

STANDARD OPERATING PROCEDURES of the
Southern California Section of the INSTITUTE OF FOOD TECHNOLOGISTS
(SCIFTS)

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 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 SECTION must be passed by the SECTION Members. See Bylaws Section 12.4.

Article I • Name, Headquarters, Territory, and Subsections

Section 1.1 Name

The name of this organization shall be the Southern California Section IFT, an affiliate organization of the Institute of Food Technologists. Hereinafter, these shall be referred to as “SECTION” and “IFT”, respectively.

Section 1.2 Territory

The territory of the SECTION shall include the following postal zip codes 90000-91899, 91901-92199, 92200-93199, and 93400-93499

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 93499.
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.

Section 1.3 Subsections

See Bylaws Section 1.3

Article II • Purpose, Objectives, and Restrictions

These Standard Operating Procedures follow the guidelines of the BYLAWS of the SOUTHERN CALIFORNIA SECTION OF THE INSTITUTE OF FOOD TECHNOLOGISTS.

Section 2.1 Purpose and Objectives

The purpose and objectives of the SECTION shall be consistent with the mission of IFT. In addition, SECTION objectives shall include:

- (a) To hold and conduct meetings for scientific, technical, and educational purposes among the members of the SECTION;
- (b) To hold recreational and social gatherings for the members of the SECTION
- (c) To create a spirit of fraternity among its members and the association of those who are qualified for membership in accordance with the provisions of the constitution and the bylaws of the SECTION;
- (d) To promote the advancement of the profession of food technology and the maintenance of high professional standards among its members;
- (e) To promote the formation of closer professional and personal relations among members;
- (f) To promote the furtherance of the aims and purposes of the IFT;
- (g) To further the promotion of cordial and helpful relations with the faculties and students of the nearby institutions giving courses in food technology;
- (h) To promote interest in the field of food science and technology
- (i) 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
- (j) To advance the profession of food science and technology by promoting the maintenance of high professional standards among its members.
- (k) To promote a safe and abundant food supply.

Section 2.2 Restrictions

- (a) All policies and activities of the SECTION shall be consistent with the Articles of Incorporation of IFT and the SECTION, the Section Affiliation Agreement, these Bylaws, the bylaws of IFT, applicable laws, or other requirements applicable to tax-exemption requirements imposed on the IFT, including the requirements that the SECTION not be organized for profit and that no part of its net earnings inure to the benefit of any private individual; and
- (b) The terms of the Section Affiliation Agreement between the SECTION and IFT, including all restrictions and prohibitions, shall take precedence over these Bylaws and other authority granted hereunder and, in the event of a conflict between the terms of the Section Affiliation Agreement and the terms of these Bylaws, the SECTION shall be governed by and adhere to the terms of the Section Affiliation Agreement.

Article III • SECTION Membership

Section 3.1 Eligibility

(a) Membership in the SECTION is limited to individuals in good standing of the IFT who are in compliance with the IFT's rules and regulations and who have paid membership dues to IFT on behalf of the SECTION.

(b) Revocation or suspension of membership by the IFT shall automatically constitute revocation or suspension of membership in the SECTION.

Section 3.2 Categories

There are six (6) membership categories per IFT: Premier, Premier Early Career, Networking and Engagement, International Joint Membership, Emeritus, and Student Member.

Membership types, categories, and statuses are defined in the IFT Bylaws and may only be changed by the IFT Board of Directors.

Section 3.3 Voting Rights

Members and Professional Members shall be eligible to vote on all SECTION matters. Student Members are eligible to vote on IFT Student Association matters.

Article IV • Meetings - Section Membership

Section 4.1 Section Meetings

SECTION Executive Committee shall schedule regular meetings of SECTION, no less than one (1) time per year. It shall determine in advance the time and place for each meeting. It may call special meetings, as needed, upon written notice to the members at least ten (10) days and no more than 90 days prior and to the meeting by postal or other delivery, facsimile, e-mail, or any other electronic means as permitted by law.

