Constitution and By-Laws of the Food Science College Bowl Team of the Ohio State University

**Article I – Name, Purpose and Non-Discrimination Policy**

**Section 1: Name:** The name of the organization shall be the Food Science College Bowl Team at The Ohio State University in Columbus, Ohio. The organization will be referred to as the OSU College Bowl Team and is associated with the College Bowl competition organized by the Institute of Food Technologists Student Association (IFTSA).

**Section 2: Purpose:** The purpose of this organization shall be to host an educational and competitive activity to study the interdisciplinary field of Food Science and Technology. This team meets weekly during the school year to practice and review topics of interest. The organization shall create a team to compete in the annual Institute of Food Technologists Student Association College Bowl Competition. If the regional competition results in first place, the team shall travel to Chicago in the Summer to compete for the national title at the IFT Regional Meeting and Expo.

**Section 3: Non-Discrimination Policy:** The organization shall be committed to a non-discrimination policy in accordance with The Ohio State University’s Non-Discrimination policy. 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: Sexual Misconduct Policy:** As a student organization at The Ohio State University, The Food Science College Bowl Team at the Ohio State University expects its members to conduct themselves in a manner that maintains an environment free from sexual misconduct. All members are responsible for adhering to University Policy 1.15, which can be found here: <https://hr.osu.edu/public/documents/policy/policy115.pdf>.

If you or someone you know has been sexually harassed or assaulted, you may find the appropriate resources at http://titleIX.osu.edu or by contacting the Ohio State Title IX Coordinator at [titleIX@osu.edu](mailto:titleIX@osu.edu).

**Article II – Membership: Qualifications and categories of membership.**

**Section 1: Membership qualifications:** As required by the Guidelines for Student Organizations, 90% of the membership of a student organization must include current Ohio State University students. Active members and Executive Committee are able to make decisions regarding the membership of community and other non-student members of an organization. Community or other non-student members may be temporarily suspended with a majority vote of the Executive Committee.

**Section 2: Competition qualifications:** As required by the IFTSA College Bowl requirements as outlined on the following webpage <http://www.ift.org/Community/Students/Competitions/College-Bowl.aspx>, competitors at the regional meeting and national meeting must be student members of the Institute of Food Technologists, and there must be at least two undergraduate students competing on each team. A team captain for the purposes of the competitions will be appointed by two-thirds majority of the executive board.

**Article III: Methods for Removing Members and Executive Officers:**

**Section 1: Member Removal:** If a member engages in behavior that is detrimental to advancing the purpose of this organization, violates the organization’s constitution or by-laws, or violates the Code of Student Conduct, university policy, or federal, state or local law, the member may be removed through a majority vote of the officers in consultation with the organization’s advisor.

**Section 2: Officer Removal:** Any elected officer of the organization may be removed from their position for cause. Cause for removal includes, but is not limited to: violation of the constitution or by-laws, failure to perform duties, or any behavior that is detrimental to advancing the purpose of this organization, including violations of the Student Code of Conduct, university policy, or federal, state, or local laws. The Executive Committee may act for removal upon a two-thirds affirmative vote of the executive board in consultation with the organization’s advisor. Members may replace elected officers that have been removed upon a new election mid-year.

**Section 3: Temporary Suspension:** In the event that the reason for member removal is protected by the Family Educational Rights and Privacy Act (FERPA) or cannot otherwise be shared with members (e.g., while an investigation is pending), the executive board, in consultation with the organization’s advisor, may vote to temporarily suspend a member or executive officer.

**Article IV: Organization Leadership:**

**Section 1: Elections:** Officers shall be elected in July each year for a term that begins on August 1st and lasts until July 31st. Officers shall preside at all OSU College Bowl practices when possible.

**Section 2: President:** The elected president shall have the primary responsibility to schedule practices, write question sets, and perform all other duties for this office by parliamentary practice.

**Section 3: Secondary Leader:** The elected secondary leader shall carry out all duties assigned by the President in the absence of the President or alongside the President to assist.In the event that the presidency is vacated, the secondary leader shall succeed to that office until the end of the President’s term. The Secondary Leader shall also be responsible for organizing the acquisition of team apparel.

**Section 4: Treasurer:** The Treasurer shall handle all organizational receipts and transactions, making disbursements when members are required to make organizational purchases.

**Article V: Election of Organization Leadership**

**Section 1: Eligibility:** Each candidate must meet all normal eligibility requirements for active membership, qualify for IFT competitions, and be an active participant in College Bowl for at least one season.

**Section 2: Method of election:**

1. Nominations and elections shall be held on a date announced to all members.
2. Elections shall occur individually starting with the office of President.
3. A majority of all votes cast shall be required for election. If three or more candidates receive votes and no majority is achieved, another round of voting shall proceed with the two candidates who had the most votes in the first round.
4. If there is a tie between two candidates, the current President shall cast a final vote. If the President is running for re-election, the current Treasurer shall cast a final vote.

**Section 3: Other Requirements:** The term of any office shall be for one year following the election and no individual may hold more than one elected office at any given time.

**Section 4: Special Elections**: If a vacancy of office occurs a special election shall be scheduled and members will be notified one week prior. The election shall proceed in the same manner as regular office elections.

**Article VI - Executive Committee:** The executive committee shall comprise of the three elected officers, the President, Secondary Leader, and Treasurer.

**Article VII – Advisor: Qualification Criteria:** Advisor(s) shall meet all University requirements for the position and be from the Department of Food Science and Technology or a related field. Faculty shall be nominated by the membership after officer elections. If a nominated advisor does not accept the position, officers shall nominate another faculty member until the position is accepted.

**Article VIII – Meetings and events of the Organization:**

1. There shall be approximately one one-hour practice once per one week. Practice timings shall be determined at the beginning of each academic semester and accommodate as many active members as possible. In the spring semester, practice shall increase in frequency and/or length as needed to prepare for the regional competition.
2. Meetings may be moved or cancelled if necessary by the officers. Members shall be notified of such changes before the regularly scheduled meetings occur.
3. Annual election of officers shall occur after the regional competition in the spring semester during a regular College Bowl practice time.
4. The regional competition shall occur once per year in the spring semester as determined by the Institute of Food Technology.
5. The national competition shall occur once per year in the summer as determined by the Institute of Food Technology if the College Bowl Team wins 1st place at the regional competition.

**Article IX – Attendees of the Organization:**

1. The organization reserves the right to address member or event attendee behavior where the member or event attendee’s behavior is disruptive or otherwise not in alignment with the organization’s constitution.
2. Special meetings may be called by College Bowl officers or by petition of at least five active members.
3. Quorum for the conduct of organizational business shall be reached at one-third of active members.

**Article X – Method of Amending Constitution** Any proposed amendments should be presented to the organization in writing and should not be acted upon when initially introduced. Upon initial introduction, the proposed amendments should be read in any meeting with quorum, all members shall be notified by email, then read again at a subsequent meeting with quorum and voted upon.

**Article XI – Method of Dissolution of Organization** If the College Bowl team does not meet Student Organization membership criteria of at least 5 members and does not meet the IFTSA requirements for a competing college bowl team, the OSU College Bowl team may be dissolved. Any outstanding debts must be resolved and assets may be held at the Department of Food Science and Technology at their discretion for future College Bowl Activities. Upon the official dissolution of the organization, Student Activities staff must be contacted to remove organization information from website.