

Policies and Procedures of the Great Lakes Regional Section Institute of Food Technologists

Article I – Name, Headquarters and Territory

Section 1: Name

The name of this organization shall be the Great Lakes Regional Section, a subsidiary organization of the Institute of Food Technologist. Hereinafter, these shall be referred to as "SECTION" and "INSTITUTE", respectively. In the event of any conflict between the Policies and Procedures of this SECTION and the Constitution and the Policies and Procedures of the INSTITUTE, the latter shall prevail.

Section 2: Headquarters and Territory

The headquarters of the Great Lakes SECTION of the INSTITUTE shall be located at the office of the current secretary. The boundaries of the SECTION shall cover zip codes 48000-49999.

Article II – Purpose and Objectives

The purpose and objectives of the SECTION shall be to support improvement of the food supply and its use through science, technology and education.

Article III – Membership

Section 1: Classes of Members

- a. Any person who is a member, Professional Member, or who holds Emeritus status in the INSTITUTE may become a Regional Member.
- b. Any person who is active in any aspect of the food industry or related industries, or who is retired, and is not a member of the INSTITUTE, may become a Regional Associate.
- c. Any person who is matriculating in a educational institution as a full-time student of who is a Student Member of the INSTITUTE, may become a Student Member of the SECTION.

Section 2: Limitations

The number of Regional Associates, excluding retired Regional Associates and all Student Members, shall be limited to twenty-five percent (25%) of the total membership of the SECTION.

Section 3: Privileges

All members may participate in the activities of the SECTION, but only Regional Members are qualified to vote, hold office, and elected as members of the SECTION Executive Committee, and serve as committee chairs.

Section 4: Dues

- a. The SECTION Executive Committee shall establish the dues structure for the next years at the time it approves the annual budget for the SECTION.
- b. Changes in the annual dues for the membership classes shall be recommended by the SECTION Executive Committee and approved by majority votes of the Regional Members by secret ballot.
- c. Dues for Regional Associates shall be set higher than dues for Regional Members; dues for Students shall be set lower than for Regional Members.
- d. Emeritus Regional Members and retired Regional Members shall be exempt from paying SECTION dues.

Article IV – Officers and Other Elected Representatives

Section 1: Officers

The officers of the SECTION shall be Chair, Chair-elect, Secretary, and Treasurer. The officers shall be responsible for administering and executing the activities of the SECTION within the framework of the policies established by the SECTION Executive Committee.

Section 2: Eligibility

a. The Chair, Chair-elect, Secretary, Treasurer, and Members-at-Large of the SECTION Executive Committee must be Regional Members of the SECTION.

b. No individual may hold more than one elected position at a time.

Section 3: Terms of Office

a. Terms of the SECTION Officers shall be one year beginning on September 1 following the election of until their successors qualify.

b. The terms of the Members-at-Large of the SECTION Executive committee shall be two years, with the term of each member arranged to start on September 1 of alternate years.

c. The Chair, Chair-elect, Secretary, Treasurer, and Members-at-Large shall be limited to three (3) consecutive terms.

Section 4: Duties

a. The Chair shall be the Chief Executive Officer of the SECTION. The Chair shall:

1. Preside at all meetings of the SECTION and the SECTION Executive Committee;
2. Appoint, with the approval of the SECTION Executive Committee, all committee Chairs, and fill any vacancies occurring therein;
3. Appoint a Student Member to the SECTION Executive Committee;
4. Inform candidates of election results; and
5. Perform other duties which are associated with the office of Chair as assigned by these Policies and Procedures or by the SECTION Executive Committee.

b. The Chair-elect shall:

1. Serve as Chair of the Program Committee;
2. Perform such other duties as the Chair may delegate;
3. Perform the duties of the Chair in the event of the Chair's absence; and
4. Succeed immediately to the office of Chair in the event of the Chair's inability to serve.

c. The Secretary shall:

1. Keep a record of the proceedings of the SECTION;
2. Record and distribute the minutes of the meetings of the SECTION Executive Committee;
3. Distribute notices of regular meetings and/or newsletters 30 days prior to each meeting;
4. Maintain an accurate membership roster of the SECTION;
5. Prepare ballots for election of officers, and Members-at-Large or for proposed amendments to the Policies and Procedures, mail ballots only to Regional Members of the SECTION, and receive ballots;
6. Count ballots with the Treasurer and report results to the Chair;

