Section 2. Vice-President - The Vice-President shall preside in the absence of the President and shall assist him in his official duties. The Vice-President shall serve as Program Chairman.
- Section 3. Secretary-Treasurer - The Secretary-Treasurer shall keep accurate records of attendance at meetings, the minutes and official records of the Club and shall be in charge of all correspondence of the Club. The Secretary-Treasurer shall handle all receipts and expenditures and shall keep suitable financial records and accounts of all financial transactions of the Club. At the termination of his term of office, he shall present the Treasury books to the Senior Faculty Advisor to audit.
- Section 4. Historian-Reporter - The Historian-Reporter shall make and keep available a permanent record of the Club's activities other than those specifically handled by the Secretary. The Historian-Reporter shall also take care of awards received by the Club and all other property which belongs to the Club. He shall see that all information pertaining to the Club that should be published is placed in the proper publication channels.
- Section 5. Activities Chairman - The Activities Chairman shall organize and develop all activities of the Club for which no provision has otherwise been made.
- Section 6. Agricultural Council Representative - The Agricultural Council Representative shall represent the Club at all functions of the Agricultural Council and shall report all pertinent information to the Club.
- Section 7. Faculty Advisors - The Faculty Advisors will be the official representative between the Club and the Department of Food Science. The Faculty Advisors shall be academic staff members of the Department of Food Science. The Senior Faculty Advisor shall approve all disbursements of the Treasury and all annual reports. The Junior Faculty Advisor shall serve in the absence of the Senior Faculty Advisor and shall assist him in his official duties.

Section 8. Records and Reports - In order to provide a reference for future officers, each officer, upon the termination of his tour of duty, shall present a signed report on the accomplishments and activities of his office. This report shall clearly state the procedures and means for carrying out the responsibilities and duties of his office. The Senior Faculty Advisor will then approve these annual reports and file them in the Food Science Club files. Any change of officers or sponsors shall be reported to the Executive Director.

Section 9. Official Repository - All records belonging to the Club shall be kept in Raleigh and shall be subject to summation by the Senior Faculty Advisor at any time. Furthermore, the records are to be stored during the summer months in the Food Science Club files. Within 30 days after annual election, a report shall be submitted to the Executive Director of the Institute.

#### ARTICLE 6 - COMMITTEES

Section 1. The President shall appoint such special committees as may be deemed necessary and shall be an ex-officio member of all committees.

Section 2. When a committee completes its work, the committee chairman shall make a written report to the Club. This report shall be incorporated into the Club's minutes by the Secretary.

#### ARTICLE 7 - ELECTIONS

Section 1. Eligibility - To be eligible for an office, the following must be met where applicable.

- a. Active members who have attended at least one-half of the regularly scheduled Food Science Club meetings for the immediate past academic year.
- b. Student officers must maintain at least a "C" or 2.000 grade point average (under four point system).
- c. No member shall hold more than one elected office per term.

Section 2. Method of Election - Election of officers shall be governed by the following:

- a. Elections shall be the next to the last regular meeting in the Fall Semester.
- b. Term of office shall be for one fiscal year following the elections.
- c. Before voting, nominations shall be called and elections held for one office at a time beginning with that of President. Candidates that are rejected for President may then be nominated from the floor for other offices if such is the desire of the members present. Voting shall be by a show of hands with heads bowed or by secret ballot for one office at a time. A majority of all votes cast will be necessary for election. If there be three or more candidates for one office and no candidate receives a majority on the first ballot, the candidate receiving the smallest number of votes shall be declared eliminated and balloting shall continue in the same manner for the remaining candidates until one shall receive a majority.
- d. To meet the requirement for a Student Chapter of the IFT, newly elected officers who are not Student Members of IFT shall make application for such membership.

Section 3. Faculty Advisor Elections - Election of the Faculty Advisors shall be governed by the following:

- a. Nominees shall be academic staff members of the Department of Food Science.
- b. Elections shall be held at the same time as the general election for Club Officers.
- c. The term of office shall be for two academic years.
- d. The Senior Faculty Advisor shall be the academic staff member serving his second consecutive year as Faculty Advisor.
- e. The Junior Faculty Advisor shall be newly elected Faculty Advisor.
- f. Both the Senior and Junior Faculty Advisors must be Professional Members of the Institute in order to qualify as the Club sponsors of a Student Chapter of IFT.

Section 4. Honorary Members Election - Election of Honorary Members shall be governed by the following:

- a. Honorary members shall consist of persons who have made outstanding contributions to the Food Industries, but more importantly who have made outstanding contributions to the Department of Food Science and Food Science students at North Carolina State University.
- b. Nominations for Honorary membership shall be submitted to and reviewed by the Executive Committee. Final approval of Honorary members shall be by at least 2/3's vote of active members.
- c. Honorary memberships shall be bestowed upon honoree at the Annual Banquet of the Food Science Club.

