

**BYLAWS  
of the  
SOUTHERN CALIFORNIA REGIONAL SECTION,  
INSTITUTE OF FOOD TECHNOLOGISTS**

**ARTICLE I – NAME, HEADQUARTERS AND TERRITORY**

**Section 1.1 Name**

The name of the organization shall be the SOUTHERN CALIFORNIA REGIONAL SECTION OF THE INSTITUTE OF FOOD TECHNOLOGISTS. Hereinafter, these entities shall be referred to as "SECTION", or "SOUTHERN CALIFORNIA REGIONAL SECTION", and "INSTITUTE", respectively. In the event of any conflict between the BYLAWS of this SECTION and the Constitution and Bylaws of the INSTITUTE, the latter shall prevail.

**Section 1.2 Headquarters and Territory**

The headquarters of the SOUTHERN CALIFORNIA SECTION of the INSTITUTE shall be located at the office of the current Secretary. If the SECTION utilizes the services of an association management company, that address may be given as the headquarters. The territory of the SECTION shall be defined as follows:

1. The northern-most boundary includes the following counties, i.e. from east to west: Mono, Inyo, Kern, and Los Angeles 93500, Ventura 93000 – 93100, and Santa Barbara, San Luis Obispo 93400.
2. The eastern boundary of the state of California includes the following counties, i.e. from north to south: San Bernardino 92300, 92500, Riverside 92400, and Imperial 92200.
3. The southern boundary of the state of California.
4. The western boundary of the state of California includes the following counties, i.e. from south to north: San Diego 92000-92100, Orange 92600-92800, Los Angeles 90000-91800, Ventura 93000-93100, and Santa Barbara, San Luis Obispo 93400.

The ZIP codes included in the SECTION run from 90000 through 93100, 93400, and 93500.

**ARTICLE II – PURPOSE AND OBJECTIVES**

The purpose and objectives of this SECTION shall be:

1. To support improvement of the food supply and its use through science, technology and education.
2. To promote interest in the field of Food Science and Technology;
3. To encourage and provide the means for discussing and disseminating technical and other information relating to the production, processing, packaging, distribution, preparation, evaluation, and utilization of food;

4. To advance the profession of Food Science and Technology by promoting the maintenance of high professional standards among its members;
5. To utilize the diversified interests and abilities of our members to increase professional knowledge through participation in the SECTION'S activities;
6. To promote cooperative relations with the faculties and students of educational institutions in the SECTION area that offer Food Science and Technology and related courses; and
7. To implement and accomplish other programs consistent with the purposes of the INSTITUTE.

The SECTION is a non-profit, scientific, educational group. The SECTION is recognized as exempt under the provisions of Section 501(c)(3) of the Internal Revenue Code of 1954

## **ARTICLE III – MEMBERSHIP**

### **Section 3.1 Membership Categories**

1. SECTION Member – Any person who is a Member, Professional Member, or who holds Emeritus status in the INSTITUTE and is also a member of the SECTION.
2. SECTION Regional Associate – 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.
3. Student Member – Any person who is matriculating in an educational institution as a full-time student or who is a Student Member of the INSTITUTE.

### **Section 3.2 Membership Limitations**

The number of SECTION Regional Associates, excluding retired SECTION Regional Associates and all Student Members, shall be determined and identified in the STANDARD OPERATING PROCEDURES.

### **Section 3.3 Industrial Associates**

Any company that wishes to help support the objectives of the SECTION may become an Industrial Associate under conditions established by the Executive Committee of the SECTION.

### **Section 3.4 Member Voting Rights and Election to Offices**

All members may participate in the activities of the SECTION, but only SECTION Members are qualified to vote or be elected as members of the SECTION Executive Committee.

### **Section 3.5 Membership Dues**

The SECTION Executive Committee shall establish the dues structure for the next year at the same time it approves the annual budget. Refer to the SECTION STANDARD OPERATING PROCEDURES for guidelines

## **ARTICLE IV – EXECUTIVE COMMITTEE**

### **Section 4.1 Executive Committee Composition**

1. The SECTION Executive Committee shall be comprised of the SECTION Officers, and SECTION Representatives elected by the membership eligible to vote. One Student Member representative may be appointed as a voting member.
2. The officers of the SECTION shall be: Chair, (Co-Chair), Chair-Elect, (Co-Chair-Elect), Past Chair (Co-Past Chair), Secretary, and Treasurer. The officers shall have the responsibility to administer and execute the activities of the SECTION within the framework of the policies established by the Executive Committee.

### **Section 4.2 Executive Committee Terms of Office**

The terms of the SECTION officers shall follow the INSTITUTE Bylaws and shall be a minimum of one year beginning on September 1 following the election. Refer to the SECTION STANDARD OPERATING PROCEDURES for specific term limits

### **Section 4.3 Executive Committee Roles and Responsibilities**

The SECTION Executive Committee shall:

1. Develop long-range plan for the SECTION and monitor progress.
2. Oversee all committees and volunteer workgroups appointed by the SECTION Executive Committee to achieve the mission of the SECTION and the INSTITUTE.
3. Establish policies and develop the activities necessary to meet the objectives of the SECTION and the INSTITUTE.
4. Ensure the fiscal health of the SECTION.
5. Develop and approve an annual budget based on its planned program of activities for the year.
6. Communicate with SECTION members regarding the SECTION and INSTITUTE activities.
7. Establish mechanisms to consider the views of the membership on issues being discussed by the SECTION Executive Committee.
8. Fill any vacancy among the officers or its own membership for the balance of the governance year, except for the office of Chair.

### **Section 4.4 Executive Committee Meetings**

1. **Frequency-** 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 SECTION executive committee, with adequate notice.

2. **Quorum-** A quorum of the SECTION Executive Committee shall be not less than fifty percent (50%) plus one of the voting members, of which the Chair, Chair-elect, or their designate, must be present.
3. **Electronic Participation-** Executive Committee members may participate and act at any meeting through the use of a teleconference or other communications equipment. Such participation shall equate to attendance and presence in person at the meeting. Any action by the Executive Committee may be taken without a meeting if consent in writing, including by electronic means, is signed by all of the members of the Executive Committee entitled to vote.

#### **Section 4.5 Executive Committee Non-performance**

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

### **ARTICLE V – SECTION OFFICERS**

#### **Section 5.1 Officers**

The officers of the SECTION shall be:

1. Chair (or Co-Chairs)
2. Chair-elect (or Co-Chair Elects)
3. Past Chair (or Co-Past Chairs)
4. Secretary
5. Treasurer

The officers shall be responsible for administering and executing the activities of the SECTION within the framework of established policies. Refer to the specific officer duties in the SECTION STANDARD OPERATING PROCEDURES.

### **ARTICLE VI –COMMITTEES**

The SECTION Executive Committee may establish committees as needed to conduct the activities of the SECTION. There are committees required by the INSTITUTE and

other committees established as needed by the SECTION. Refer to the SECTION STANDARD OPERATING PROCEDURES for committees not required by the INSTITUTE.