7. Notify the Executive Director of the INSTITUTE of the results of the election of new officers, by April 1;
8. Forward approved amendments of these Policies and Procedures to the Executive Director of the INSTITUTE for transmittal to INSTITUTE Committee on Constitution and Policies and Procedures;
9. Provide the Executive Director of the INSTITUTE with an up-to-date copy of the Policies and Procedures of the SECTION when amendments are made;
10. Serve as official liaison between the SECTION and the INSTITUTE in all administrative matters; and
11. Prepare an Annual Report of the SECTION activities on forms supplied by the INSTITUTE and submit this report to the Executive Director of the INSTITUTE by July 15 each year.

d. The Treasurer shall:

1. Have charge of all funds of the SECTION which shall be deposited in an account(s) approved by the SECTION Executive Committee;
2. Collect all monies due to the SECTION including membership dues and monies collected at SECTION meetings;
3. Make all disbursements as approved by the SECTION Executive Committee. Copies of all bills and receipts for disbursements should be maintained by the Treasurer.
4. Submit a report of all financial transactions and the financial condition of the SECTION to the members of the SECTION Executive Committee at each meeting of the Executive Committee;
5. Obtain a fidelity bond, the cost of which shall be borne by the SECTION, when required by the SECTION Executive Committee;
6. Prepare an Annual Financial Report and turn it and the records over to the Program Committee upon completion of the governance year;
7. Assure that the proper paperwork has been completed, including bank resolutions and signature cards, when new officers take office;
8. Annually file Form 990 with the Internal Revenue Service within five and one-half (5) months after the end of the SECTION's fiscal year end. If the SECTION's annual income is less than \$25,000, Form 990 should be filed (however, only the first paragraph needs to be filled out);
9. File the required span>Annual State Not-for Profit reports as applicable;
10. Ensure that sufficient funds be carried forward each year as operating funds for the new fiscal year; and
11. Within sixty (60) days after the close of the fiscal year, submit a financial report to the INSTITUTE on forms provided by the Executive Director's office.

Article V – Executive Committee

Section 1: Composition

The SECTION Executive Committee shall be comprised of the officers, the immediate past Chair, and two (2) Members-at-Large elected by the membership eligible to vote. One (1) Student Member representative may be appointed as a voting member. Committee chairpersons may be invited to attend meetings of the Executive Committee, but shall have no voting privileges.

Section 2: Duties

The SECTION Executive Committee shall:

- a. Establish the policies and develop the activities necessary to meet the objectives of the SECTION;
- b. Develop and approve an Annual Budget based on its planned program of activities for the year, at their first meeting; and
- c. Fill any vacancies occurring among the officers or its own membership for the balance of the governance year, except for the office of Chair.

Section 3: Meetings

The SECTION Executive Committee may schedule meetings prior to each SECTION meeting, but must schedule a minimum of three (3) meetings annually. Additional meetings may be held upon call of the Chair, or by three (3) other members of the committee, with adequate notice.

Section 4: Quorum

A quorum of the SECTION Executive Committee shall be not less than fifty percent (50%) of the voting members, of which either the Chair or the Chair-elect must be present.

Section 5: Non-performance

The SECTION Executive Committee may ask an officer or committee Chair to resign if that person is not properly or adequately conducting the duties of the position for four (4) months. A two-thirds (2/3) vote of the Executive Committee is required to follow through on a charge of non-performance. The Executive Committee shall then fill any vacancies created by these actions. The individual may request the Executive Committee to appoint an ad hoc Appeals Committee to review the case and bring it before the general membership for consideration.

Article VI – Committees

Section 1: Program

There shall be a Program Committee to develop the SECTION meeting programs. The Chair-elect shall serve as the Chair. Each Program Committee member shall be auditor for that individual's respective event.

Section 2: Nominating

The Nominating Committee shall be comprised of up to three (3) members, one of whom shall be the immediate past Chair who shall serve as Chair; the other members shall be Regional Members. The Nominating Committee shall develop and present the slate of candidates for all elected positions in accordance with the regulations in these Policies and Procedures. The executive committee shall be responsible for actively recruiting and soliciting nominations for officers. The open period for nominations is January 1st to January 31st.

Section 3: Policies and Procedures

The Policies and Procedures Committee shall be comprised of up to three (3) Regional Members. The Policies and Procedures Committee shall maintain continuing surveillance over the development of any conflicts between these Policies and Procedures and the Constitution and Policies and Procedures of the INSTITUTE. It shall review and make recommendation to the SECTION Executive Committee on all proposed amendments to these Policies and Procedures.

