

INSTITUTE OF FOOD TECHNOLOGISTS
Model Bylaws for Student Chapters
May 2007
Message to Student Chapters

IFT has prepared this document to help you with the process of drafting or revising your chapter's bylaws. Using this template to draft your chapter's bylaws will ensure that they meet IFT's requirements. It will also help your chapter run more efficiently.

You will find two types of prompts in the text:

1. Bracketed [] notes in **bold print** advise you if you are required by the Institute Constitution and Bylaws to include that section, or if you have the option to include something different from what is suggested in this model. Notes always follow the affected section or clause. Be sure to omit the notes from **your** Bylaws.
2. Items in parentheses () and underlined should be filled in. They include your chapter's name, your university or college department name, dates, etc. When filling them in, do NOT underline or use parentheses.

The Articles in this model are the minimum you will need to establish and operate your chapter. You may include other articles, but be sure they do not conflict with the Institute Constitution and Bylaws.

Please save the committee time by closely following these editorial principles:

1. **Date.** Indicate the month and year your chapter bylaws are completed or approved, preferably at the top of each page, as in this model.
2. **Spelling.** Please use the Spell Check function on your word processing system. Also, give your document a thorough proofreading before sending.
3. **Capitalization.** Whenever used in the text, capitalize these words: CLUB; the various membership classes: Active, Associate or Honorary Member; Junior or Senior Advisor; elected offices and other position Titles: President, Vice President, Secretary, Treasurer, Program Chair; Board of Directors.
4. **Italicized Print.** For the Latin phrase, *ex officio*, use an italics font, if available, or underline.
5. **Numbers.** All written numbers, other than one, and all fractions should be followed by their integers in parentheses. Examples: two (2); two-thirds (2/3).
6. **Page Numbering.** Always number each page of your Bylaws.

Please refer additional questions and **email** your completed Bylaws to:

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**BYLAWS OF THE
(Food Science, Technology, or other name) CLUB OF
(Name of University or College)**

Article I - Name

The name of this organization shall be the (Food Science or other description/name) CLUB (Name of University or College), located at (City, State, ZIP Code). 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 2.1 Objectives

The objectives of the CLUB shall be to foster a close relationship among the (Name of Department) students and the faculty at (Name of University or College), to encourage leadership, and to acquaint students with the scope of food science and technology.

Section 2.2 Implementation

To implement these objectives, the CLUB shall:

- a. Conduct programs that contribute to the knowledge and stimulate the thought and vision of members by means of 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 and encourage individual initiative and management responsibility through the planning and execution of CLUB functions; and
- d. 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 3.1 Membership Categories

- a. Active
Active membership shall be open to all students interested in food science and technology.
- b. Associate
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 (Name of Department) shall be, *ex officio*, associate members
- c. Honorary
Honorary members shall be persons who have made significant contributions to the food industry.

[Note: The naming of the membership categories or the way they are distinguished from each other is optional. Typically, active members can vote and hold office. Be sure consistent terminology is used throughout these Bylaws.]

Article IV – Board of Directors

Section 4.1 Officers

- a. The elected officers of the CLUB shall be: President, Vice President, Secretary, and Treasurer. **[Note: Some CLUBs combine Secretary and Treasurer into one position; if so, use "Secretary-Treasurer" in this and all subsequent references.]**
- b. The Governance Year shall be the same as the Institute of Food Technologists. **[Note: The IFT governance year is currently September 1 – August 31]**

Section 4.2 Composition

- a. The CLUB Board of Directors shall be the President, Vice President, Secretary, Treasurer, CLUB Advisor(s) and committee chairs. **[Note: It is optional to include committee chairs on the CLUB Board of Directors. If elected, they usually are included. See also the note for V]**
- b. The CLUB Board of Directors shall conduct all business of the CLUB not requiring action by the members.
- c. The President shall schedule CLUB Board of Directors meetings as necessary to conduct CLUB business.

Section 4.3 Duties

- a. President
The President shall:
 1. Preside at all CLUB and CLUB Board of Directors meetings
 2. Appoint all positions and committees for which provision has not otherwise been made in these Bylaws
- b. 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 chair 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. **[Note: It is not mandatory that the Vice President be made the Program Chair; however, it is recommended because of successful use by other student chapters and regional sections.]**
- c. 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 INSTITUTE; and
 5. Prepare all reports to the INSTITUTE required in Article X, Section 10.2 of these Bylaws.
- d. 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 Senior CLUB Advisor for audit at the end of the term of office.
- e. CLUB Advisors
- The Senior CLUB Advisor shall:
1. Be a faculty or academic staff member of the (Name of Department)
 2. Serve as an official liaison between the CLUB and the DEPARTMENT
 3. Approve all disbursements made by the Treasurer,
 4. Audit the Treasurer's books, and
 5. Review the annual reports of the officers.

