

**BYLAWS of the  
Oregon SECTION,  
INSTITUTE OF FOOD TECHNOLOGISTS**

**Article VI - Committees**

The SECTION Executive Committee may establish committees as needed to conduct the activities of the SECTION.

**Section 6.1 Program**

A Program Committee may be appointed to develop SECTION meeting programs. The Chair-elect shall serve as the *ex officio* Chair of the Committee and is responsible for planning the program for the year.

**Section 6.2 Nominating Committee**

a. The Nominating Committee shall be comprised of three (3) members, one of whom shall be the immediate past Chair who shall serve as *ex officio* Chair; the other members shall be SECTION Members. The Nominating Committee shall develop and present the slate of candidates for all elected positions in accordance with the regulations in these Bylaws.

b. The Nominating Committee shall be responsible for preparing and transmitting the ballot. In the event of an electronic ballot, the Nominating Committee will prepare the ballot and transmit the appropriate information to the INSTITUTE by agreed upon deadlines and report election results to the SECTION membership.

**Section 6.3 Tellers**

The Tellers Committee shall be comprised of three (3) SECTION Members who do not hold any other office in the SECTION and are not candidates for office. The Tellers are responsible for counting ballots on all matters requiring a vote by the SECTION members. The Tellers Committee shall report the results of its tallies to the immediate past Chair not later than ten (10) days after the balloting deadline for each matter.

**Section 6.4 Audit**

The Audit Committee shall be comprised of three (3) members, not holding any SECTION office during the fiscal year covered by the records being audited. The Treasurer is an *ex officio*, non-voting member. Within thirty (30) days of the end of the fiscal year the Audit Committee shall schedule a review to certify the correctness of the Annual Financial Report and the records of the Treasurer. Any errors, corrections, or deviations not correctable by action with the Treasurer shall immediately be brought to the attention of the SECTION Executive Committee for disposition and action.

**Section 6.5 Long-Range Planning**

The Long-Range Planning Committee shall assist the SECTION Executive Committee in planning the program of activities to meet the SECTION objectives. The Committee is to be comprised of two (2) past chairs, two (2) newer members who have been SECTION members not over three (3) years at the time of their appointment, and a Chair. The Long-Range Planning Committee shall review and evaluate existing activities, evaluate future SECTION needs and make recommendations for changes or new activities.

**Section 6.6 Membership**

The Membership Committee shall not have less than three (3) members and shall develop and

execute, or supervise the execution of, promotional plans to build the membership of both the SECTION and the INSTITUTE. It will cooperate, as requested, in membership promotion plans developed by the INSTITUTE and the Membership Committee Chair will serve as the liaison between the SECTION and the INSTITUTE. It may call upon the INSTITUTE for assistance, as needed.

### **Section 6.7 Student Affairs Committee**

a. There shall be a Student Affairs Committee comprised of two (2) SECTION Members, the Presidents, or their designated representatives, of the Student Chapters of the INSTITUTE and the Food Science Clubs in the geographic region of the SECTION, plus no more than two (2) Student Members-at-Large from other recognized educational institutions in the geographic region of the SECTION not having a Student Chapter or Food Science Club.

b. The Student Affairs Committee shall solicit and encourage student involvement and participation in SECTION activities and shall recommend student members to the Chair for appointment to committees.

### **Section 6.8 Supplier's Night**

The Supplier's Night Committee shall be comprised of a Supplier's Night Chair, a Publicity Chair, an Arrangements Chair and other general members as committee members. The Supplier's Night Committee shall be responsible for the planning and execution of the SECTION's annual Supplier's Night event in a manner that provides maximum value to the SECTION, the attendees and the suppliers participating in the event.

### **Section 6.9 Communications**

The Communications Committee shall be chaired by the SECTION Chair and comprised of not less than two (2) SECTION members. The Communications Committee shall be responsible for developing, budgeting for, and maintaining all means of communication to the membership, including but not limited to the SECTION listserv, website, newsletter, directories, and other official correspondence from the SECTION. The Communications Committee shall review communications policy on an annual basis and report to the SECTION Executive Committee at the summer planning meeting.