### **Section 6.1 Nominating Committee (required)**

1. The Nominating Committee shall be comprised of a minimum of three (3) SECTION members, one of whom shall be the immediate Past Chair who shall serve as ex officio Chair; the other members shall be SECTION Members.
2. The Nominating Committee shall develop and present the slate of candidates for all elected positions in accordance with the regulations in these Bylaws.
3. Refer to the SECTION STANDARD OPERATING PROCEDURES for specific duties of the Nominating Committee.

### **Sections 6.2-6.23 Committees**

Refer to the SECTION STANDARD OPERATING PROCEDURES for other committees established as needed by the SECTION.

### **Section 6.24 Eligibility**

Only SECTION Members are eligible for appointment as committee chairs and as members of the required committees identified by the INSTITUTE.

## **ARTICLE VII – OFFICIAL PUBLICATION**

### **Section 7.1 Publication Name**

The official publication of the SOUTHERN CALIFORNIA REGIONAL SECTION OF THE INSTITUTE OF FOOD TECHNOLOGISTS shall be "SCIFTS".

### **Section 7.2 Publication Editor**

The SECTION Chair, subject to the approval of the Executive Committee shall appoint an Editor for "SCIFTS".

### **Section 7.3 Publication Functions**

"SCIFTS" shall carry announcements of regular meetings of the SECTION and other pertinent information relating to the INSTITUTE. It shall be distributed so that the members will receive it at least one week prior to such meetings. The Editor may appoint an editorial staff to assist in the discharge of these duties.

## ARTICLE VIII –NOMINATIONS AND ELECTIONS

### **Section 8.1 Nominations**

1. The Nominating Committee shall prepare a slate of two (2) candidates for each office to be filled.
2. In the case of an incumbent Secretary or Treasurer (or Secretary-Treasurer) seeking re-election, a second candidate need not be selected.
3. The Nominating Committee shall determine the eligibility of each candidate and the willingness of the candidate to serve if elected.
4. No member of the Nominating Committee shall become a candidate for office.
5. Refer to the SECTION STANDARD OPERATING PROCEDURES for specific nomination guidelines.

### **Section 8.2 Annual Election**

1. All SECTIONS are required to hold annual elections in conjunction with the INSTUTUTE leadership election. Dates of the election and ballot requirements are shared with SECTIONS each year.
2. Only SECTION members, as defined in Article III, are permitted to vote in SECTION activities.
3. Refer to the SECTION STANDARD OPERATING PROCEDURES for specific election guidelines.

### **Section 8.3 Results**

1. The officers elected shall be announced to the membership at the next meeting of the SECTION following the results of the election.
2. The Secretary shall report newly elected officers to the INSTITUTE upon request.

### **Section 8.4 Vacancies**

1. Any vacancy on the SECTION Executive Committee shall be filled by appointment of the SECTION Executive Committee.
2. A member of the SECTION Executive Committee or officer elected to fill a vacancy by the SECTION Executive Committee shall serve for the un-expired term of their predecessor, except for the Chair-elect.
3. The Chair-elect must be elected to the position of Chair but may run unopposed.

## ARTICLE IX – SECTION MEETINGS

### **Section 9.1 SECTION Meetings**

1. The SECTION Executive Committee shall hold regular meetings of the SECTION, preferably on a monthly basis where practical, but in no event less than six (6) times per year.
2. It shall determine in advance the time and place for each meeting.

3. It may call special meetings, as needed, upon written notice to the SECTION members at least ten (10) days prior to the meeting.

### **Section 9.2 SECTION Voting Quorum**

1. To fairly represent the needs of the SECTION, a quorum of the total SECTION Membership is required to vote on issues requiring approval of the SECTION Membership.
2. The quorum is established per the guidelines in the SECTION STANDARD OPERATING PROCEDURES.

## **ARTICLE X - DISSOLUTION**

### **Section 10.1 Dissolution by the Institute Board of Directors**

If this SECTION ceases to function as a SECTION of the INSTITUTE for a period of more than one year, or holds less than three (3) meetings in any one year, or if its membership is less than twenty-five (25) members of the INSTITUTE for a period of one year, the Board of Directors may terminate the charter of this SECTION. Such dissolution of the SECTION shall not affect the standing in the INSTITUTE of the members of the SECTION.

### **Section 10.2 Dissolution by Membership**

The membership of this SECTION may vote to dissolve the SECTION. The INSTITUTE should be notified of the intent to dissolve. The INSTITUTE will transmit a ballot to all members of the INSTITUTE residing within the SECTION ZIP code boundaries. A two-thirds (2/3's) majority vote is required for dissolution.

### **Section 10.3 Fiscal Responsibility**

In the event of voluntary dissolution of this SECTION, or revocation of its charter by the INSTITUTE Executive Committee, and after the discharge of all of its debts and obligations, any remaining funds and property of the SECTION shall be conveyed 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 INSTITUTE shall be notified in writing of said action, immediately upon its completion. 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. 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) 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 conveyance.

## ARTICLE XI – GENERAL PROVISIONS

### **Section 11.1 Amendments**

Proposed amendments to the Bylaws shall be submitted to the INSTITUTE in writing and may be initiated by the SECTION Executive Committee or any five (5) SECTION Members.

The INSTITUTE shall review all proposed amendments and respond to the initiating group within 45 days. The INSTITUTE may:

1. Reject the proposal and return it to its initiators.
2. Return the proposal to its initiators for revision.
3. Forward the proposal to a volunteer workgroup for review, recommendation and/or revision. Revised proposals shall be returned to the initiators and the SECTION Executive Committee.

Proposed amendments acceptable to all parties shall be voted on by the SECTION Executive Committee. The SECTION Executive Committee may:

1. Approve the proposal and amend the Bylaws.
2. Reject the proposal and return it to its initiators.

### **Section 11.2 Limitation of Liability**

No SECTION Executive Committee member or officer shall be liable for damages resulting from the exercise of judgment or discretion in connection with the duties or responsibilities of their office except as dictated by law.

### **Section 11.3 Administration**

The governance year of the SOUTHERN CALIFORNIA REGIONAL SECTION OF THE INSTITUTE OF FOOD TECHNOLOGISTS is the same as the INSTITUTE governance year. The governance year covers the terms of the officers and committees and the meeting programs.

### **Section 11.4 Dues Year**

The period covered by the dues of all membership categories and by the fees of Industrial Associates shall be one year. Members in arrears over 60 days shall be dropped from the official rolls of the SECTION. A member may apply for reinstatement following current membership application procedures.

### **Section 11.5 Fiscal Year**

The fiscal year of the SOUTHERN CALIFORNIA REGIONAL SECTION OF THE INSTITUTE OF FOOD TECHNOLOGISTS is the same as the INSTITUTE'S fiscal year.