The Junior CLUB Advisor shall:

1. Be a faculty or academic staff member of the (Name of Department)
2. Serve as an official liaison between the CLUB and the DEPARTMENT
3. Serve in the absence of the Senior CLUB Advisor,
4. Assist the latter in performing the duties of the position,
5. Become the Senior CLUB Advisor during the second year in office, and
6. Succeed immediately to Senior CLUB Advisor in the event of the latter's resignation, disability or death. **[Note: If your university or college appoints your advisors, then this last clause may not apply.]**

Section 4.4 Reports and Records

All officers, at the end of their terms of office, shall submit a year-end report to the Senior CLUB Advisor. The report shall outline 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. The Senior 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 4.5 Official Repository

CLUB files shall consist of a file drawer, or portion thereof, in the (Name of Department), or the office of a CLUB Advisor.

Article V - Other Positions and Committees

[Note: All positions listed are optional and depend upon the size of the CLUB and the interests of its members. Generally, the more people responsible for CLUB activities, the better. If the Vice President is the Program Chair, ex officio, then omit that position here since the duties have already been defined in Article IV, Section 4.3.]

All positions listed in this section, except the Program Chair, shall be appointed by the President. Other positions may be established as needed by the President. **[Note: Optionally, the CLUB may elect people to these positions during the regular CLUB elections or at another time. See also the note for Article IV, Section 4.3(b).]**

Section 5.1 Program Chair

The Program Chair shall plan the programs for the regular meetings of the CLUB.

Section 5.2 Activities Chair

The Activities Chair shall plan all activities of the CLUB not related to meeting programs.

Section 5.3 Reporter

The Reporter shall be responsible for preparing and distributing news of CLUB programs and activities to suitable publications and other media.

Section 5.4 Historian

The Historian shall prepare for the CLUB files a summary of its significant activities during the term of office or school year.

Section 5.5 Parliamentary

The Parliamentary shall be prepared to rule on all questions of parliamentary procedure arising during CLUB meetings and shall be responsible for maintaining these Bylaws.

Section 5.6 Agricultural Council

The Agricultural Council (or other name) Representative shall represent the CLUB at all Agricultural Council (or other name) meetings and functions and shall report all pertinent information to the CLUB.

Section 5.7 Committees

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

Article VI - Elections**Section 6.1 Election of Officers****a. Eligibility**

1. Each candidate for office must be an Active Member of the CLUB who has attended at least one-half ($\frac{1}{2}$) of the regular CLUB meetings during the academic year immediately past and who has maintained a grade average of at least a "C". The Senior CLUB Advisor shall be prepared to rule on the eligibility of all nominees for CLUB offices. **[Note: Instead of indicating the letter grade, the grade point equivalent for a "C" grade at your institution may be stated here, e.g., 2.0 on a 4.0 scale.]**
2. The President, Vice President, Secretary, and Treasurer 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. **[Note: Institute Policy requires that CLUB officers hold Student Member status.]**

b. Method of Election

1. Nominations shall be called and election held for one office at a time, beginning with the office of the President. Candidates not elected to one office shall be eligible for nomination to succeeding offices.
2. Nominees shall leave the meeting during the voting which shall be by a show of hands 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 a 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.
4. Tie votes for any office shall be resolved by a majority vote of the previous Board

of Directors.

c. 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.

d. Special Elections

1. 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 a 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 CLUB Board of Directors, and the charged individual given an opportunity to refute the charges, either in person or through a representative.
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.

Section 6.2 Election of CLUB Advisors

a. Eligibility

Nominees shall be faculty or academic staff members of the (Name of Department) and shall be members of the INSTITUTE.

b. Method of Election

1. The election shall be for one Junior CLUB Advisor and shall be held at the same time as the election of officers.
2. The term of the office shall be for two (2) years, one Advisor being elected each year.
3. During the second year of office, the Junior CLUB Advisor shall become the Senior Club Advisor without further election.
4. Voting shall be by a show of hands of Active Members only. A majority of all votes cast shall be required for election. In the case of three (3) or more candidates, the same procedures shall be followed as for the election of officers.
5. An election to fill the un-expired term of a Junior Club Advisor shall be conducted as specified in Article VIII. Section 2.d. **[Note: Omit (a) and (b) if your Club Advisors are appointed by your department or university/college.]**

Section 6.3 Election of Honorary Members

a. Eligibility

Any person who has made an outstanding contribution to the food industry and/or the profession of food science and technology may be nominated for Honorary Membership.

b. Method of Election

1. The election may be held concurrently with those of officers and the CLUB Advisor or at such time as determined by the CLUB Board of Directors.
2. The names of nominees and appropriate background information shall be submitted to the CLUB Board of Directors in writing for review.
3. Nominees accepted by the CLUB Board of Directors shall be elected by at least a two-thirds (2/3) vote of the Active Members of the CLUB.
4. Honorary Membership shall be recognized by an appropriate certificate bestowed

at the (Annual Banquet or other event) of the CLUB.