Section 4: Auditing

The Auditing Committee shall be comprised of up to three (3) members, not holding any SECTION office during the fiscal year covered by the records being audited. The Treasurer is a non-voting member. The Auditing Committee shall review and certify the correctness of the Annual Financial Report and the records of the Treasurer within thirty (30) days of the end of the fiscal year. 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 5: Membership

The Membership Committee shall have up to 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 Committee on

Membership and Professional Affairs of the INSTITUTE. It may call upon said Committee for assistance, as needed.

Section 6: Student Affairs Committee

a. There shall be a Student Affairs Committee comprised of the Presidents, or their designated representative, of the Student Chapters of the INSTITUTE in the geographic region of the SECTION.

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

Section 7: Scholarship and Awards

There shall be a Scholarship and Awards Committee comprised of up to five (5) members to administer all scholarships and awards programs which have been adopted by the SECTION. Only the Great Lakes Active Student Member Scholarship may be awarded to a student in addition to one of the other scholarships. If in any given year there are no qualified students for a scholarship, the section is not required to award that scholarship in that year.

a. Undergraduate Achievement Scholarship Award At least one scholarship per academic year shall be presented at a meeting of the SECTION. Criteria for selection are as follows:

1. Eligibility: The recipient shall be an undergraduate student who is enrolled full time in food science, nutrition, food engineering, food packaging, food service or other related curriculum leading to a bachelor degree.
2. Selection: Shall be made on the basis of both academic and non-academic performance.

b. Master of Science Achievement Scholarship Award At least one scholarship per academic year shall be presented at a SECTION meeting. Criteria for selection of the award recipient are as follows:

1. Eligibility: The recipient shall be a Master's of Science candidate in Food Science, Technology or other closely related field in good academic standing and a member of the SECTION.
2. Selection: Shall be made on the basis of academic performance, research accomplishments and professional potential in the food industry.

c. Ph. D of Science Achievement Scholarship Award At least one scholarship per academic year shall be presented at a SECTION meeting. Criteria for selection of the award recipient are as follows:

1. Eligibility: The recipient shall be a Ph. D candidate in Food Science, Technology or other closely related field in good academic standing and a member of the SECTION.
2. Selection: Shall be made on the basis of academic performance, research accomplishments and professional potential in the food industry.

d. Clifford L. Bedford Scholarship Award At least one scholarship per academic year shall be presented at a meeting of the SECTION. Criteria for selection of the recipient are as follows:

1. Eligibility: The recipient shall be an undergraduate student who is enrolled full-time in food science, food engineering, food packaging, foods and nutrition, or food service program leading to associate or bachelor's degrees and intends to pursue a career in the food industry and a member of the SECTION.
2. Selection: Shall be made on the basis of both academic and non-academic performance.

e. Great Lakes Diversity Scholarship Award At least one scholarship per academic year shall be presented at a meeting of the SECTION. Criteria for selection of the recipient are as follows:

1. Eligibility: The recipient must be a full-time minority student (either graduate or undergraduate) with a declared curriculum of food science, nutrition, food packaging, food engineering or other related disciplines with plans to pursue a career in the food industry.

2. Selection: Shall be made on the basis of both academic and non-academic performance.

f. Great Lakes Active Student Member Scholarship At least one scholarship per academic year shall be presented at a meeting of the SECTION. Criteria for selection of the recipient are as follows:

1. Eligibility: The recipient must be a full time student (either graduate or undergraduate) with a declared curriculum of food science, nutrition, food packaging, food engineering or other related disciplines with plans to pursue a career in the food industry and show active involvement in the Great Lakes Section of IFT as well as other activities of IFT. A student receiving this award is also eligible for the scholarships previously stated (Section 8: a-e).

2. Selection: Shall be made on the basis of both academic and non-academic performance.

g. Funding: The amount of the awards and scholarships will be determined annually according to available section funds and communicated at the time of application.

h. Funding for students to attend national IFT meeting: The SECTION shall make monies available for student participation at the national IFT meeting. These monies shall be for the student association competition and for students making presentations. Funding for other students will be considered.

1. Eligibility: Recipient(s) shall be graduate and/or undergraduate students who are members of the SECTION, and who are members of the Product Development Team(s), or who are members of the IFT Quiz Bowl Team, or who are making presentations at the national meeting, or who are participating in other IFT Student Association competitions or events.