## **ARTICLE XII - SUB-SECTIONS**

Sub-Sections of the SOUTHERN CALIFORNIA REGIONAL SECTION OF THE INSTITUTE OF FOOD TECHNOLOGISTS may be formed. Refer to the SECTION STANDARD OPERATING PROCEDURES for policy and guidelines.

## **ARTICLE XIII – PARLIAMENTARY AUTHORITY**

Roberts Rules of Order, revised, shall govern the SOUTHERN CALIFORNIA REGIONAL SECTION OF THE INSTITUTE OF FOOD TECHNOLOGISTS in all cases to which they are applicable, and in which they are not in conflict with these BYLAWS or adopted BYLAWS or Rules of the INSTITUTE.

## **ADOPTION AND AMENDMENTS**

- Approved by Southern California SECTION, Institute of Food Technologists Executive Committee. (October 15, 1980)
- Approved by Institute of Food Technologists, Committee on Constitution and By-Laws. (March 26, 1981)
- Scholarship Committee Amendment: Approved by Institute of Food Technologists, Committee on Constitution and By-Laws (George Foster's letter to SCIFTS). (December 18, 1985)
- In current format (March, 1986)
- Re-formatted with amendments (November 17, 1999)
- Re-formatted to conform to the new IFT Committee on Constitution and Bylaws' requirement (started November 2007, complete April 2008). In conjunction, created the SECTION STANDARD OPERATING PROCEDURES as a corresponding document to the BYLAWS of the SOUTHERN CALIFORNIA REGIONAL SECTION to create nimbleness in daily SECTION operating decisions

**STANDARD OPERATING PROCEDURES**  
**of the**  
**SOUTHERN CALIFORNIA REGIONAL SECTION,**  
**INSTITUTE OF FOOD TECHNOLOGISTS**

**PURPOSE**

The purpose of the STANDARD OPERATING PROCEDURES is to provide guidance and clarification for the day-to-day operations of the SECTION. The objective, conduct, and framework to govern the SECTION is contained in the BYLAWS of the SOUTHERN CALIFORNIA REGIONAL SECTION.

Any revisions necessary to the SECTION STANDARD OPERATING PROCEDURES must be passed by the executive committee of the SECTION. Any revisions of the BYLAWS of the SOUTHERN CALIFORNIA REGIONAL SECTION must be passed by the SECTION Regional Members.

**ARTICLE I – NAME, HEADQUARTERS AND TERRITORY**

Follow the guidelines of the BYLAWS of the SOUTHERN CALIFORNIA REGIONAL SECTION OF THE INSTITUTE OF FOOD TECHNOLOGISTS. The guidelines are listed here for reference:

**Section 1.1 Name**

The name of the organization shall be the SOUTHERN CALIFORNIA REGIONAL SECTION OF THE INSTITUTE OF FOOD TECHNOLOGISTS. Hereinafter, these entities shall be referred to as "SECTION", or "SOUTHERN CALIFORNIA REGIONAL SECTION", and "INSTITUTE", respectively. In the event of any conflict between the BYLAWS of this SECTION and the Constitution and Bylaws of the INSTITUTE, the latter shall prevail.

**Section 1.2 Headquarters and Territory**

The headquarters of the SOUTHERN CALIFORNIA REGIONAL SECTION OF THE INSTITUTE OF FOOD TECHNOLOGISTS shall be located at the office of the current Secretary. If the SECTION utilizes the services of an association management company, that address may be given as the headquarters. The territory of the SECTION shall be defined as follows:

1. The northern-most boundary includes the following counties, i.e. from east to west: Mono, Inyo, Kern, and Los Angeles 93500, Ventura 93000 – 93100, and Santa Barbara, San Luis Obispo 93400.

2. The eastern boundary of the state of California includes the following counties, i.e. from north to south: San Bernardino 92300, 92500, Riverside 92400, and Imperial 92200.
3. The southern boundary of the state of California.
4. The western boundary of the state of California includes the following counties from south to north: San Diego 92000-92100, Orange 92600-92800, Los Angeles 90000-91800, Ventura 93000-93100, and Santa Barbara, San Luis Obispo 93400.

The ZIP codes included in the SECTION run from 90000 through 93100, 93400, and 93500.

## **ARTICLE II – PURPOSE AND OBJECTIVES**

Follow the guidelines of the BYLAWS of the SOUTHERN CALIFORNIA REGIONAL SECTION. The guidelines are listed here for reference:

The purpose and objectives of this SECTION shall be:

1. To support improvement of the food supply and its use through science, technology and education.
2. To promote interest in the field of Food Science and Technology;
3. To encourage and provide the means for discussing and disseminating technical and other information relating to the production, processing, packaging, distribution, preparation, evaluation, and utilization of food;
4. To advance the profession of Food Science and Technology by promoting the maintenance of high professional standards among its members;
5. To utilize the diversified interests and abilities of our members to increase professional knowledge through participation in the SECTION'S activities;
6. To promote cooperative relations with the faculties and students of educational institutions in the SECTION area that offer Food Science and Technology and related courses; and
7. To implement and accomplish other programs consistent with the purposes of the INSTITUTE.

The SECTION is a non-profit, scientific, educational group. The SECTION is recognized as exempt under the provisions of Section 501(c)(3) of the Internal Revenue Code of 1954

## ARTICLE III – MEMBERSHIP

### **Section 3.1 Membership Categories**

“SECTION Members” are SECTION members who are also members of the INSTITUTE. “SECTION Regional Associates” are SECTION members who are NOT members of the INSTITUTE.

### **Section 3.2 Membership Limitations**

The SECTION is open to membership by any professional or student in the field of food science and technology or related business interests.

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

### **Section 3.3 Industrial Associates**

Refer to the BYLAWS of the SOUTHERN CALIFORNIA REGIONAL SECTION for further clarification.

### **Section 3.4 Member Voting Rights and Election to Offices**

Refer to the BYLAWS of the SOUTHERN CALIFORNIA REGIONAL SECTION for further clarification.

### **Section 3.5 Membership Dues**

1. Dues for SECTION Regional Associates shall be set higher than dues for SECTION Members; dues for Students shall be set lower than for SECTION Members.
2. Emeritus SECTION Members and retired SECTION Regional Associates shall be exempt from paying SECTION dues.

## ARTICLE IV – EXECUTIVE COMMITTEE

### **Section 4.1 Executive Committee Composition**

The Executive Committee shall be comprised of the Officers (Chair, Chair-Elect, Past-Chair, Secretary, and Treasurer), and SECTION Representatives. The Executive Committee is elected by the SECTION membership eligible to vote. One Student Member representative may be appointed by the Chair as a voting member.

The SECTION Executive Committee should be large enough to provide a good working group to run Section activities, but not so large as to be cumbersome. To determine the number of SECTION Representatives, use one (1) Representative for every two-hundred (200) members. Refer to the average Regional SECTION membership count provided by the INSTITUTE. For example, in 2005 there were 1595 members and in 2006 there were 1599 members. That equates to a need for 8 SECTION Representatives.

