

**BYLAWS OF THE  
Institute of Food Technologists Student Association,  
The University of Connecticut Chapter (IFTSA, UCONN CHAPTER)  
September 2013**

**Article I - Name**

The name of this organization shall be the Institute of Food Technologists Student Association, University of Connecticut Chapter (IFTSA, UCONN CHAPTER), located at Storrs, Connecticut, CT-06269. IFTSA, UCONN CHAPTER is a student wing of the Institute of Food Technologists (IFT), USA. Hereinafter, these are referred to as the "CHAPTER" and the "INSTITUTE", respectively.

**Article II – Objectives**

*Section II.1 Objectives*

The objectives of the CHAPTER shall be to foster a close relationship among all the interested students (undergraduate and graduate) and faculty members in various departments of UCONN to encourage leadership, and to acquaint students with the scope of food science, and technology, and to garner ties with similar student CHAPTERs within UCONN for the advancement of the science related to food, nutrition, and health.

*Section II.2 Implementation*

To implement these objectives, the CHAPTER shall:

- a. Conduct programs that contribute to the knowledge and stimulate the thought and vision of members by means of invited presentations, 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 CHAPTER activities that challenge the potential talents of members and encourage individual initiative and management responsibility through the planning and execution of CHAPTER 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**

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*Section III.1 Membership Categories*

## a. Active

Active membership shall be open to all students interested in food science, technology, nutrition and health.

## b. Associate

Associate members shall be persons who are actively engaged in the food industry and interested in promoting the objectives of the CHAPTER. All faculty and staff members of the departments in UCONN shall be, ex officio (non-voting), associate members

## c. Honorary

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

## d. Founding

Founding members shall be persons who have made significant contributions to the making of the CHAPTER.

*Section III.2 Membership Cancellation*

Any member shall withdraw himself/herself from the active chapter membership in the event of graduation or relocation. In case of any indecent activity by an active member that negatively affects IFTSA, UCONN CHAPTER, the charge shall be notified to the board of directors in writing, and the validity of charge(s) investigated by the CHAPTER Board of Directors. The charged individual should be given an opportunity to refute the charges, either in person or through a representative to the Board of Directors. The Board of Directors shall then decide to cancel the chapter membership of the concerned with a written letter with two-thirds (2/3rd) majority.

**Article IV – Board of Directors***Section IV.1 Officers*

- a. The officers of the CHAPTER shall be: President (Chief Organizational Officer), Vice President (Event Coordinator), Secretary, and Treasurer (Chief Financial Officer). For the purpose of registration to the UCONN system, the names, Chief Organizational Officer, Event Coordinator, and Chief Financial Officer shall be appropriately used. However, for all communications with the National IFT and

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reporting purposes, the names, President, Vice President, Secretary and Treasurer shall be used.

- b. The Governance Year shall be the same as the INSTITUTE of Food Technologists. (September 1 – August 31)
- c. No Board Member may hold more than one elected office at a time.

*Section IV.2 Composition*

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

*Section IV.3 Duties*

- a. President

The President shall:

- 1. Preside at all CHAPTER Board of Directors meetings. No less than three (3) regular meetings each school year should be carried out to maintain/obtain Charter status from the INSTITUTE
- 2. Shall set the agenda for each meeting
- 3. Appoint all positions and committees for which provision has not otherwise been made in these Bylaws with a two-thirds (2/3) majority among the voting members of the Board of Directors
- 4. Responsible for preparing and distributing news of CHAPTER programs and activities to suitable publications and other media.

- 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;

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3. Serve as program chair of the CHAPTER; 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 CHAPTER meetings;
2. Handle all CHAPTER correspondence;
3. Be custodian of all official CHAPTER records;
4. Be the CHAPTER's administrative contact with INSTITUTE and the Nutmeg Section IFT and
5. Prepare all reports to the INSTITUTE required in Article X, Section 10.2 of these Bylaws.
6. Act as Parliamentarian to rule on all questions of parliamentary procedure arising during CHAPTER meetings and shall be responsible for maintaining these Bylaws.

## d. Treasurer

The Treasurer shall:

1. Handle all CHAPTER receipts and, with the approval of the Faculty Advisor(s), make all disbursements;
2. Keep accurate records of all the CHAPTER's financial transactions; and
3. Present the books to the CHAPTER Advisor for audit at the end of the term of office.

