**BY-LAWS OF THE FOOD SCIENCE AND**

**TECHONOLOGY CLUB OF THE OHIO STATE UNIVERSITY**

**Article I – Name**

The name of the organization shall be the Food Science and Technology CLUB, located at the Ohio State University (OSU), Columbus, OH 43210. The CLUB shall be a Student Chapter of the Institute of Food Technologists. Hereinafter, these are referred to as the “CLUB” and the “INSTITUTE”, respectively.

**Article II – Objectives**

**Section 1. Objectives**

The objectives of the CLUB shall be to foster a close relationship among the Food Science and Technology student and the faculty at the Ohio State University, to encourage leadership, professional development, and to acquaint students with the scope of food science and technology.

**Section 2. Implementation**

To implement these objectives, the CLUB shall:

1. conduct programs that contribute to the knowledge and stimulate the thought and vision of embers by means of speakers, demonstrators, field trips, visual aids, and opportunities to meet with leaders in the profession;
2. conduct activities that encourage development of civic and social responsibility among members;
3. develop CLUB activities that challenge the potential talents of members and encourage individual initiative and management responsibility through the planning and execution of CLUB functions; and
4. provide members the opportunity to develop skills in the organization and presentation of ideas and in the practice of parliamentary procedure.

**Article III – Membership**

**Section 1. Classes of Members**

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

**Section 2. Eligibility**

1. Active Membership shall be open to all students interested in food science and technology, food business management, and related fields.
2. Associate Members shall be persons who are actively engaged in the food industry and interested in promoting the objectives of the CLUB. All faculty and staff members of the Food Science and Technology Department shall be, *ex officio*, Associate Members.
3. Honorary Members shall be persons who have made significant contributions to the food industry.
4. No student who meets the membership requirements of the Section may be denied such membership on the basis of race, color, religion, gender, sexual orientation, national origin, age, disability, marital status or military status.

**Section 3. Non-Discrimination Statement**

This organization does not discriminate on the basis of age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, protected veteran status, or any other bases under the law, in its activities, programs, admission, and employment.

**Section 4. Duties**

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

**Article IV – Government**

**Section 1. Officers**

1. The elected officers of the CLUB shall be: President, Vice President, Secretary, Treasurer, IFT Liaison, and Industry Recruiter, Social and Community Serve Chair and College of Food, Agricultural, and Environmental Sciences (CFAES) Representative .
2. The governance year shall be from May 1 to April 30.

**Section 2. Executive Committee**

1. The CLUB Executive Committee shall be comprised of the President, Vice President, Secretary, Treasurer, IFT Liaison, Industry Recruiter, Social and Community Serve Chair, College of Food, Agricultural, and Environmental Sciences (CFAES) Representative, CLUB Advisors and committee chairmen.
2. The CLUB Executive Committee shall conduct all business of the CLUB not requiring action by members.
3. The President shall schedule CLUB Executive Committee meetings as necessary to conduct CLUB business.

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

**Section 1. President**

The President shall:

1. preside at all CLUB and CLUB Executive Committee meetings;
2. appoint all positions and committees for which provision has not otherwise been made in these By-Laws; and
3. perform all other duties prescribed for this office by parliamentary practice.

**Section 2. Vice President**

The Vice President shall:

1. carry out all duties assigned by the President;
2. preside at meetings in the absence of the President;
3. serve as program chairman of the CLUB; and
4. in the event of a vacancy in the office of the President, succeed to that office for the balance of the term.

**Section 3. Secretary**

The Secretary shall:

1. keep attendance records and minutes of CLUB meetings;
2. handle all CLUB correspondence;
3. be custodian of all official CLUB records;
4. be the CLUB’s administrative contact with the INSTITUTE; and
5. prepare all reports to the INSTITUTE required in Article XII, Section 3 of these By-Laws.

**Section 4. Treasurer**

The Treasurer shall:

1. handle all CLUB receipts and, with the approval of the Senior CLUB Advisor, make all disbursements;
2. keep accurate records of all the CLUB’s financial transactions; and
3. present the books to the CLUB Advisory for audit at the end of the term of office.

**Section 5. IFT Liaison**

The IFT Liaison shall:

1. handle all business regarding events of the INSTITUTE, and provide current information to members;
2. promote student membership in the INSTITUTE
3. serve as a student member of the Ohio Valley Section of IFT.