Committee Chairs should be invited to attend meetings of the SECTION Executive Committee and may or may not have voting privileges as determined by the SECTION Executive Committee or as specified elsewhere in the BYLAWS of the SOUTHERN CALIFORNIA REGIONAL SECTION

#### **Section 4.2 Executive Committee Terms of Office**

1. The INSTITUTE BYLAWS state that the governance year of the SECTIONS shall be the same as the INSTITUTE governance year (September 1 - August 30) except when a change is approved by the INSTITUTE Board of Directors.
2. The Chair, Chair-Elect, and Past-Chair terms of office are one (1) year. The Chair, Chair-Elect, and Past-Chair may not serve two (2) consecutive terms.
3. The terms of the SECTION Representatives of the SECTION Executive Committee shall be two (2) years. The SECTION Representatives may not serve two (2) consecutive terms.
4. The Secretary and Treasurer terms of office are one (1) year. The Secretary and Treasurer shall be limited to three (3) consecutive terms.

#### **Section 4.3 Executive Committee Roles and Responsibilities**

Refer to the BYLAWS of the SOUTHERN CALIFORNIA REGIONAL SECTION for Roles and Responsibilities.

#### **Section 4.4 Executive Committee Meetings**

Refer to the BYLAWS of the SOUTHERN CALIFORNIA REGIONAL SECTION for Frequency, Quorum, and Electronic Participation.

#### **Section 4.5 Executive Committee Non-performance**

Refer to the BYLAWS of the SOUTHERN CALIFORNIA REGIONAL SECTION for further clarification.

#### **Further Guidance**

1. The SECTION Executive Committee may ask an officer, SECTION Representative, or committee Chair to resign if that person is not properly or adequately conducting the

duties of the position for four (4) months or if they miss more than four (4) SECTION Executive Committee meetings in one year.

This sets a standard of performance for all officers and elected representatives in fulfilling their responsibilities to the SECTION as members of the SECTION Executive Committee, and it gives the SECTION Executive Committee authority to enforce the standard.

## ARTICLE V – SECTION OFFICERS

### **Section 5.1 Officers**

Refer to the BYLAWS of the SOUTHERN CALIFORNIA REGIONAL SECTION for the specific officer requirement list.

#### **Further Clarification**

##### **1. Chair (Co-Chair)**

The Chair (Co-Chair) shall be the Chief Executive Officer of the SECTION and shall exercise general supervision over the interest and welfare of the organization. The Chair shall be the Chair of the SECTION Executive Committee and Board, and shall:

- a. Participate in the development of overall strategy and setting annual SECTION priorities.
- b. Preside at all meetings of the SECTION and of the Executive Committee.
- c. With the approval of the Executive Committee, appoint all Committees and designate the Chair of each and fill any vacancies occurring therein, in accordance with the provisions of the BYLAWS of the SOUTHERN CALIFORNIA REGIONAL SECTION.
- d. Perform such other duties pertaining to the office of the Chair as may be assigned in the INSTITUTE and BYLAWS of the SOUTHERN CALIFORNIA REGIONAL SECTION or assigned by the Executive Committee to allow this officer to coordinate the work of the SECTION and promote the purpose of this organization.
- e. Appoint a student member to the Executive Committee and/or other Committees.
- f. Succeed automatically to the office of the immediate past Chair at the expiration of the Chair's term of office.

##### **2. Chair-Elect (Co-Chair-Elect)**

The Chair-Elect's (Co-Chair-Elect) responsibilities shall include, but are not limited to:

- a. Participate in the development of overall strategy and setting annual Section priorities.
- b. Serve ex officio, as Chair of the Arrangements Committee (refer to Arrangements Committee section 6.8).
- c. Perform other duties designated by the Chair.
- d. Perform the duties of the Chair in the event of the Chair's absence.

- e. Succeed immediately to the office of Chair in the event of the Chair's resignation, disability, or death.

### **3. Past Chair (Co-Past- Chair)**

The Past Chair (Co-Past- Chair) responsibilities shall include, but are not limited to:

- a. Participate in the development of overall strategy and setting annual Section priorities.
- b. Chair the Nominating Committee (refer to duties of Nominating Committee).
- c. Participate on the long range planning committee.
- d. Participate on the Finance/Audit committee.
- e. Chair the Bylaws Committee if needed.
- f. Perform other duties designated by the Chair.
- g. Serve as a mentor for Chair.

### **4. Secretary**

The Secretary's responsibilities shall include, but are not limited to:

- a. Participate in the development of overall strategy and setting annual SECTION priorities.
- b. Keep a record of the SECTION activities and meetings.
- c. Record and distribute the minutes of the meetings of the SECTION Executive Committee.
- d. Ensure that the SECTION Articles of Incorporation are current.
- e. Serve as official liaison between the SECTION and the INSTITUTE in all administrative matters.
- f. Prepare an Annual Report of the SECTION activities and new officers on forms supplied by the INSTITUTE and submit this report to the INSTITUTE by required deadline each year.

Secretary- administrative support. If no administrative services are available, these duties will fall back to the Secretary who can then delegate the tasks. If the administrative services are available, the responsibilities shall include but are not limited to:

- a. Distribute notices of regular meetings and/or newsletters not later than seven (7) days prior to each meeting.
- b. Maintain an accurate membership roster of the SECTION.

### **5. Treasurer**

The Treasurer's responsibilities shall include, but are not limited to:

- a. Participate in the development of overall strategy and setting annual Section priorities.
- b. Have charge of all funds of the SECTION, which shall be deposited in an account(s) approved by the SECTION Executive Committee.
- c. Collect all monies due the SECTION including membership dues and monies collected at SECTION meetings.

- d. Make all disbursements as approved by the SECTION Executive Committee. Copies of all bills and receipts for disbursements should be maintained by the Treasurer.
- e. 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 SECTION Executive Committee.
- f. Obtain a fidelity bond, the cost of which shall be borne by the SECTION, when required by the SECTION Executive Committee.
- g. Prepare an Annual Financial Report and turn it and the records over to the Audit Committee upon completion of the governance year.
- h. Ensure that the proper paperwork has been completed, including bank resolutions and signature cards, when new officers take office.
- i. Annually file Form 990 with the Internal Revenue Service within five and one-half (5 1/2) 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 still be filed; however, only the first paragraph needs to be completed.
- j. File the required Annual State Not-for-Profit reports, as applicable.
- k. Ensure that sufficient funds be carried forward each year as operating funds for the new fiscal year.
- l. Submit within sixty (60) days after the close of the fiscal year, a financial report to the INSTITUTE on forms provided by INSTITUTE'S Membership Relations Director.

