Article I

Section 1.1 Official Name

The name of this organization shall be the Food Science Association CLUB of California State University, Northridge, located at Northridge, California, 91330. Food Science Association shall be a Student Chapter of the Institute of Food Technologists. Hereinafter, these are referred to as the "CLUB" and the "INSTITUTE", respectively. The objectives of the CLUB shall be to foster a close relationship among the Food Science students and the faculty at California State University, Northridge, to encourage leadership, and to acquaint students with the scope of food science and technology.

Section 1.2 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 II – Authority

Section 2.1

This organization is a recognized student organization at California State University, Northridge and adheres to all campus policies as set forth in the Clubs and Organizations Manual.

Article III - Membership

Section 3.1 Student Access

Any person currently enrolled as a student at CSUN and fulfilling the membership requirements of the organization may be a member. Membership in the organization shall be open to all those regularly-enrolled at California State University, Northridge students who are interested in membership.

Section 3.2 Non-Discrimination Statement

a. In accordance with state law and the regulations of California State University, no organization shall discriminate on the basis of race, religion, national origin, ethnicity, color, age, gender, marital status, citizenship, sexual orientation, or disability.
**Section 3.3 Eligibility**

a. Eligibility for membership or appointed or elected student officer positions shall not be limited on the basis of race, religion, national origin, ethnicity, color, age, gender identity, marital status, citizenship, sexual orientation, or disability. The organization shall have no rules or policies that discriminate on the basis of race, religion, national origin, ethnicity, color, age, gender, gender identity, marital status, citizenship, sexual orientation, or disability.

**Section 3.4: Membership Requirements**

a. **Active**

   Active membership shall be open to all students interested in food science and technology. Active members are required to attend half of the meetings and pays due by the deadline of every semester.

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 Food Science shall be, *ex officio*, associate members.

c. **Honorary**

   Honorary members shall be persons who have made significant contributions to the food industry.

   **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.

   **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.

**Section 3.5: Privileges of membership**

Specify by classification the privileges of members. Nominating, being a candidate for office, voting, and holding officer privileges shall be restricted to current CSUN students.

**Section 3.6 Hazing**

This organization shall prohibit all members and officers from engaging in hazing or committing any act that injures, degrades or disgraces any fellow student.

**Section 3.7: Code of Conduct**

This organization shall comply with Title 5, Section 41301, Standards for Student Conduct and this organization shall comply with the California State University, Northridge Code of Ethics for University Recognized Student Clubs and Organizations.

Article IV – Board of Directors
Section 4.1 Composition
a. The CLUB Board of Directors shall be the President, Vice President, Secretary, Treasurer, Historian, and Communications Officer, CLUB Advisor(s) and committee chairs.
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 4.2 Duties
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.

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.

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. Historian
   1. Document club events via photos and culminate each year with a scrapbook.

f. Communications Officer
   1. Assist in disseminating all club information to club members.
2. Act as the voice of the club via electronic outreach.
1. Review the annual reports of the officers.

4.3 Additional Positions
All additional 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.

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

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

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

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

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

f. Agricultural Council
The Agricultural Council Representative shall represent the CLUB at all Agricultural Council meetings and functions and shall report all pertinent information to the CLUB.

Section 4.4 Officer Qualifications
All officers must be enrolled CSUN students. Pursuant to Coded Memorandum AA-2012-05: Minimum Qualifications For Student Office Holders, the president, vice president and treasurer are required to meet the following minimum requirements:

a. Minimum Academic Qualifications—The president, vice president and treasurer must be matriculated and enrolled at California State University, Northridge with a minimum overall 2.0 grade point average each term (term is defined as Fall and Spring semester). The student must be in good standing and must not be on probation of any kind.

b. Incumbent Unit Load—Undergraduate students in the role of president, vice president and treasurer are required to earn six (6) semester units per term while holding office. Graduate and credential students in the role of president and treasurer must earn three (3) semester units per term while holding office.

c. Incumbent Maximum Allowable Units—Undergraduate students in the role of president, vice president and treasurer are allowed to earn a maximum of 150 semester units or 125 percent of the units required for a specific baccalaureate degree, whichever is greater. Graduate and credential students in the role of president and treasurer are allowed to earn a maximum of 50 semester units or 167 percent of the units required for the graduate or
credential objective, whichever is greater. Students holding more than this number of units, including students pursuing a double major, will no longer be eligible.

**Section 4.5: Terms**
The length of term for officers one academic year with a two term limit per position.

**Section 4.6: Advisor**
Pursuant to Executive Order 1068, a CSUN faculty or staff advisor will be chosen at the first meeting of each new semester (or academic year).