**Section 6. Industry Liaison**

The Industry Liaison shall:

1. correspond with alumni of OSU and other industry representatives, encouraging them to visit the department to share experiences and recruit new employees;
2. handle all events associated with the visitation of industry representatives, including dates, times, interview, and special events.

**Article V – Duties of Officers and Advisors continued**

**Section 7. Social and Service Chair**

The Social and Service Chair shall plan all activities of the CLUB not related to meeting programs, and organize community service projects.

**Section 8. CFAES Representative**

The CFAES Representative shall represent the CLUB at all CFAES Council meetings and functions and shall report all pertinent information to the CLUB.

**Section 9. CLUB Advisor**

1. There shall be a CLUB Advisory who shall be a faculty or academic staff member of the Food Science and Technology Department. The CLUB Advisor shall serve as the official liaison between the CLUB and the Department.
2. The CLUB Advisor shall:
   1. approve all disbursements made by the Treasurer;
   2. audit the Treasurer’s books; and
   3. review the annual reports of all officers
3. In the event that the Club Officer is unable to perform these duties, the CLUB shall recommend appointment of a new CLUB Advisor.

**Section 10. Reports and Records**

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

**Section 11. Official Repository**

CLUB files shall consist of a file drawer, or portion thereof, in the headquarters of the Department of Food Science and Technology at the Ohio State University.

**Article VI – Other Positions and Committees**

**Section 1. Positions**

1. To conduct activities, the CLUB shall have the following positions:
2. Communications Chair
3. Student Representative to Department meetings
4. Council of Graduate Students Representative
5. Professor of the Year (POTY) Chair
6. The President shall appoint all positions, except the College of Food, Agricultural, and Environmental Sciences Representative.
7. Other position may be established as needed by the President.

**Section 2. Duties**.

* 1. The Communications Chair shall be responsible for preparing and distributing new of CLUB programs and activities to suitable publications and other media.
  2. The Student Representative to Department meetings shall represent the CLUB at department meetings and report all pertinent information to the CLUB.
  3. The Council of Graduate Students Representative shall represent the CLUB at all CGS meetings and functions and shall report all pertinent information to the CLUB.
  4. The Professor of the Year Chair shall receive nomination forms from students in the Department for the Professor of the Year. The chair and three committee members will select the winner of the award.

**Article VI – Other Positions and Committees continued**

**Section 3. Committees**

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

**Article VII – Election of Officers**

**Section 1. Eligibility**

1. Each candidate for an elected office must be an Active Member of the CLUB for at least one academic quarter and have maintained a 2.0 cumulative GPA. The CLUB Advisor shall be prepared to rule on the eligibility of all nominees of CLUB offices.
2. The President, Vice President, Secretary, Treasurer, IFT Liaison, and Industry Recruiter shall be student members of the INSTITUTE. Any newly elected officer who is not a student member of the INSTITUTE shall immediately submit an application to the INSTITUTE.

**Section 2. Method of Election**

1. Nominations shall be called and election held for one office at a time, beginning with the office of President. Candidates not elected to once office shall be eligible for nomination to succeeding offices.
2. Voting shall be by ballots of Active Members only.
3. A majority of all votes cast shall be necessary for election. If there are three (3) or more candidates for one office, and no candidate receives 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 receives a majority.
4. If there is a tie between two candidates for one office, the current President shall cast the final vote.

**Section 3. Other Requirements**

1. The term of office shall be for one year following the election.
2. No Active Member may hold more than one elected office at a time.

**Section 4. Special Elections**

1. A special election shall be held during any regularly scheduled CLUB meeting for the purposes of filling any vacancy of the CLUB Executive Committee.
2. 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 – Dismissal of Members**

**Section 1 Initiating dismissal process for an Active Member**

When an Active Member of the CLUB acts in a manner that is undermining to the objectives of the CLUB or the CLUB itself, an executive member may initiate removal from the CLUB, with a second and third from other executive members. If these conditions are met, the Active Member will be given the opportunity to address any grievances in front of all Active Members at the next CLUB meeting. At that point, all Active Members at the meeting will vote on whether or not to dismiss the member from the CLUB. A 2/3 majority is required to dismiss an individual from the CLUB. A dismissed individual will be prohibited from participating in CLUB events for the remainder of the scholastic year and will not receive a refund of dues.