## **6. SECTION Representatives**

The SECTION Representatives responsibilities shall include, but are not limited to:

- a. Serve as a member of the SECTION Executive Committee.
- b. Participate in the development of overall strategy and setting annual Section priorities.
- c. Coordinate, in consultation with the officers, the nomination process for SECTION participation at the annual INSTITUTE'S Strategic Leadership Forum and ensure SECTION participation at the INSTITUTE Town Hall Meeting.
- d. Any additional responsibilities as assigned by the SECTION Chair.

## **ARTICLE VI –COMMITTEES**

The SECTION Executive Committee may establish committees as needed to conduct the activities of the SECTION. A Nominating Committee is required by the INSTITUTE. Other committees are established as needed by the SECTION.

### **Section 6.1 Nominating (required by the INSTITUTE)**

1. The Nominating Committee shall be comprised of a minimum of three (3) SECTION members, one of whom shall be the immediate Past Chair who shall serve as ex officio Chair; the other members shall be SECTION Members.

2. The Nominating Committee shall develop and present the slate of candidates for all elected positions in accordance with the regulations in these Bylaws.
3. The Nominating Committee Chair shall prepare ballots for election of officers to the executive committee including Chair, Chair-Elect, Secretary, Treasurer, and SECTION Representatives, or for proposed amendments to the Bylaws, distributing said ballots only to SECTION Members and receiving said ballots for transmittal to the INSTITUTE for electronic voting.
4. Including ballot preparation, the Nominating Committee must obtain a biography and picture for publishing purposes.
5. The Nominating Committee Chair has the responsibility of notifying each candidate of the outcome of the election results.
6. The Nominating Committee Chair must notify the INSTITUTE of the results of the election of new officers by the established deadline.

### **Section 6.2 Tellers**

This committee may not be required if SECTION elections are held electronically.

1. The Tellers Committee shall be comprised of three (3) SECTION Members who do not hold any other office in the SECTION and are not candidates for office.
2. The three (3) committee members must be Regional SECTION members as specified in Section 6.16.
3. The Tellers are responsible for counting ballots on all matters requiring a vote by the SECTION members.
4. The Tellers Committee shall report the results of its tallies to the Secretary not later than ten (10) days after the balloting deadline for each matter.

### **Section 6.3 Audit**

A financial audit should be held every other year or as recommended by the SECTION Executive Committee.

1. The Audit Committee shall be comprised of three (3) SECTION members, not holding any SECTION office during the fiscal year covered by the records being audited.
2. The Treasurer is an *ex officio*, non-voting member of this committee.
3. During an audit year, an audit should occur within thirty (30) days of the end of the fiscal year and the Audit Committee shall review and certify the correctness of the Annual Financial Report and the records of the Treasurer.
4. 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 6.4 Finance**

1. This committee is responsible for overseeing the financial stability of the SECTION.

2. The Finance Committee Chair is appointed by the SECTION Chair and the term is 2 (two) years, and shall be no more than 4 (four) consecutive terms.
3. It is comprised of the SECTION Chair, SECTION Past Chair, SECTION Chair-Elect, Treasurer, Finance Committee Chair, and other SECTION members as appointed by the SECTION Chair.
4. The committee prepares the annual budget for approval by the Executive Committee at the beginning of the fiscal year and audits the accounts at the end of each year.
5. The committee may also recommend income producing activities, evaluate dues and dinner meeting fees, modify expenditure during the year, and arrange for short and long term investment of SECTION funds as appropriate.
6. The committee receives budget requests from each Committee Chair.

### **Section 6.5 Long-Range Planning**

1. The Committee shall be comprised of not less than four (4) SECTION members. These shall include a Committee Chair, two (2) past SECTION Chairs, and two (2) newer members who have been SECTION members not more than three (3) years at the time of their appointment.
2. The Long-Range Planning Committee shall assist the SECTION Executive Committee in planning the program of activities to meet the SECTION objectives.
3. The Long-Range Planning Committee will review the current SECTION strategic plan and bylaws and update the documents based on any INSTITUTE modifications to governance.
4. The Long-Range Planning Committee shall review and evaluate existing activities, evaluate future SECTION needs and make recommendations for changes or new activities.
5. It is important that the Long-Range Planning Committee be connected at the INSTITUTE level, and still be sensitive to local needs.
6. The committee works closely with the Executive Committee, and the INSTITUTE.

### **Section 6.6 Membership**

1. The Membership Committee shall not have less than three (3) SECTION members. These shall include the Committee Chair and not less than two (2) other SECTION members.
2. The Committee shall develop and execute, or supervise the execution of, promotional plans to build the membership of both the SECTION and the INSTITUTE.
3. It will cooperate, as requested, in membership promotion plans developed by the INSTITUTE.
4. It may call upon the INSTITUTE for assistance, as needed.
5. This committee works closely with the SCIFTS Office, and Hospitality Committee.

### **Section 6.7 Student Representative**

1. The Student Representative is appointed by the SECTION Chair and acts as a voting member of the Executive Committee. The Student Representative may serve as Committee Chair and may have committee members as needed.
2. The Student Representative participates in the development of overall strategy and setting annual Section priorities.
3. The Student Representative shall solicit and encourage student involvement and participation in SECTION activities and shall recommend student members to the Chair for appointment to SECTION committees.
4. The Student Representative acts as a liaison between the students and the SECTION Executive Committee.
5. The Student Representative is responsible for coordinating, providing and overseeing student volunteers for the SECTION activities.
6. The Student Representative works closely with Hospitality, Supplier's Night Committee, SCFIC Committee, and Student Affairs Committee.

### **Section 6.8 Student Affairs and Travel Grants**

1. This committee shall consist of at least three (3) SECTION members. These shall include Committee Chair and not less than two (2) other SECTION members.
2. Works closely with Treasurer, SCIFTS office, Newsletter Editor, Executive Committee, and Student Representative.
3. This committee reviews and assists student clubs with funding requests to the Executive Committee, as well as evaluated student travel grants for the National IFT Food Expo.
4. The Student Representative shall solicit and encourage student involvement and participation in SECTION activities and shall recommend student members to the Chair for appointment to committees.
5. The Student Affairs and Travel Grants committee oversees Travel Grant promotion, information, budget, and awards through the following activities.
  - a. Provide an updated travel grant application and announcement to the newsletter before deadline and to the student representative.
  - b. Receive the travel grant application and decide on awardees within the committee.
  - c. The committee works within the budgeted award amounts and distributes the awards based on SECTION criteria.
  - d. The committee will present the travel grant awards at the May SECTION meeting.

### **Section 6.9 Bylaws**

1. There may be a Bylaws Committee comprised of three (3) SECTION Members. These members shall include a Committee Chair, and not less than two (2) other SECTION members.

2. The Bylaws Committee shall maintain continuing surveillance over the development of any conflicts between the SECTION BYLAWS and the Constitution and Bylaws of the INSTITUTE.
3. It shall review and make recommendations to the Executive Committee on all proposed amendments to these BYLAWS.
4. Notify the INSTITUTE of any changes to the BYLAWS if needed.
5. Provide the INSTITUTE with an up-to-date copy of the BYLAWS of the SECTION when amendments are made.