Section 8: Other Committees

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

Article VII – Nominations and Elections

Section 1: Nominations

a. The Nominating Committee shall convene no later than February 1 and begin to prepare a slate of up to two (2) candidates for each office to be filled. In the case of an incumbent Secretary or Treasurer seeking permissible re-election, a second candidate need not be selected. The Nominating Committee shall determine the eligibility of each candidate from the Secretary and shall determine the willingness of the candidate to serve if elected.

b. Prior to the Annual Election, the Nominating Committee shall report the proposed slate of candidates to the SECTION Executive Committee for approval prior to presenting the slate to the SECTION membership.

c. The Nominating Committee shall report its slate of candidates to the membership at the regular meeting of the SECTION prior to the Annual Election.

d. Additional candidates may be nominated by petition over the signatures of five percent (5%) Regional Members in good standing provided that:

1. The petitioners have determined the candidate's eligibility from the secretary,

2. The petitioners have determined the candidate's willingness to serve if elected, and

3. The petition is received by the Secretary not later than three (3) days following the meeting at which the Nominating Committee gives its report.

Section 2: Annual Election

a. The Secretary shall prepare and distribute a ballot to each Regional Member by February 15th following the report of the Nominating Committee. The balloting deadline shall be March 10th. Within five (5) days after the balloting deadline, the Secretary and Treasurer will count the ballots and report the results to the Chair.

b. In the event of a tie vote, selection shall be made by lot.

Section 3: Results

a. The officers elected shall be announced to the membership at the next meeting of the SECTION following the counting of the ballots.

b. The Secretary shall report to the Executive Director of the INSTITUTE the newly elected officers by April 1.

Article VIII – Meetings

Section 1: SECTION Meetings

The SECTION Executive Committee shall schedule regular meetings of the SECTION, preferably on a monthly basis where practical, but in no event less than three (3) times per year. It shall determine in advance the time and place for each meeting. It may call special meetings, as needed, upon written notice to the members at least thirty (30) days prior to the meeting.

Section 2: Quorum

A quorum to conduct business shall be five percent (5%) of the Regional Members.

Article IX –Operating Periods

Section 1: Administration

The governance year of the SECTION shall be from September 1 of one calendar year through August 31 of the succeeding year. The governance year covers the terms of the officers and committees and the meeting programs.

Section 2: Dues Year

The period covered by the dues of all classes of members shall be the calendar year January 1 through December 31 annually. Members in arrears over sixty (60) days shall be dropped from the official rolls of the SECTION.

Section 3: Fiscal Year

The fiscal year of the SECTION shall be from September 1 of one calendar year through August 31 of the succeeding year.

Article X – Dissolution

Section 1: SECTION Option

In the event of voluntary dissolution of this SECTION, or revocation of its charter by the INSTITUTE Council, and after the discharge of all of its debts and obligations, any remaining funds and property of the SECTION shall be conveyed either to the INSTITUTE, the INSTITUTE Foundation, or to such other not-for-profit educational, scientific or charitable organization(s) as the SECTION Executive Committee may determine. Said conveyance shall be made within sixty (60) days after the SECTION's debts and obligations have been discharged and the Executive Director of the INSTITUTE shall be notified in writing of said action, immediately upon its completion.

Section 2: Mandatory Conveyance

In the event that the SECTION Executive Committee is unable to agree upon an eligible recipient organization(s) within the sixty (60) day period, the remaining funds and property of the SECTION shall be conveyed to the INSTITUTE Foundation for its general purposes.

Section 3: Eligibility

Any organization, including the INSTITUTE, to which the remaining funds and property of the SECTION are to be conveyed must be exempt under the provisions of Section 501(c) (3) [or 501(c) (6)] of the Internal Revenue Code of 1954, as amended, or under any successors to the Sections of the Code, as they may be in effect at the time of the conveyance.

Article XI – Amendments

Section 1: Proposals

Amendments to these Policies and Procedures may be proposed either by action of the SECTION Executive Committee or by petition of five (5) Regional Members to the Secretary.

Section 2: Procedures

The Secretary shall announce all proposed amendments at a regular meeting of the SECTION. Written copies of the amendments along with ballots shall be emailed only to the Regional Members, with any explanations pro or con that the SECTION Executive Committee deems necessary.

Section 3; Approvals

A two-thirds (2/3) or more vote by the Regional Members voting on a proposed amendment shall be necessary for approval.

Section 4: Adoption

The Secretary shall forward written copies of approved amendments to the Executive Director of the INSTITUTE for transmittal to the Committee on Constitution and Policies and Procedures within ten (10) days of passage. Receipt of approval from that Committee shall constitute adoption. Amendments disapproved by that Committee may be appealed to the INSTITUTE Council through the SECTION Councilor(s).

Revised: September 4th, 2008