Section 4.2 Quorum Section Meeting

A quorum to conduct business shall consist of those SECTION members present and voting at a regularly scheduled meeting. A quorum to conduct business shall be in accordance with the requirements of the state of California.

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. A quorum is defined as 25 for 500 members; 40 for 1000; and 50 for 1,500 members or more.

Section 4.3 Voting Section Meeting

Whenever SECTION members have an issue before them, voting at SECTION membership meetings may be in person or by proxy with each voting member having a single vote. A majority of SECTION members voting in person or by proxy where a quorum is present carries an action.

Section 4.4 Action Without a Section Meeting

Where permitted by law, any corporate action required or permitted to be taken by the members at a meeting of SECTION members may be taken without a meeting if the corporate action is

taken by the members either by the unanimous written consent procedure or by the action by ballot procedure permitted by law.

Article V - Composition of SECTION Executive Committee

Section 5.1 Composition of SECTION Executive Committee

The executive committee functions as the Board of Directors and each member has the duties and responsibilities of a director.

SECTION Executive Committee shall consist of:

- a) Officers: President, President-Elect, Immediate Past President, Treasurer and Secretary
- b) SECTION Representatives (one for every 200 members as determined on September 1st of each year)
- c) One student member may be appointed as a voting member

The President of SECTION shall serve as Chair of the Executive Committee. In the event of the inability of the President to serve as Chair, the President-Elect shall serve as the President pro tem.

Section 5.2 Eligibility

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

SECTION Officers, SECTION Representatives, and committee chairs must be current IFT and SECTION members in good standing during her/his entire term of office.

Section 5.3 Terms

President (1 year)

President-Elect (1 year)

Immediate Past President (1 year)

Secretary (3 years, may not serve consecutive terms)

Treasurer (3 years, may not serve consecutive terms)

SECTION Representatives serve staggered three year terms. No SECTION Representative may serve more than one consecutive full term except for an individual who is asked to serve a partial term to fill a vacancy.

The Treasurer is permitted to vote on all matters except those related to finance.

Section 5.4 Meetings – SECTION Executive Committee

1. Frequency SECTION Executive Committee shall meet at least once per year, upon the call of the President or upon written request of any five (5) members of the SECTION Executive Committee.
2. Notice of Meetings Notice of SECTION Executive Committee meetings is provided at least ten (10) days before the meetings by postal or other delivery, facsimile, e-mail, or any other electronic means as permitted by law.

3. Quorum At any meeting of SECTION Executive Committee a quorum for the transaction of business shall be a majority (50% plus 1) of the entire SECTION Executive Committee, of which one must be the President, President-Elect, or Immediate Past President.
4. Voting All decisions by SECTION Executive Committee shall be by majority vote except as otherwise specified in these bylaws. Voting by proxy is not permitted.
5. Electronic Participation SECTION Executive Committee members may participate and act at any meeting through the use of a conference telephone or other communications equipment by means of which all persons participating in the meeting can communicate with each other. Participation in such meeting shall constitute attendance and presence in person at the meeting of the person or persons so participating. An action required to be taken at a meeting of SECTION Executive Committee, or any action which may be taken at a meeting of SECTION Executive Committee, may be taken without a meeting if a consent in writing, including any by electronic means, setting for the action taken, is signed by all of the members of SECTION Executive Committee entitled to vote with respect to the subject matter thereof.
- f) Action Without a Meeting SECTION Executive Committee members may vote without a meeting on any matter where a quorum exists and the votes are submitted in writing by postal or other delivery, facsimile, e-mail, or any other electronic means. An action taken by such a vote is memorialized by a written consent, which is signed by all SECTION Executive Committee members who voted in support of the action, and describes the action taken and authorized.

Section 5.5 Removal/Resignation SECTION Executive Committee

A SECTION Executive Committee member may be removed for cause by a vote of the Members, as specifically permitted by law. A SECTION Executive Committee may resign at any time by providing written notice of resignation to the Secretary or, in the case of the resignation of the Secretary, to the President. A SECTION Executive Committee who is absent from three consecutive meetings of the SECTION Executive Committee shall, unless such absences are excused by the affirmative act of the SECTION Executive Committee, be deemed to have resigned from the SECTION Executive Committee and from any office held.