### **Section 6.10 Arrangements**

1. The Arrangements Committee shall be comprised of not less than three (3) SECTION members. These members shall include the SECTION Chair-Elect as Committee Chair, and not less than two (2) other SECTION members.
2. This committee works with the SECTION Chair-Elect and SECTION Chair to designate and reserve locations for the SECTION meetings.
3. It shall schedule meetings at selected locations, select menu, establish cost and meeting time, arrange for speakers, and audio-visual equipment for the meetings.
4. The SECTION-owned audio-visual equipment shall be stored and maintained by the committee.
5. The committee identifies different locations, negotiates the location contract, chooses the menu, arranges for the sound system and other equipment or tools needed for the presentations, confirms the final arranges menus for the event, and facilitates the event.
6. The committee also provides detailed event information to the SCIFTS office and Newsletter Editor for publishing to the website and newsletter.

### **Section 6.11 Publicity**

1. The Publicity Committee shall be comprised of not less than three (3) SECTION members. These shall include a Committee Chair, and not less than two (2) other SECTION members.
2. It shall inform Food Editors, local newspapers and the editor of "SCIFTS" of future programs concerning the SECTION, report current and interesting news of the SECTION to the editors of "Food Technology", inform the editor of "SCIFTS" of any interesting material for publication, coordinate publicity campaigns among members and local press regarding special events, and inform local educators of the activities of the SECTION where they apply to developing student interest in careers in Food Technology.
3. The committee is also responsible for taking pictures at all SECTION events and getting these pictures published in the SECTION Newsletter and placed on the website.
4. This committee works closely with the Newsletter Editor, SCIFTS office, and the Arrangements Committee.

### **Section 6.12 Hospitality**

1. The Hospitality Committee shall be comprised of not less than three (3) SECTION members. These shall include a Committee Chair, and not less than two (2) other SECTION members.
2. This committee works the registration table at each SECTION event. Networking and introductions are promoted by committee members.
3. The Hospitality Committee shall locate an adequate number of door prizes. This shall be facilitated by committee members contacting meeting sponsors, members, or purchasing in accordance with the committee budget. These door prizes need to be made available for presentation at regularly scheduled meetings. The committee shall also assist in obtaining door prizes for other events such as Suppliers' Night, SCIFIC, Golf Tournament, and other special events.
4. Committee members raffle off the door prizes at the end of the SECTION meeting.
5. In the absence of administrative services, the committee obtains reservations, prepare nametags, handle door table collections and Door Prize Box, bill reservation "no-show", and handle arrangements for special events.
6. The Hospitality committee can plan and/or provide centerpieces, flowers, and gifts for certain SECTION meetings in accordance with the committee budget.
7. In regards to the event volunteers, the committee chair must coordinate with the Student Representative and members to arrange volunteers for the registration table or to provide assistance to the committee as needed.
8. The committee works closely with SECTION Chair, Arrangements Committee, Student Representative, and SCIFTS office.

### **Section 6.13 Scholarship**

1. The Scholarship Committee shall be comprised of not less than three (3) SECTION members. These shall include, a Committee Chair and a Committee Vice-Chair; with the Vice-Chair continuing the second year as Committee Chair.
2. The committee shall be comprised of at least one (1) SECTION member from academia and one (1) SECTION member from industry.
3. Once a year, the committee shall notify the SCIFTS Editor, INSTITUTE-Program approved Colleges and Universities, and SCIFTS geographical area Colleges and Universities that the Phil Bates scholarships (depending on the availability of funds) are being offered.
4. Scholarship funds may be designated to, but not limited to, the following student categories:
  - a. Students attending an INSTITUTE-Approved school and working towards a graduate or undergraduate degree in Food Technology, Food Science, Nutrition, or related field;
  - b. Students attending any University or College and working towards a graduate or undergraduate degree in Food Technology, Food Science, Nutrition, Culinary, or related field.

- c. The scholarship applicant's last place of employment or recent residence must have been in the SECTION's geographical area. Candidates shall submit applications for the scholarship along with two (2) letters of recommendation.
5. The Scholarship Committee shall review and rank all applicants based on (1) grades, (2) financial needs, (3) near- and long-term objectives in the field of study, and (4) letters of recommendation.
6. The Committee shall make one recommendation per scholarship to the Executive Committee for its consideration and approval or rejection.
7. The funding schedule for the scholarship categories will be based on the percentage of allotted funds as recommended by the Scholarship Committee and approved by the Executive Committee in the annual budget.
8. The committee will present the scholarship awards at the October SECTION meeting.
9. The committee works closely with the SCIFTS office, Treasurer, and Newsletter Editor.

#### **Section 6.14 Distinguished Achievement Award**

1. The Distinguished Achievement Award Committee shall be comprised of not less than three (3) SECTION members. These shall include a Committee Chair, and not less than two (2) other SECTION members.
2. The committee elicits nominees from the SECTION membership and through a criteria set, selects a candidate, and submits the name to the Executive Committee for approval.
3. The committee notifies the recipient and helps to arrange the honorarium, and presents the award at the May SECTION meeting.
4. The committee works closely with the SECTION Chair, Treasurer, Newsletter Editor, and SCIFTS office.

#### **Section 6.15 Employment**

1. The Employment Committee shall be comprised of one (1) or more SECTION members.
2. It shall maintain list of employer jobs available and members seeking jobs and publish to members by way of SCIFTS newsletter by the designated deadline.
3. It shall maintain list of internships available and student members seeking internships and publish to members by way of SCIFTS newsletter by the designated deadline and to the Student Representative for distribution to student members.

#### **Section 6.16 Advertising**

1. The Advertising Committee shall be comprised of one (1) or more SECTION members.
2. This committee contacts potential advertisers for the SCIFTS Newsletter, SCIFTS website, and SECTION events.
3. This committee will follow-up with current advertisers to renew advertisements.

4. Finds new advertising outlets to bring in revenue.
5. This committee works closely with SCIFTS office, Newsletter Editor, SCFIC Committee, and Supplier's Night Committee.

### **Section 6.17 Education and Research Grants**

1. The Education and Research Grants Committee shall be comprised of not less than three (3) SECTION members. These shall include a Committee Chair, and not less than two (2) other SECTION members.
2. The Committee Chair receives the education and research grant applications submitted to the SECTION and reviews the applications with committee members.
3. The committee works within the budgeted award amounts and distributes the awards based on SECTION criteria.
4. The committee will present the awards at the May SECTION meeting.
5. The committee works closely with Treasurer, SCIFTS office, and Newsletter Editor.

### **Section 6.18 Golf Tournament**

1. This committee shall be comprised of no less than five (5) SECTION members. These shall include a Committee Chair, and not less than four (4) other SECTION members.
2. This committee plans the annual golf tournament.
3. The committee chooses and negotiates a location contract, finds event and door prize sponsors, plans the contests, assigns teams, organizes the dinner and awards ceremony, advertises the event, and enlists volunteer members to help on the day of the event.
4. The committee works closely with SCIFTS office, Hospitality Committee, Student Representative, and the Publicity Committee.