Section 5. Special Elections - A special election shall be held when warranted by the following conditions:

- a. An officer unbecoming his office may be removed by 2/3's of those members of the Club present and voting at a regular meeting, but only after specific charges have been filed and investigated by the Executive Committee.
- b. Any office vacated before its specified time will be filled by a special election which shall be held at a regular meeting.

## ARTICLE 8 - MEETINGS

Section 1. Regular Meetings - The Food Science Club shall hold at least three regular meetings during each semester of the school year as provided in the By-Laws, for conducting business and presenting professional and other valuable programs. Special meetings may be called or regular meetings may be cancelled or postponed by the Executive Committee when such action is for the best interest of the Food Science Club. Quorum for a regular meeting shall be at least one-third of active members.

Section 2. Conduct - Robert's Rules of Order Revised shall be the official guide for the parliamentary procedure which shall govern all meetings of the Club. For any regular meeting, the following order of business shall be followed as closely as possible.

- a. Call to Order
- b. Roll Call
- c. Reading of Minutes
- d. Treasurer's Report
- e. Report on Standing Committees



- f. Report on Special Committees
- g. Unfinished Business
- h. New Business
- i. Announcements
- j. Program
- k. Adjournment

The time and place of regular meetings shall be decided at the beginning of the fall semester by the Executive Committee.

#### ARTICLE 9 - FINANCES

- Section 1. Funds shall be obtained by projects sponsored by the Club and by membership dues.
- Section 2. Funds shall be used to further the objectives of the Club as stated in Article 2 of the By-Laws.

#### ARTICLE 10 - AMENDMENTS

- Section 1. Proposals - Amendments to these By-Laws may be proposed by, submitted to and reviewed by the Executive Committee.
- Section 2. Adoption - Proposed amendments shall be submitted and read at two consecutive regular meetings. Then the proposed amendment will be brought before the Club for vote following the second reading. An affirmative vote by two-thirds of the members present shall be necessary for its approval.
- Section 3. Approval - Approved proposed amendments shall be submitted to the Executive Director of the Institute for referral to the Committee on Constitution and By-Laws. Amendments shall not become effective until the Club has received approval from that Committee. An up-to-date copy of the Club's By-Laws shall be on file with the Executive Director.

#### ARTICLE 11 - IFT AFFILIATION

- Section 1. Student Chapter - Upon final acceptance of the Club's petition and issuance of a chapter by IFT, the Club shall operate as the North Carolina State University at Raleigh Student Chapter of the Institute of Food Technologists.
- Section 2. Qualifications of Officers - The President, Vice President, Secretary-Treasurer, Historian-Reporter, Activities Chairmen, and Agricultural Council Representative of the Club shall be Student Members of IFT; the Faculty Advisors shall be Professional Members of the Institute.
- Section 3. Reports to IFT -
  - a. Following approval by the membership, all proposed amendments to the Club's By-Laws shall be submitted by the Secretary to the Executive Director of the Institute for referral to the Committee on Constitution and By-Laws.
  - b. Within thirty days after the annual election, each Student Chapter shall submit a report to the Executive Director of the Institute which certifies the complete list of new officers and sponsors for the coming year and which lists briefly the Chapter activities of the year ending showing dates, types of meetings or events and attendance at each activity.

- c. Should any change of officers or sponsors occur during the year, such change shall be reported to the Executive Director of the Institute.
- d. Failure of the Student Chapter to hold the requisite number of meetings, submit the required reports to the Institute, or to fulfill its purpose may be cause for the IFT Council to revoke the Chapter of the Student Chapter. In the event of revocation of the Student Chapter Charter, the standing in the Institute of Student Members of the Chapter shall not be affected.

12-8-64

FOOD SCIENCE CLUB  
CONSTITUTION AND BY-LAWS

NORTH CAROLINA STATE  
of the University of North Carolina  
at Raleigh

## CONSTITUTION

### ARTICLE 1 - NAME

- SECTION 1. The name of this organization shall be the Food Science Club and shall be located at North Carolina State of the University of North Carolina at Raleigh, Raleigh, North Carolina.

### ARTICLE 2 - OBJECT

- SECTION 1. The object of this club is to foster a close relationship among the students in Food Science at North Carolina State to encourage leadership; to acquaint the students with the activities in Food Science; and to promote a greater interest in this profession.

### ARTICLE 3 - MEMBERSHIP

- SECTION 1. Membership in this club shall consist of Active, Associate and Honorary members.
- SECTION 2. Active members shall consist of students enrolled in the Food Science Curricula and other students interested in Food Science activities.
- SECTION 3. Associate members shall consist of personnel who are actively engaged in a Food Industry and are interested in promoting the objectives of the Food Science Club.
- SECTION 4. Honorary members shall consist of personnel who have made outstanding contributions to the Food Industries, and the faculty and staff members of the Department of Food Science, North Carolina State.