Section 5.6 Vacancies SECTION Executive Committee

Any vacancy occurring in the SECTION Executive Committee shall be filled by a successor SECTION Executive Committee Member elected by the SECTION Executive Committee in its sole discretion. The term of any successor SECTION Executive Committee Member elected in accordance with the immediately preceding sentence shall be the remaining portion of the term of the vacated Executive Committee Member position. If, in turn, the President-Elect is unable to serve, the SECTION Executive Committee shall elect one of its members to serve as President pro tem.

Article VI • Officers of the Section

Section 6.1 Officers

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

The Officers of the Section shall consist of the: President, President-Elect, Immediate Past President, Treasurer and Secretary. The Officers may act in the place of SECTION Executive Committee when authority is designated by SECTION Executive Committee or in emergency matters where action is necessary. The Officers shall:

- a) Develop plans, proposals and new initiatives for subsequent action by SECTION Executive Committee.
- b) Appoint members of committees and policy-related volunteer workgroups.
- c) Ensure that all organization activities support the mission and vision of the SECTION and provide member value.
- d) Uphold the SECTION fiduciary duty including approving an annual budget.
- e) Provide regular updates to the SECTION membership on SECTION activities and continuously seek member insight and input.

Section 6.2 Fiduciary Authority

The Executive Committee has a fiduciary duty to the organization, including duties of care, loyalty, and obedience. Section volunteers are required to act reasonably, prudently, and in the best interests of the organization; to avoid fraud and negligence; and to avoid conflicts of interest.

No loans shall be contracted on behalf of the section, and no negotiable papers, other than checks, are issued in its name, unless and except as authorized by a majority vote of the Executive Committee.

All funds of the section shall be deposited to the credit of the section in such depositories as the Executive committee may select. All funds of the section, except for investment accounts, shall be in depositories covered by the Federal Deposit Insurance Corporation and shall be withdrawn according to procedures prescribed by the Executive Committee.

Section 6.3 Conflict of Interest Policy

IFT has created a uniform Conflict of Interest Policy for sections to use. All officers should sign the policy annually, and the section secretary should retain copies of the signed policy. The Conflict of Interest Policy template can be found in the Section Leader Resources group through IFT Connect.

Section 6.4 Executive Committee Officers - Further Clarification

1. President (Co-President)

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

- a) Participate in the development of overall strategy and setting annual SECTION priorities.

- b) Maintains liaison with the INSTITUTE.
- c) Preside at all meetings of the SECTION Executive Committee.
- d) 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 SECTION.
- e) Prepare a contact list of all Executive Committee members and Committee chairs to be distributed.
- f) Perform such other duties pertaining to the office of the President as may be assigned in the INSTITUTE and BYLAWS of the SOUTHERN CALIFORNIA 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.
- g) Serve on the Finance Committee
- h) The Section President serves as an ex-officio nonvoting member of all committees except the Nominations and Elections Committee unless otherwise noted in the section's bylaws.
- i) Appoint a student member to the Executive Committee and/or other Committees.
- j) Work with the Secretary and SCIFTS Office to 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.
- k) Write an article for the Newsletter after each regular meeting, due to the SCIFTS Office by the Friday of the week following the meeting.
- l) Succeed automatically to the office of the immediate past President at the expiration of the President's term of office.

2. President-Elect (Co-President-Elect) (1 year)

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

- a) The President-Elect shall perform all duties of the President in the absence of the President.
- b) Participate in the development of overall strategy and setting annual SECTION priorities.
- c) Work with the President to prepare a speaker list for section meetings, including name, company. Topic information to be provided to the Newsletter.
- d) Serve on the Finance Committee.
- e) Helps recruit future volunteer leaders to serve on the Executive Committee.
- f) Serve ex-officio as on the Arrangements Committee to obtain meeting sites review facilities. (refer to Arrangements Committee).
- g) Succeed immediately to the office of President in the event of the President's resignation, disability, or death.
- h) Succeed automatically (and without re-election) to the President of the Section Executive Committee upon the expiration of the then-current President's term.
- i) Perform other duties designated by the President.

