

**CONSTITUTION AND BY-LAWS
OF THE STUDENT (GATOR) CHAPTER
OF THE
FLORIDA ASSOCIATION FOR FOOD PROTECTION**

Affiliated with the International Association for Food Protection

CONSTITUTION

MISSION STATEMENT: Provide a forum to encourage improvement of all areas of milk, food, and environmental safety and quality. Increase the knowledge level and professional status of all members through promotion of milk, food, and environmental safety and quality issues.

ARTICLE I

NAME

This Association shall be known as the Gator Chapter of the Florida Association for Food Protection.

ARTICLE II

OBJECTIVES

The Objective of the Chapter shall be to foster a close relationship among Food Science and Food Microbiology (and other disciplines related to food safety and/or quality) students, faculty and other interested parties. Promote leadership; acquaint students in areas of food safety and quality, and stimulate interest in the Food Safety profession.

1. Encourage programs which contribute to the knowledge and stimulate the thought and vision of members. The program may include speakers, demonstrations, field trips, visual aids, and opportunity for association with active members and leaders in the profession.
2. Encourage activities that lead to the development of civic and social responsibility of the members.
3. Develop activities that challenge the potential talents of members. Individual initiative and management responsibility should be encouraged in the planning and execution of the Student Chapter functions. Members shall be given the opportunity to develop skills in the organization and presentation of ideas and in the practice of parliamentary procedure.
4. To promote better communication between Food related disciplines and the public at large.

ARTICLE III

MEMBERSHIP

- Section 1. There shall be three classes of membership in this Association – Active, Associate, and Honorary Life Members.
- Section 2. The qualifications of the classes of members, the dues of each, the manner of their election to membership, and their respective rights and privileges shall be prescribed in the By-laws, except as otherwise provided in this Constitution.
- Section 3. Members of this Association are eligible for membership in the International Association for Food Protection (IAFP), Inc., and subject to the membership regulations stipulated by that association.

ARTICLE IV

OFFICERS AND EXECUTIVE COMMITTEE

- Section 1. The elected officers of the Chapter shall be President, Vice-President, Secretary, Treasurer, FAFP representative and two Faculty Advisors.
- Section 2. The Executive Committee shall comprise of the President, Vice-President, Secretary, Treasurer and Faculty Advisors.
- Section 3. The Executive Committee shall conduct all business of the Chapter not requiring action by the Members.

ARTICLE V

DUTIES OF OFFICERS AND ADVISORS

- President** The President shall preside at all meetings of the Chapter and Executive Committee. He/she shall name all positions and committees for which provision has not otherwise been made in these By-Laws. He/she shall perform all other duties prescribed for his/her office by parliamentary practice
- Vice-President** The Vice-President shall carry out all duties assigned by the President. In the event of a vacancy in the office of President, the Vice-President shall succeed to that office for the balance of the term. In the absence of the President, the Vice-President shall preside at meetings. The Vice-President shall serve as the

program Chairperson of the Chapter; plan all activities not related to meetings. He/she will manage any Chapter website.

Secretary The Secretary shall keep records of attendance and minutes of meetings, handle correspondences and be the custodian of all official records of the Chapter. The Secretary is the administrative contact with FAFP and is responsible for reports required in Article XII of these By-Laws. He/she shall be responsible for preparing and distributing meeting notices, news of the Chapter's programs and/or activities, and promoting membership of the Chapter.

Treasurer The Treasurer shall handle all receipts and with the approval of the senior Faculty Advisor, shall make all disbursements for the Chapter. He/she shall keep accurate records of all financial transactions of the Chapter. At the end of the term, the Treasurer shall present the book to the Senior Faculty Advisor for audit.

Faculty Advisors The Faculty Advisors shall be academic Staff members of the Food Science or other food safety and quality departments, and will serve as the official liaison between the Chapter and the Department. At least one shall serve as the sponsor of the Chapter as an affiliate of FAFP. The Senior Faculty Advisor shall approve all disbursements made by the Treasurer, shall audit the Treasurer's books and shall approve the annual reports of the officers. The Junior Faculty Advisor shall serve in the absence of the Senior Faculty Advisor and shall assist him/her in the performance of his/her duties.

Reports At the end of the term, officers write and sign an annual report of activities and accomplishments, and submit it to the Senior Faculty Advisor who will approve and forward the final report to the Secretary of FAFP. The report shall clearly state the procedures and methods used in carrying out the duties of his/her office. The report shall also be filed in the Chapter files for reference for future officers. The Secretary's and Treasurer's records and books shall likewise be stored in the Chapter files.

Official Repository The Chapter files shall be kept in the office of the Department of Food Science.

ARTICLE VI

ELECTION OF OFFICERS

Eligibility

Each candidate for office must be an active member of the Chapter, who has attended at least one-half of the regular meetings of the Chapter during the immediately past academic year, and who has maintained an average of at least "C" (2.00 grade point on a 4-point scale).

Method of Election

Nominations shall be called and election held for one office at a time, beginning with the office of President. Candidates defeated for one office may thus be eligible for nomination to succeeding offices. Voting shall be by secret ballots, of only the Active Members. 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. Ballots shall be counted by the President, subject to review by the Executive Committee.

Other Requirements

- a. The term of each office shall be for one fiscal year following elections.
- b. No member may hold more than one elected office per term.
- c. To meet the requirement for a Student Chapter of FAFP, newly elected officers who are not Student Members of FAFP shall make application for such membership.
- d. The elected officers must be representative of the class standing (i.e. freshman, sophomore, junior, senior, fifth year, graduate) of the membership.
- e. At least two members of the executive committee must be planning to attend school here the year following the expiration of the elected terms or office.
- f. It is highly recommended that a freshman or sophomore hold a position on the Executive Committee.