## e. Faculty Advisor(s)

The CHAPTER Faculty Advisor shall:

1. Be a faculty or academic staff member of UCONN
2. Serve as an official liaison between the CHAPTER and UCONN

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3. Approve all disbursements made by the Treasurer.
  4. Audit the Treasurer's books.
  5. Review the annual reports of the officers.
  6. The student executive board will nominate the CHAPTER Advisor in the absence of the incumbent in an event, or his/her resignation, or his/her continued physical absence.
  7. There shall be two Faculty Advisors as required and determined by the Student Board of Directors, and they shall serve the Board with staggered terms.
- f. Faculty Coordinator, Awards and Scholarships
1. Be a faculty member or academic staff of UCONN, and nominated by the Connecticut section of the INSTITUTE.
  2. Be able to facilitate any event of receiving applications, disburse announcements, and encourage students to participate in competitions for scholarships, awards and other student recognitions university-wide.

*Section IV.4 Reports and Records*

All officers, at the end of their terms of office, shall submit a year-end report to the Faculty Advisors. 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 Faculty Advisors shall review the reports and place them in the CHAPTER files for reference by future officers. Records of the offices of Secretary and Treasurer shall likewise be stored in the CHAPTER files over vacation periods.

*Section IV.5 Official Repository*

CHAPTER files shall consist of a file drawer, or portion thereof, in UCONN, or the office of the CHAPTER Faculty Advisor.

**Article V Other Positions and Committees**

All other positions and (sub) committees as required shall be named as appropriate and could be elected during the regular CHAPTER meeting presided by the President. In case of low attendance in the meeting, the President could appoint people for the positions as per the requirement with a two-thirds (2/3) majority in the student board of directors (voting). The President shall be an ex officio member of each committee. Upon completion of their work, the elected members or the Chairs of all such

committees/sub-committees shall submit a written report to the Secretary for filing with the CHAPTER minutes.

## **Article VI Elections**

### *Section VI.1 Election of Officers*

#### **a. Eligibility**

1. Each candidate for office must be an Active Member of the CHAPTER who has attended at least one half ( $\frac{1}{2}$ ) of the regular CHAPTER meetings during the academic year immediately past and who has maintained a grade average of at least a "C". The CHAPTER Faculty Advisor shall be prepared to rule on the eligibility of all nominees for CHAPTER 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. The voting shall be by a secret ballot. A Faculty Advisor could be an Election Officer who shall count all the votes.
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.
5. Alternatively, elections to each office could be also made by simple nomination by an active member that shall be ratified by another active member (seconding process). This decision shall be made by the existing Board of Directors after consulting with the CHAPTER Faculty Advisor(s).

#### **c. Other Requirements**

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1. The term of office shall be for one year following the election.
2. No active member shall hold more than one position at a time.

## d. Special Elections

1. A special election shall be held during any regularly scheduled CHAPTER 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 CHAPTER 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 two thirds (2/3) vote of the active Members present and voting.

*Section VI.2 Election of CHAPTER Advisors*

## a. Eligibility

Nominees shall be faculty or academic staff members of UCONN for Faculty Advisors, and a faculty or academic staff nominated by the Connecticut Section of IFT for Faculty Coordinator, Awards and Scholarships, and all shall be members of the INSTITUTE.

## b. Method of Election

1. The election of the Faculty Advisor(s) shall be held at the same time as the election of student officers.
  - a. The term of the office shall be for two (2) years and they will be on staggered terms ensuring that both faculty advisors are not elected at the same time allowing for more stability within the chapter and helps with continuous institutional memory. Each year, an advisor will be elected for a two year term allowing for overlap of 1 year between the advisors. An outgoing Advisor may be re-elected for another two year term. Anytime the CHAPTER shall have two active Faculty Advisors.
  - b. Voting shall be by a secret ballot 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

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followed as for the election of officers. An election to fill the un-expired term of a Faculty Advisor shall be conducted as specified in Article VIII. Section 2.d.

- c. Alternatively, elections to this office can also be made by a two-third majority (2/3rd) of the active student members.
2. The nomination of the Faculty Coordinator, Awards and Scholarships shall be made by the Connecticut Section of IFT Board, and term of the office shall be for two (2) years.

### *Section VI.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 Faculty Advisor or at such time as determined by the CHAPTER Board of Directors.
2. The names of nominees and appropriate background information shall be submitted to the CHAPTER Board of Directors in writing for review.
3. Nominees accepted by the CHAPTER Board of Directors shall be elected by at least a two third's (2/3) vote of the Active Members of the CHAPTER.
4. Honorary Membership shall be recognized by an appropriate certificate bestowed at the (Annual Banquet or other event) of the CHAPTER.

