

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

Article XI - Sub-Sections

Section 1. Policy

a. In order to bring the benefits of the INSTITUTE to as many members as possible, it shall be the policy of the Oregon SECTION to foster the establishment and maintenance of sub-sections whenever, in the opinion of the SECTION Executive Committee, such a course seems warranted.

b. It shall also be the policy of the Oregon SECTION that when and if it is mutually agreed that the sub-section should work toward SECTION status, the SECTION will provide encouragement and assistance in achieving this objective.

Section 2. Requirements

A sub-section may be formed by active members of the Oregon SECTION on approval of the SECTION Executive Committee, provided at least twenty-five (25) members sign a petition requesting the sub-section and agreeing to support its activities; and provided the petitioning members have a mailing address within the zip code designation for the sub-section. All petitioning and/or charter members either must be Oregon SECTION members or must join the SECTION when the sub-section is approved. Subsequently, persons in the designated zip code area become sub-section members by becoming members of the Oregon SECTION.

Section 3. Bylaws and Officers

a. Each sub-section shall prepare and submit proposed Bylaws to the Oregon SECTION Executive Committee for approval. Such Bylaws may not be in conflict with either the Oregon SECTION Bylaws or the Constitution and Bylaws of the INSTITUTE.

b. The officers of a sub-section shall be Chair, Chair-elect, Secretary, and Treasurer (or Secretary/Treasurer). Two Members-at-Large with alternating two-year terms are recommended for the sub-section Executive Committee.

c. The sub-section Chair may designate one of the officers or Executive Committee members as sub-section representative on the Oregon SECTION Executive Committee.

Section 4. Sub-Section Representation

The Oregon SECTION Nominating Committee shall consider SECTION Members of the sub-section for positions on the Oregon SECTION Executive Committee.

Section 5. Budget

a. Whenever the Oregon SECTION Executive Committee has approved the establishment of a sub-section, a sum of money to be determined by proposed activities and number of members involved shall be allocated from the Oregon SECTION treasury to defray the first year's expenses of the new sub-section for stationery, postage, telephone and similar items. Thereafter, the budget for each subsequent fiscal year shall be submitted in writing to the SECTION Executive Committee at its summer planning meeting for approval.

b. The SECTION Executive Committee shall approve a budget based on the financial condition of the SECTION and the merit of the proposed program of activities, which the sub-section shall submit with its budget statement. In general the sub-section budget should be based on seventy-five percent (75%) of the dues of SECTION members residing within the sub-section boundaries credited to the sub-section, plus any other income the sub-section can properly generate.

Section 6. Financial

The sub-section shall submit a financial report to the Oregon SECTION Treasurer, as well as the INSTITUTE office, at the end of each fiscal year. This financial report shall follow the guidelines of the INSTITUTE for SECTION Financial Reports.

The Oregon SECTION Treasurer may request receipts to reconcile the Financial Report for one year.

Section 7. Qualifications

The officers of the sub-section shall be INSTITUTE members in good standing and the Sub-Section shall certify to the Oregon SECTION each year that at least seventy-five percent (75%) of the sub-section members, excluding retired SECTION Regional Associates and Student Members, are also INSTITUTE members.