Special Elections

A special election shall be conducted by the President or Vice-President during any regular meeting of the Chapter, either to fill a vacancy in the Office of Vice-President, Secretary, Treasurer, or to remove an officer for cause, provided in the latter case that specific, written charges have been made against the officer, their validity has been investigated by the remainder of the Executive Committee, and the charged officer has had an opportunity to refute the charges either in person or by representation. 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 two-thirds (2/3) vote of the Active Members present and voting.

Election of Officers

Officers shall be elected at the end of the Spring Semester.

ARTICLE VII

ELECTION OF FACULTY ADVISORS

- Section 1. Nominees shall be academic staff members of the Department of Food Science and Human Nutrition or a related Department.
- Section 2. The election shall be held at the same time as the election for officers, and in the same manner.
- Section 3. A. the term of office shall be for two (2) years, with only one advisor to be elected each year.
- B. The Senior Faculty Advisor shall be the advisor serving the second year.
- C. The Junior Faculty Advisor shall be the newly elected advisor.
- D. Both Junior and Senior Faculty Advisors must be Regular Members of FAFP to qualify as Student Chapter sponsors.

ARTICLE VIII

ELECTION OF HONORARY MEMBERS

Any person who has made an outstanding contribution to the food industry or the profession of food science and technology may be nominated for Honorary membership. Nominees shall be submitted to the Executive Committee for review. Election shall be by at least two-thirds (2/3) vote of Active Members. Not more than one Honorary member may be elected in any fiscal year. Honorary membership shall be recognized by a suitable certificate bestowed at a regular or special meeting of the Student Chapter.

ARTICLE IX

PARLIAMENTARY PROCEDURE

Section 1. Regular Meetings

There shall be at least three (3) regular meetings each semester with the time and place of all meetings scheduled at the beginning of the fall semester by the Executive Committee. Regular meetings may subsequently be postponed or canceled should the Executive Committee deem it necessary. The last meeting may be scheduled as the Annual Banquet of the Student Chapter.

Section 2. Conduct

“Robert’s Rules of Order” shall be the official guide for conduct of all regular meetings of the Student Chapter. The following order of business should be followed as closely as possible.

1. Call to Order
2. Roll call
3. Reading of Minutes
4. Treasurer’s Report
5. Committee Reports
6. Old or Unfinished Business
7. New Business
8. Announcements
9. Program
10. Adjournment

Section 3. Special Meetings

Special meetings may be called by the Executive Committee or by petition of five (5) Active Members.

Section 4. Quorum

Quorum for the conduct of business at either regular or special meetings shall be 1/3 of the Active members.

Section 5. Executive Committee

At the beginning of the fall semester, the Executive Committee shall schedule as many meetings as it deems necessary to conduct Student Chapter Business. Additional meetings may be called by the President as needed.

ARTICLE X

FINANCIAL

Section 1. Fiscal Year

The fiscal year and terms of officers of the Student Chapter shall be from July 1st of one calendar year to June 30th of the succeeding year.

Section 2. Dues

To support the activities of the Student Chapter, Active Members shall pay dues per semester. Dues will be decided by the Executive Committee before the first meeting.

Section 3. Additional Funds

Additional funds may be raised through officially approved activities or projects. Contributions from Associate Members or others who may wish to help support the Student Chapter may be accepted, but not solicited.

Section 4. Usage

Funds of the Student Chapter shall be used only for the purpose of furthering the objectives of the Student Chapter as given in Article II

Section 5. Dissolution

In the event of the dissolution of the Student Chapter for any reason, any accumulated funds will be distributed to FAFP.

ARTICLE XI

AMENDMENTS

Section 1. Proposals

Amendments to the By-Laws may be proposed by the Executive Committee or by petition of five (5) Active Members.

Section 2. Adoption

Proposed amendments shall be read to the members at two consecutive regular meetings of the Student Chapter. Following the second reading, it shall be voted on by the Active Members. An affirmative vote of at least two-thirds (2/3) of the Active Members present and voting shall be necessary for approval.

Section 3. **Approval**

Approved proposed amendments shall be submitted to the President of FAFP for Board discussion and adherence to FAFP By-laws. Amendments shall not become effective until the Student Chapter has received approval from the FAFP Board.

ARTICLE XII

FAFP AFFILIATION

Section 1. **Student Chapter**

Upon final acceptance of the Student Chapter's petition and issuance of a charter by FAFP, the Student Chapter shall operate as the Gator Chapter of the University of Florida of the Florida Association for Food Protection.

Section 2. **Qualifications of Officers**

The President, Vice-President, Secretary, Treasurer and FAFP Representative of the Student Chapter shall be Student Members of FAFP, and both Faculty Advisors shall be Individual Members of FAFP in order to qualify as Student Chapter Sponsors.

Section 3. **Reports to FAFP**

A. **By-Law Amendments**

Following approval by the membership, all proposed amendments of the Student Chapter's By-Laws shall be submitted by the Secretary to the President of FAFP for Board discussion and adherence to FAFP By-laws. An up-to-date copy of the Student Chapter's By-Laws shall be on file with FAFP.

B. **Officers and Meetings**

Within thirty (30) days after the annual election, the Student Chapter shall certify to the President of FAFP, the complete list of new officers and sponsor(s) for the coming year. Accompanying this report shall be a list of Student Chapter meetings held during the past year.

C. Change of Sponsors

Should any change of sponsors occur during the year, the change shall be reported by the Secretary to the President of FAFP.

Section 4. **Dissolution**

Failure of the Student Chapter to hold the requisite number of meetings, submit the required reports to FAFP, or to fulfill its purpose may be cause for FAFP to revoke the Charter of the Student Chapter. In the event of revocation of the Student Chapter charter, the standing in FAFP of the Student Members of the Chapter shall not be affected.