### **Section 6.19 Historian**

1. The Historian Committee shall be comprised of one (1) or more SECTION members.
2. This committee collects information about SECTION events and its impact on the food community.
3. Information collected by Historian should be organized and kept within a binder or saved electronically.
4. Gathered information should be bound in book form for storage.
5. Historian works closely with Publicity Committee, Hospitality, SECTION Chair, Arrangements, SCFIC Committee, and Supplier's Night Committee.

### **Section 6.20 SCFIC (Southern California Food Industry Conference)**

1. This committee shall be comprised of no less than five (5) SECTION members. These shall include a Committee Chair, and not less than four (4) other SECTION members.
2. This committee plans the annual SCFIC (Southern California Food Industry Conference).

3. The committee is organized into the following sub-committees or as deemed necessary:
  - a. Program and Arrangements (4-6 volunteers)
  - b. Sponsorship (4-6 volunteers)
  - c. Student Product Development Competition (1 student from each College or University in the region that wishes to participate and/or a faculty member, and 2-4 industry or non-academic volunteers)
  - d. Continuing Education Credit (2-3 volunteers)
4. The SCFIC committee chooses the topic, dates, program schedule, assembles a budget, sets registration fees, chooses a venue, and negotiates a venue contract.
5. SCFIC Committee makes all necessary arrangements including meals, parking, honoraria and lodging for speakers, handouts and other materials for attendees, and continuing education units.
6. SCFIC Committee members locates industry and academic presenters and event sponsors.
7. Committee organizes the Student Product Development Competition and Awards Ceremony.
8. SCFIC Committee members will advertise the event and enlist student volunteers to help with arrangements on the day of the event.
9. Committee members will summarize the conference evaluations via a survey, then submits the summary to the Executive Committee after the Conference.
10. Committee shall submit a financial report to the Executive Committee after the Conference.
11. The SCFIC Committee works closely with SCIFTS Office, Treasurer, Student Representative, and SECTION Chair.

### **Section 6.21 Supplier's Night Committee**

1. This committee shall be comprised of no less than three (3) SECTION members. These shall include a Committee Chair, and not less than two (2) other SECTION members.
2. This committee plans the annual Supplier's Night.
3. The committee chooses and negotiates a location contract, contacts vendors to purchase tables, finds event and door prize sponsors, plans the education symposium, organizes the reception, advertises the event, and enlists volunteers members to help on the day of the event.
4. Works closely with SCIFTS office, Treasurer, Student Representative, Hospitality Committee, and Advertising Committee.

### **Section 6.22 Media (Newsletter and Website)**

1. This committee shall be comprised of no less than three (3) SECTION members. These shall include a Committee Chair, and not less than two (2) other SECTION members.

2. This committee helps develop the SECTION newsletter and website, obtaining and providing content and arranging the layout.
3. The Media Committee increases promotion and development of the website, with the goal to make it an informative focal point for the SECTION membership.
4. This Committee suggests and acts on improvements as necessary.
5. Works closely with SCIFTS office, SECTION Chair, and all SECTION committees.

### **Section 6.23 Other Committees**

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

### **Section 6.24 Eligibility**

Refer to the BYLAWS of the SOUTHERN CALIFORNIA REGIONAL SECTION for further clarification.

## **ARTICLE VII – OFFICIAL PUBLICATION**

### **Section 7.1 Publication Name**

Refer to the BYLAWS of the SOUTHERN CALIFORNIA REGIONAL SECTION for further clarification.

### **Section 7.2 Publication Editor**

Refer to the BYLAWS of the SOUTHERN CALIFORNIA REGIONAL SECTION for further clarification.

### **Section 7.3 Publication Functions**

Refer to the BYLAWS of the SOUTHERN CALIFORNIA REGIONAL SECTION for further clarification

## **ARTICLE VIII –NOMINATIONS AND ELECTIONS**

### **Section 8.1 Nominations**

1. The specification for a two-candidate slate is not mandatory. In the case of an incumbent Secretary or Treasurer (or Secretary-Treasurer) seeking re-election, a second candidate need not be selected.

2. 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.
3. The Nominating Committee shall report its slate of candidates to the membership at a regular meeting of the SECTION prior to the Annual Election.
4. Additional candidates may be nominated by petition over the signatures of 10 SECTION Members, provided:
  - a. The petitioners have determined the candidate's eligibility from the Secretary;
  - b. The petitioners have determined the candidate's willingness to serve if elected and;
  - c. The petition is received by the Secretary not later than 5 days following the meeting at which the Nominating Committee gives its report.

### **Section 8.2 Annual Election**

This plan exists only if the election is not electronic:

1. The Secretary shall prepare and transmit a ballot to each SECTION Member. The balloting deadline shall be no later than thirty (30) days after transmission of the ballot, but no sooner than twenty-one (21) days after transmission. Within five (5) days after the balloting deadline, the Secretary shall convene the Tellers Committee and turn over the marked ballots for counting.
2. After verifying the validity of each ballot, the Tellers Committee shall count the ballots for each office, declaring elected the candidate receiving the majority of votes cast. In the event of a tie vote, selection shall be made by lot

### **Section 8.3 Results**

Refer to the BYLAWS of the SOUTHERN CALIFORNIA REGIONAL SECTION for further clarification.

### **Section 8.4 Vacancies**

Refer to the BYLAWS of the SOUTHERN CALIFORNIA REGIONAL SECTION for further clarification.

## **ARTICLE IX – SECTION MEETINGS**

### **Section 9.1 SECTION Meetings**

Refer to the BYLAWS of the SOUTHERN CALIFORNIA REGIONAL SECTION for further clarification.

## **Section 9.2 SECTION Voting Quorum**

For the SECTION Member to vote on SECTION issues a quorum must be established. The quorum shall be the larger of 7 (See Article IX, Section 2 of the current bylaw) SECTION Members or 7% percent (See Article IX, Section 2 of the current bylaw) of the SECTION Membership.

A percentage is recommended for smaller SECTIONS. For larger SECTIONS this may be too difficult to work with so the quorum requirement may be stated as an absolute figure such as 25 for Sections with around 500 members; 40 for 1000; and 50 for 1500 or more.

## **ARTICLE X – DISSOLUTION**

*[Note: This article is necessary to maintain IRS tax-exempt status.]*

### **Section 10.1 Dissolution By the Institute Board of Directors**

Refer to the BYLAWS of the SOUTHERN CALIFORNIA REGIONAL SECTION for further clarification.

### **Section 10.2 Dissolution By Membership**

Refer to the BYLAWS of the SOUTHERN CALIFORNIA REGIONAL SECTION for further clarification.

### **Section 10.3 Fiscal Responsibility**

Refer to the BYLAWS of the SOUTHERN CALIFORNIA REGIONAL SECTION for further clarification.