Article VII Meetings

Section 7.1 Regular Meetings

a. Frequency

1. There shall be no less than three (3) regular meetings each school year. The times and places of these meetings shall be scheduled at the beginning of the Fall term by the Program Chair with the approval of the CLUB Board of Directors. **[Note: The three (3) meetings yearly is required by the Institute Constitution and Bylaws for your Club to obtain a charter. It is also a good "rule of thumb" to prove continuity of existence from year to year. Optionally, you may state the number of meetings, e.g., per quarter, semester, etc., that will add up to three (3).]**
2. Scheduled meetings may be postponed or canceled, if necessary, by the CLUB Board of Directors. 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 the next to last regular CLUB meeting of the spring term. **[Note: This meeting must be held in sufficient time to comply with the Institute's requirement to report names of the new officers and the Club Advisor as defined in Article X, Section 10.2).]**

Section 7.2. Parliamentary Procedure

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 7.3 Special Meetings

Special meetings may be called by the CLUB Board of Directors or by petition of five (5) Active Members.

Section 7.4 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. Quorum for a Board of Directors meeting is one half of the officers plus one member.

Article VIII - Financial

Section 8.1 Fiscal Year

The Fiscal Year of the CLUB shall be the same as the INSTITUTE fiscal year.

Section 8.2 Dues

To support the objectives of the CLUB, Active Members shall pay dues. Dues shall be set by the CLUB Board of Directors at the beginning of each Fiscal Year. **[Note: In setting dues, be aware of the INSTITUTE Student Member dues and rules of your university or college. It is recommended the amount not be stated in the Bylaws since, every time the club revises the dues, the Bylaws must also be changed.]**

Section 8.3 Fund-Raising Activities

- a. Additional funds may be raised through activities approved by the CLUB Board of

Directors. **[Note: If your university or college also requires approval of fund-raising activities by another governing body, department, etc., add that requirement to the statement above.]**

- 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 8.4 Disbursement of Funds

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

Article IX - Amendments to the Bylaws

Section 9.1 Proposals

An amendment(s) to these Bylaws may be proposed by the CLUB Board of Directors or by petition of five (5) Active Members.

Section 9.2 Approval

- a. The proposed amendment(s) and a ballot shall be distributed to all voting members of the CLUB. An affirmative vote of a majority of the Active Members voting shall be necessary for adoption.
- b. An amendment(s), upon adoption by the CLUB, shall be submitted by the Secretary within thirty (30) days to the Student Association Staff Liaison to the INSTITUTE for referral to the Committee on Constitution and Bylaws. Such amendment(s) shall not become effective until the CLUB has been notified of their approval by that Committee.

Article X - General Provisions

Section 10.1 Student Chapter

The CLUB shall operate as the (Name of College or University) Student Chapter of the INSTITUTE after acceptance of the petition for a charter and issuance of a charter. **[Note: Details of the charter process are in the INSTITUTE Constitution and Bylaws, but do not need to be spelled out in Student Chapter Bylaws.]**

Section 10.2 Reports to the INSTITUTE

- a. An up-to-date copy of these Bylaws shall be on file with the INSTITUTE.
- b. Within thirty (30) days after the annual election or no later than June 1, the Secretary shall submit a report to the Student Association Staff Liaison the INSTITUTE which certifies the complete list of the new officers and CLUB Advisors for the coming year.
- c. No later than June 1, 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 Student Association Staff Liaison the INSTITUTE.
- d. Any changes in CLUB officers or Advisors that occur during the year shall be reported by the Secretary to the Student Association Staff Liaison the INSTITUTE.

Section 10.3 Dissolution

- a. Dissolution by Membership

The membership of the CLUB may initiate a vote to dissolve the CLUB at any time. The CLUB shall notify the INSTITUTE of the intent to dissolve. A two-thirds majority of the CLUB members voting in a ballot (electronic or mail) conducted by the CLUB is required for dissolution.

b. Dissolution by the INSTITUTE Board of Directors

The INSTITUTE Board of Directors 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 CLUB members who are Student Members of the INSTITUTE. In the event of the dissolution of the CLUB or revocation of its Charter, all CLUB funds remaining after the discharge of all debts and obligations shall be conveyed to the INSTITUTE Foundation to support INSTITUTE programs.