### ARTICLE 4 - OFFICERS

- SECTION 1. The elected officers of the Food Science Club shall be President, Vice-President, Secretary, Treasurer, Historian, Activities Chairman, Sergeant-at-Arms, Reporter, Agricultural Council Representative and two Faculty Advisors.
- SECTION 2. The Executive Committee shall include President, Vice-President, Secretary, Treasurer and Senior Faculty Advisor.

ARTICLE 5 - MEETINGS

- SECTION 1. The Food Science Club shall hold at least three regular meetings during each semester of the school year, as provided in the By-Laws, for conducting business and presenting professional and other valuable programs.
- SECTION 2. Special meetings may be called or regular meetings may be cancelled or postponed by the Executive Committee when such action is for the best interest of the Food Science Club.
- SECTION 3. Quorum for a regular meeting shall be at least one-third ( $1/3$ ) of active members (currently enrolled undergraduates in Food Science).

ARTICLE 6 - AMENDMENTS

- SECTION 1. Proposed amendments shall be submitted to and reviewed by the Executive Committee. Proposed amendments shall be submitted and read at a regular meeting; then, brought before the Food Science Club for vote at the next regular meeting. An affirmative vote by two-thirds ( $2/3$ ) of members present shall be necessary for its approval.

BY-LAWS

ARTICLE 1 - PURPOSE

SECTION 1. In furthering the objectives of the Club as stated in ARTICLE 2 of the Constitution, the Club shall follow such procedure as shall give the membership opportunity for

- (a) Professional development. The Club shall encourage programs which contribute to the knowledge and stimulate the thought and vision of members. The program may include speakers, demonstrations, trips, visual aids, and opportunity for association with leaders in our profession.
- (b) Participation in social, civic, and general questions.
- (c) Personal development. Club activities shall seek to challenge the talent potentialities of members. Individual initiative and responsibility will be encouraged in the planning and execution of club functions. Members shall be given opportunity to develop skill in the organization and presentation of ideas, and to practice parliamentary law and civic responsibility.

ARTICLE 2 - DUTIES OF MEMBERS

SECTION 1. It shall be the duty of each member of the Club to support the Club's objectives and policies and to aid the Club in any constructive way whatsoever.

SECTION 2. Members are required to dress in good taste and act befitting a gentlemen (or lady) when attending Club functions or functions in which the Club is being represented.

ARTICLE 3 - DUTIES OF OFFICERS

SECTION 1. The President shall preside at all meetings. He shall name all committees and fill all positions for which no provision has otherwise been made. He shall perform such other duties as the Constitution and By-Laws prescribe in addition to those imposed on his office by parliamentary practice.

- SECTION 2. The Vice-President shall preside in the absence of the President and assist him in his official duties. The Vice-President shall serve as Program Chairman.
- SECTION 3. The Secretary shall keep accurate records of attendance at meetings, the minutes, and official records of the Club and shall be in charge of all correspondence of the Club.
- SECTION 4. The Treasurer shall handle all receipts and expenditures and shall keep suitable financial records and accounts of all financial transactions of the Club. At the termination of his term of office, he shall present the Treasury books to the Senior Faculty Advisor for audit.
- SECTION 5. The Historian shall make and keep available a permanent record of the Club's activities other than those specifically handled by the Secretary.
- SECTION 6. The Activities Chairman shall organize and develop all activities of the Club for which no provision has otherwise been made.
- SECTION 7. The Sergeant-at-Arms shall take care of awards received by the Club and all other property which belongs to the Club.
- SECTION 8. The Reporter shall see that all information pertaining to the Club that should be published is placed in the proper publication channels.
- SECTION 9. The Agricultural Council Representatives shall represent the Club at all functions of the Agricultural Council and shall report all pertinent information to the Club.
- SECTION 10. The Faculty Advisors will be the official representatives between the Club and the Department of Food Science. The Faculty Advisors shall be academic staff members of the Department of Food Science. The Senior Faculty Advisor shall approve all disbursements of the Treasury and all annual reports. The Junior Faculty Advisor shall serve in the absence of the Senior Faculty Advisor and assist him in his official duties.
- SECTION 11. The Executive Committee shall handle all business not requiring action by the Club at a regular or special meeting.
- SECTION 12. In order to provide a reference for future officers, each officer, upon the termination of his tour of duty, shall present a signed report on the accomplishments and

activities of his office. This report shall clearly state the procedures and means for carrying out the responsibilities and duties of his office. The Senior Faculty Advisor will then approve these annual reports and file them in the Food Science Club Files.