**Section 2. Initiating dismissal process for Executive Officer**

When an Executive Officer fails to meet the requirements of their position whether through willful dereliction of duties or inability to fulfill the duties due to time constraints, the remainder of the Executive committee may call for a vote of no confidence in the individual. If a majority of the Executive committee votes in favor of the no confidence, the individual will be given the opportunity to address any grievances in front of all Active Members at the next CLUB meeting. At that point, all Active Members at the meeting will vote on whether or not to dismiss the member from the CLUB. A 2/3 majority is required to dismiss an individual from the CLUB. A dismissed individual will be prohibited from participating in CLUB events for the remainder of the scholastic year and will not receive a refund of dues.

**Article IX – Election of CLUB Advisor**

**Section 1. Eligibility**

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

**Section 2. Method of Election**

1. The election shall be for one CLUB advisor and shall be held at the same time as the election of officers.
2. The term of the office shall be for one year.
3. Voting shall be by ballots of Active Members only. A majority of all votes cast shall be required for election. In the case of a tie, or three or more candidates, the same procedures shall be followed as for the election of officers.

**Article X – Selection of Honorary Members**

**Section 1. Eligibility**

Any faculty member who has made an outstanding contribution to the food industry and/or the profession of food science and technology may be nominated by students of the Department for Professor of the Year, hereinafter referred to as POTY.

**Section 2. Method of Selection**

1. Any student in the Department may submit the names of nominees and appropriate background information in writing to the POTY Committee for review.
2. The POTY Committee members shall select only one of the nominees accepted by the POTY Committee as POTY.
3. POTY status shall be recognized by an appropriate certificate bestowed at the Annual Banquet of the CLUB.

**Article XI – Meetings and Activities**

**Section 1. Regular Meetings**

1. There shall be no less than three (3) regular meetings each academic year. The times and places of these meetings shall be scheduled at the beginning of each quarter by the CLUB Executive Committee.
2. Scheduled meetings may be postponed or cancelled, if necessary, by the CLUB Executive Committee. Members shall be notified of such changes prior to the originally scheduled meeting.
3. Annual election of officers and the CLUB Advisor shall be scheduled for a regular CLUB meeting during the Spring quarter.

**Section 2. Conduct of Meetings**

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

**Section 3. Special Meetings**

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

**Section 4. Quorum**

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

**Article XII – Financial**

**Section 1. Fiscal Year**

The fiscal year of the CLUB shall be from May 1 of one calendar year to April 30 of the succeeding year.

**Section 2. Dues**

To support the objectives of the CLUB, Active Members shall pay dues. Dues shall be set by the CLUB Executive Committee at the beginning of each fiscal year.

**Section 3. Fund-Raising Activities**

* 1. Additional funds may be raised through activities approved by the CLUB Executive Committee.
  2. Contributions from Associate Members or other who wish to support the objectives of the CLUB may be accepted, but shall not be solicited.

**Section 4. Usage of Funds**

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

**Article XIII – Amendments to the By-Laws**

**Section 1. Proposals**

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

**Section 2. Approval**

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

**Article XIX – INSTITUTE Affiliation**

**Section 1. Student Chapter**

The CLUB shall operate as the Ohio State University Student Chapter of the INSTITUTE chartered on June 15, 1960 as student Chapter No. 9, sponsored by the Ohio Valley Section of IFT.

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

The President, Vice President, Secretary, Treasurer, IFT Liaison, and Industry Recruiter and the CLUB shall be Student Members of the INSTITUTE. The CLUB Advisor shall be a member of the INSTITUTE.

**Section 3. Reports to the INSTITUTE**

1. 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.
2. Within thirty (30) days after the annual election or no later than June 1, the Secretary shall submit a report to the Director of Field Services of the INSTITUTE which certifies the complete list of the new officers and CLUB Advisor for the coming year.
3. No later than June 1 each year the Secretary shall submit an Annual Report of the CLUB activities, including dates, types of meetings or events, and attendance at each activity, to the INSTITUTE Director of Field Services.
4. Any changes in CLUB officers or CLUB Advisor that occur during the year shall be reported by the Secretary to the Director of Field Services of the INSTITUTE.

**Section 4. Dissolution**

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