## **ARTICLE XI – GENERAL PROVISIONS**

### **Section 11.1 Amendments**

Refer to the BYLAWS of the SOUTHERN CALIFORNIA REGIONAL SECTION for further clarification.

### **Section 11.2 Limitation of Liability**

Refer to the BYLAWS of the SOUTHERN CALIFORNIA REGIONAL SECTION for further clarification.

**Section 11.3 Administration**

Refer to the BYLAWS of the SOUTHERN CALIFORNIA REGIONAL SECTION for further clarification.

**Section 11.4 Dues Year**

Refer to the BYLAWS of the SOUTHERN CALIFORNIA REGIONAL SECTION for further clarification.

**Section 11.5 Fiscal Year**

The current INSTITUTE fiscal year is September 1 - August 30. All SECTIONS should follow this fiscal year except if permission was given for change from the INSTITUTE Executive Committee.)

**ARTICLE XII - SUB-SECTIONS****Section 12.1 Policy**

1. In order to bring the benefits of the INSTITUTE to as many members as possible, it shall be the policy of the SOUTHERN CALIFORNIA REGIONAL SECTION OF THE INSTITUTE OF FOOD TECHNOLOGISTS to foster the establishment and maintenance of sub-sections whenever, in the opinion of the SECTION Executive Committee, such a course seems warranted.
2. It shall also be the policy of the SOUTHERN CALIFORNIA REGIONAL SECTION OF THE INSTITUTE OF FOOD TECHNOLOGISTS that when and if it is mutually agreed that the sub-section should work toward SECTION status, the SECTION will provide encouragement and assistance in achieving this objective.

**Section 12.2 Requirements**

1. A sub-section may be formed by active members of the SOUTHERN CALIFORNIA REGIONAL SECTION OF THE INSTITUTE OF FOOD TECHNOLOGISTS on approval of the SECTION Executive Committee, provided at least twenty-five (25) members sign a petition requesting the sub-section and agreeing to support its activities; and provided the petitioning members have a mailing address within the zip code designation for the sub-section.
2. All petitioning and/or charter members either must be SOUTHERN CALIFORNIA REGIONAL SECTION OF THE INSTITUTE OF FOOD TECHNOLOGISTS members or must join the SECTION when the sub-section is approved.
3. Subsequently, persons in the designated zip code area become sub-section members by becoming members of the SOUTHERN CALIFORNIA REGIONAL SECTION OF THE INSTITUTE OF FOOD TECHNOLOGISTS.

### **Section 12.3 Bylaws and Officers**

1. Each sub-section shall prepare and submit proposed BYLAWS to the SOUTHERN CALIFORNIA REGIONAL SECTION OF THE INSTITUTE OF FOOD TECHNOLOGISTS Executive Committee for approval. Such BYLAWS may not be in conflict with either the SOUTHERN CALIFORNIA REGIONAL SECTION OF THE INSTITUTE OF FOOD TECHNOLOGISTS BYLAWS or the Constitution and Bylaws of the INSTITUTE.
2. The officers of a sub-SECTION shall be Chair, Chair-elect, Secretary, and Treasurer (or Secretary/Treasurer). Two SECTION Representatives with alternating two-year terms are recommended for the sub-section Executive Committee.
3. The sub-section Chair may designate one of the officers or Executive Committee members as sub-section representative on the SOUTHERN CALIFORNIA REGIONAL SECTION OF THE INSTITUTE OF FOOD TECHNOLOGISTS Executive Committee.

### **Section 12.4 Sub-Section Representation**

The SOUTHERN CALIFORNIA REGIONAL SECTION OF THE INSTITUTE OF FOOD TECHNOLOGISTS Nominating Committee shall consider SECTION Members of the sub-SECTION for positions on the SOUTHERN CALIFORNIA REGIONAL SECTION OF THE INSTITUTE OF FOOD TECHNOLOGISTS Executive Committee.

### **Section 12.5 Budget**

1. Whenever the SOUTHERN CALIFORNIA REGIONAL SECTION OF THE INSTITUTE OF FOOD TECHNOLOGISTS Executive Committee has approved the establishment of a sub-section, the sum of \$100 shall be allocated from the SOUTHERN CALIFORNIA REGIONAL SECTION OF THE INSTITUTE OF FOOD TECHNOLOGISTS treasury to defray the first year's expenses of the new sub-SECTION for stationery, postage, telephone and similar items. Thereafter, the budget for each subsequent fiscal year shall be submitted in writing to the SECTION Executive Committee at its September meeting for approval.
2. The SECTION Executive Committee shall approve a budget based on the financial condition of the SECTION and the merit of the proposed program of activities, which the sub-SECTION shall submit with its budget statement. In general the sub-section budget should be based on seventy-five percent (75%) of the dues of SECTION members residing within the sub-SECTION boundaries credited to the sub-SECTION, plus any other income the sub-SECTION can properly generate.

### **Section 12.6 Financial**

1. The sub-SECTION shall submit a financial report to the SOUTHERN CALIFORNIA REGIONAL SECTION OF THE INSTITUTE OF FOOD TECHNOLOGISTS Treasurer, as well as the INSTITUTE office, at the end of each fiscal year. This financial report shall follow the guidelines of the INSTITUTE for SECTION Financial Reports.

2. The SOUTHERN CALIFORNIA REGIONAL SECTION OF THE INSTITUTE OF FOOD TECHNOLOGISTS Treasurer may request receipts to reconcile the Financial Report for one year.

### **Section 12.7 Qualifications**

The officers of the sub-SECTION shall be INSTITUTE members in good standing and the sub-SECTION shall certify to the SOUTHERN CALIFORNIA REGIONAL SECTION OF THE INSTITUTE OF FOOD TECHNOLOGISTS each year that at least seventy-five percent (75%) of the sub-SECTION members, excluding retired SECTION Regional Associates and Student Members, are also INSTITUTE members.

## **ARTICLE XIII – PARLIAMENTARY AUTHORITY**

Refer to the BYLAWS of the SOUTHERN CALIFORNIA REGIONAL SECTION OF THE INSTITUTE OF FOOD TECHNOLOGISTS for further clarification.

## **ADOPTION AND AMENDMENTS**

The 1999 BYLAWS of the SOUTHERN CALIFORNIA REGIONAL SECTION OF THE INSTITUTE OF FOOD TECHNOLOGISTS were reformatted to conform to the INSTITUTE OF FOOD TECHNOLOGISTS Committee on Constitution and Bylaws' requirement, ratified May 2007. The SECTION Bylaws Committee started the revisions in November 2007 and completed the documents in April 2008. In conjunction, the SECTION Bylaws Committee created the SECTION STANDARD OPERATING PROCEDURES as a corresponding document to the BYLAWS of the SOUTHERN CALIFORNIA REGIONAL SECTION creating nimbleness in daily SECTION operating decisions.