SECTION 13. All records belonging to the Club shall be kept in Raleigh and shall be subject to summation by the Senior Faculty Advisor at any time. Furthermore, the records are to be stored during the summer months in the Food Science Club files.

#### ARTICLE 4 - ELECTIONS

SECTION 1. Only active members shall be entitled to vote.

SECTION 2. To be eligible for an office, the following must be met where applicable:

- (a) Active members who have attended at least one-half (1/2) of the regularly scheduled Food Science Club meetings for the immediate past academic year.
- (b) Student officers must maintain at least a "C" or 2.000 grade point average (under four point system).
- (c) No member shall hold more than one elected office per term.

SECTION 3. Election of officers shall be governed by the following:

- (a) Elections shall be the next to the last regular meeting in the Spring Semester.
- (b) Term of office shall be one academic year.
- (c) Before voting, nominations shall be called for but one office at a time, beginnin with that of President. Candidates that are rejected for President may then be nominated from the floor for other offices, if such is the desire of the members present. Voting shall be by a show of hands with heads bowed or by secret ballot for one office at a time. A majority of all votes cast will be necessary for election. If there be three or more candidates for one office and no candidate receives a majority on the first ballot, the candidate receiving the smallest number of votes shall be declared eliminated, and balloting shall continue in the same manner for remaining candidates until one shall have received a majority.



SECTION 4. Election of the Faculty Advisors shall be governed by the following:

- (a) Elections shall be held at the same time as the general election for Club officers.
- (b) The term of office shall be for two (2) academic years
- (c) The Senior Faculty Advisor shall be the academic staff member serving his second consecutive year as Faculty Advisor.
- (d) The Junior Faculty Advisor shall be the newly elected Faculty Advisor.

SECTION 5. Election of Honorary Members shall be governed by the following:

- (a) Honorary members shall consist of personnel who have made outstanding contributions to the Food Industries and the faculty and staff members of the Department of Food Science, North Carolina State.
- (b) Nominations for Honorary membership shall be submitted to and reviewed by the Executive Committee. Final approval of Honorary members shall be by active members.
- (c) One Honorary member shall be selected each year.
- (d) Honorary membership shall be bestowed upon honoree at the Annual Banquet of the Food Science Club.

SECTION 6. A Special Election shall be held when warranted by the following conditions:

- (a) An officer unbecoming his office may be removed by two-thirds (2/3) of those members of the Club present and voting at a regular meeting, but only after specific charges have been filed and investigated by the Executive Committee.
- (b) Any office vacated before its specified time will be filled by a special election which shall be held at a regular meeting.

#### ARTICLE 5 - MEETINGS

SECTION 1. Robert's Rules of Order Revised shall be the official guide for the parliamentary procedure which shall govern all meetings of the Club.

SECTION 2. For any regular meeting, the following order of business shall be followed as closely as possible.

- (a) Call to Order
- (b) Roll Call
- (c) Reading of Minutes
- (d) Treasurer's Report
- (e) Report on Standing Committees
- (f) Report on Special Committees
- (g) Unfinished Business
- (h) New Business
- (i) Announcements
- (j) Program
- (k) Adjournment

SECTION 3. The time and place of regular meetings shall be decided at the beginning of the fall semester by the Executive Committee.

#### ARTICLE 6 - COMMITTEES

SECTION 1. The President shall appoint such special committees as may be deemed necessary and shall be an ex-officio member of all committees.

SECTION 2. When a committee completes its work, the committee chairman shall make a written report to the Club. This report shall be incorporated into the Club's minutes by the Secretary.

#### ARTICLE 7 - FINANCES

SECTION 1. Funds shall be obtained by projects sponsored by the Club and by membership dues.

SECTION 2. Funds shall be used to further the objectives of the Club as stated in ARTICLE 1 of the By-Laws.

The Executive Committee proposes that the following addition should be made to the BY-LAWS:

ARTICLE 8 - IFT AFFILIATION

- SECTION 1. The Food Science Club shall operate as a student chapter of the Institute of Food Technologists.
- SECTION 2. The President, Vice-President, Secretary, and Treasurer shall be members of the Institute.
- SECTION 3. Reports to Institute
- (a) All proposed changes to the Club's Constitution and/or By-Laws shall be submitted to the Committee on Constitution and By-Laws of the Council.
  - (b) Within thirty (30) days after the annual election, the Club shall certify to the President and the Executive Secretary of the Institute a complete list of officers and sponsors. Accompanying this report shall be a list of Club meetings held during the past year.
  - (c) Should any change of sponsors occur during the year, such change should be communicated to the President and the Executive Secretary of the Institute.
  - (d) An up-to-date copy of the Clubs Constitution and/or By-Laws shall be on file in the office of the Executive Secretary of the Institute.