## **Article VII Meetings**

### *Section VII.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 President with the approval of the CHAPTER Board of Directors. [Note: The three (3) meetings yearly are required by the INSTITUTE Constitution and Bylaws for your Club to



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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 CHAPTER 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 CHAPTER 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 VII.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 CHAPTER. The President shall set the agenda for each meeting in accordance with the order of business set forth in the Rules of Order.

*Section VII.3 Special Meetings*

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

*Section VII.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 VIII.1 Fiscal Year*

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

*Section VIII.2 Dues*

To support the objectives of the CHAPTER, Active Members shall pay dues. Dues shall be set by the CHAPTER 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 CHAPTER revises the dues, the Bylaws must also be changed.]

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*Section VIII.3 Fund Raising Activities*

- a. The CHAPTER shall seek funding from the Undergraduate and Graduate Student Senates, and from Industry sources such as Nutmeg IFT.
- b. Additional funds may be raised through activities approved by the CHAPTER Board of Directors.
- c. Contributions from Associate Members or others who wish to support the objectives of the CHAPTER may be accepted, but shall not be solicited.

*Section VIII.4 Disbursement of Funds*

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

*Section VIII.5 Beneficiary*

Should the CHAPTER cease to exist, the remaining funds shall be transferred to the Department of Animal Science.

**Article IX Amendments to the Bylaws***Section IX.1 Proposals*

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

*Section IX.2 Approval*

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

**Article X - General Provisions***Section X.1 Student CHAPTER*

The CHAPTER shall operate as the University of Connecticut Student CHAPTER of the INSTITUTE after acceptance of the petition for a charter and issuance of a charter.

*Section X.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 CHAPTER Staff Liaison of the INSTITUTE which certifies the complete list of the new officers and CHAPTER Advisors for the coming year.
- c. No later than June 1, the secretary shall submit an Annual Report of the CHAPTER activities, including dates, types of meetings or events, and attendance at each activity, to the Student CHAPTER Staff Liaison of the INSTITUTE.
- d. Any changes in CHAPTER officers or Advisors that occur during the year shall be reported by the Secretary to the Student CHAPTER Staff Liaison of the INSTITUTE.

*Section X.3 Dissolution*

- a. Dissolution by Membership

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

- b. Dissolution by the INSTITUTE Board of Directors

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

**Article XI – Enabling Clause**

These bylaws are approved by the following members [Student Representatives (Ms. Deepti P. Karumathil, Ms. Genevieve Flock, Mr. Derek Martin, Mr. Ruisong Pei), Faculty Advisors (Dr. Kumar Venkitanarayanan, Dr. Bradley Bolling, Dr. Richard Mancini), Founding members (Dr. Cameron Faustman, Dr. Anup Kollanoor Johny and Ms. Diane Louise-Gnat), and National IFT officers (Anna Ylijoki - Manager, Component

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Relations, and Erin Carter - Senior Program Manager)] (12 members) and put into effect on Tuesday, September 24<sup>th</sup>, 2013. The IFTSA, UCONN CHAPTER, hereby thank all the IFT members and the Connecticut IFT Executive Board for their reviews prior to enabling.

Board of Directors

Ms. Deepti P. Karumathil (Department of Animal Science)  
President of IFTSA, UCONN CHAPTER 2013-'14

*Deepti*

Ms. Genevieve Flock (Department of Animal Science)  
Vice President of IFTSA, UCONN CHAPTER 2013-'14

*Genevieve Flock*

Mr. Derek Martin (Department of Nutritional Sciences)  
Treasurer of IFTSA, UCONN CHAPTER 2013-'14

*Derek Martin*

Mr. Ruisong Pei (Department of Nutritional Sciences)  
Secretary of IFTSA, UCONN CHAPTER 2013-'14

*Ruisong Pei*

Advisors

Dr. Bradley Bolling PhD  
Faculty Advisor of IFTSA, UCONN CHAPTER 2013-'14

*Bradley Bolling*  
9/23/13

Dr. Kumar Venkitanarayanan PhD  
Faculty Advisor of IFTSA, UCONN CHAPTER 2013-'15

*Kumar Venkitanarayanan*  
09/23/13

Dr. Richard Mancini PhD  
Faculty Coordinator, Awards and Scholarships,  
IFTSA, UCONN CHAPTER 2013-'15

*RAM, Richard Mancini*  
09/23/13

Founding Members

Dr. Cameron Faustman PhD  
University of Connecticut

*Cameron Faustman*

Dr. Anup Kollanoor Johny PhD  
University of Connecticut/Nutmeg IFT Board

*Anup Kollanoor Johny* 9/23/13

Ms. Diane-Louise Hnat  
Nutmeg IFT Board

*Diane L. Hnat* 9/24/13