A. University Advisor Roles & Responsibilities: The University Advisor will be required to sign all campus documents. The Senior CLUB Advisor shall also:
   1. Be a faculty or academic staff member of the Food Science 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
   5. CLUB files shall consist of a file drawer, or portion thereof, in the Family and Consumer Sciences Department, or the office of a CLUB Advisor

B. University Advisor method of selection:
   i. Eligibility:
      It is recommended that nominees be faculty or academic staff members of the Family and Consumer Science Department and shall be members of the INSTITUTE.
   ii. 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.

C. Additional/Junior Advisor
The Junior CLUB Advisor shall:
   1. Be a faculty or academic staff member of the Food Science 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.
Article V  Discipline of Members

Section 5.1: All complaints alleging violations of the Student Conduct Code, Title 5, section 41301, et seq., shall be investigated pursuant to Executive Order 1073 and/or 1074 (in cases involving allegations of unlawful discrimination, harassment or retaliation based on protected status). Investigations and other proceedings under Executive Orders 1073 and 1074 shall be conducted by campus administration, not student organizations, and this organization shall refer any complaints alleging subject matters covered by Executive Orders 1073 and 1074 to the campus Vice President for Student Affairs or other designee for investigation and resolution.

Section 5.2: Action can be taken against a recognized student club or organization that violates the California State University, Northridge Code of Ethics for University Recognized Student Clubs and Organizations. Complaints against organizations should be filed in writing with the Matador Involvement Center (MIC). All complaints will be investigated and responded to. Procedures describing the processes used to consider such complaints are available in the MIC. Organizations found in violation of this Code can receive a range of sanctions including warnings, probationary status, suspension of university recognition, or withdrawal of university recognition.

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 (½) 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.
   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.

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.

e. **Recall Election**
   A petition of (¾) of the total number of members shall be cause for a recall election. The offense must be in writing and submitted by a member. A recall election shall be held at the next regular business meeting after presentation of the recall petition. Recall will require a favorable vote of (¾) of the total voting membership.

F. **Vacancy**
   If the position of President becomes vacant as the result of resignation, ineligibility or recall, the Vice President shall assume the office of President. Vacancies in any other elected office shall be filled by an election held at the next regular meeting where the vacancy was announced. Nominations may be made at the meeting where the vacancy is announced, and nominations may also be made from the floor at the time of the election. The President may appoint an interim officer to fill the vacancy until the election is held.

**Article VII Meetings**

**Section 7.1: Logistics**
The day and time of regular meetings shall be determined by the majority of the membership at the first regular meeting of the term.

**Section 7.2: 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.
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.

**Section 7.3: Special Meetings**
Special meetings may be called by the CLUB Board of Directors or by petition of five (5) Active Members. Members will be notified by the Secretary at least 72 hours in advance, via email.
Section 7.4: Quorum
Quorum for regular and special meetings shall be (30%) of the active membership.

Section 7.5: Voting Requirement
In order to vote active and in good standing, as stated in Article III, Section 4.

Section 7.6: Rules of 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.

Article VIII  Standing and Ad Hoc Committees
Section 8.1: Standing 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.

Section 8.2: Duties
Duties will be assigned upon the creation of Standing and Ad Hoc Committees.

Section 8.3: Establishment
The President shall have the authority to establish ad hoc committees as may be necessary from time to time to carry out the work of the organization.

Section 8.4: Appointment
The President shall appoint the chairpersons and members of all committees [Optional: subject to ratification of the membership].

Article IX  Finances
Section 9.1: Account
This organization, pursuant to its charter obligation, shall maintain an agency account with the Associated Students, Inc. for the official conducting of university business.

Section 9.2: Usage
All monies of this organization that are deposited in and disbursed from this account must follow the procedures outlined by the Associated Students, Inc.

Section 9.3: Dispersal of Funds
Should this organization become inactive, including the failure to apply for university recognition annually, the agency account will be handled in accordance with the procedures of the Associated Students, Inc.

Section 9.4: Fiscal Year
The fiscal year of this organization shall be July 1-June 30 (This is the fiscal year for the State of California and the Associated Students, Inc.).
Section 9.5: Dues
Dues will be established by consensus of the general body at the first meeting of the academic year.

Article X Amendments
Section 10.1: Submission of Amendments
An amendment(s) to these Bylaws may be proposed by the CLUB Board of Directors or by petition of five (5) Active Members.

Section 10.2: Approval of Amendments
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.

Section 10.3: Notification of Amendment
Pursuant to Executive Order 1068, any substantive change or amendment must be submitted to the Matador Involvement Center within 90 days.

Article XI Ratification
Section 11.1: Procedure for Ratification
Upon ratification by a ⅔ vote of the membership, and approval from the Matador Involvement Center and the Associated Students, Inc., this constitution shall become the official governing document of the organization.

Article XII - General Provisions

Section 12.1 Student Chapter
The CLUB shall operate as the California State University, Northridge Student Chapter of the INSTITUTE after acceptance of the petition for a charter and issuance of a charter.

Section 12.2 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 12.3 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.

This constitution was adopted on [18 February 2014] and most recently revised on [20 April 2014].

Cassie Berger