3. Immediate Past-President (Co-Past President) (1 year)

The Past-President (Co-Past President) 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) Work with the President and President-Elect to facilitate a smooth transition year-to-year.
- d) Ensure the transfer of all official documents such as financial information, bylaws, and Articles of Incorporation.
- e) Participate on the long-range planning committee.
- f) Participate on the Finance committee.
- g) Chair the Bylaws Committee if needed.
- h) Serve as a mentor for the President.
- i) Perform other duties designated by the President.

4. Secretary (3 years, may not serve two (2) consecutive terms)

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) Record accurate minutes of all executive meetings and distribute minutes to the Executive Committee and Committee Chairs.
- c) Work with the President to keep executive meetings on time.
- d) Provide copies of meeting minutes to the SCIFTS Office after approval by the Executive Committee.
- e) Distribute timely notices of regular and specially called meetings.
- f) Maintain a copy of the SECTION Articles of Incorporation.
- g) Provide IFT with an updated list of officers, and committee chairs.
- h) Work with the President to 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.
- i) Work with the SCIFTS Office on administrative/newsletter duties as needed.
- j) The Secretary may not serve two (2) consecutive terms.

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 (Term 3 years, may not serve consecutive terms)

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) Has 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 in cooperation with the SCIFTS Office and the INSTITUTE.
- 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 as requested by the SECTION President.
- f) The Treasurer is permitted to vote on all matters except those related to finance.
- g) Obtain a fidelity bond, the cost of which shall be borne by the SECTION, when required by the SECTION Executive Committee.
- h) Prepare an Annual Financial Report and turn it and the records over to the Audit Committee upon completion of the governance year.
- i) Ensure that the proper paperwork has been completed, including bank resolutions and signature cards, when new officers take office.
- j) Keep tax exemption determination letter and certificate and past tax returns, or send to SCIFTS Office for safe keeping.
- k) Keep taxpayer identification number (TIN).
- l) Engage a CPA to file Federal and State Income Tax Returns.
 - 1. File 990 form annually with Federal Income Tax Return by January 15 of the following year and send a copy to IFT.
 - 2. File State Income Tax Return
- m) File Section Financial Report (electronically) with the INSTITUTE due 90 days after the end of the fiscal year.
- n) Ensure that sufficient funds be carried forward each year as operating funds for the new fiscal year.
- o) Serve as a member of the Finance Committee
- p) Serve on the Audit Committee as an *ex-officio*, non-voting member.

6. SECTION Representative (Term 3 years, may not serve consecutive terms)

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

- a) There is one (1) Section Representative for every 200 members as determined on September 1st of each year)
- b) Serve as a voting member of the SECTION Executive Committee.
- c) Participate in the development of overall strategy and setting annual SECTION priorities.
- d) Review bylaws and other important documents to understand governance and strategic plan of the section.
- e) Evaluate and approve section programs and services.
- f) Attend meetings of the INSTITUTE when requested by the SECTION President including the annual Section Leadership Forum and volunteer leadership events.
- g) Volunteer on SECTION Committees when requested by the SECTION President.
- h) The terms of the SECTION Representatives of the SECTION Executive Committee shall be three (3) years.
- i) The SECTION Representatives may not serve consecutive terms except for an individual who is asked to serve a partial term to fill a vacancy.
- j) Section Representatives typically serve staggered three-year terms.

7. Student Representative

- a) The Student Representative is appointed by the SECTION President and acts as a voting member of the Executive Committee.
- b) The Student Representative may form a committee and serve as Chair of that Committee.
- c) The Student Representative participates in the development of overall strategy and setting annual Section priorities.
- d) 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.
- e) The Student Representative maintains a contact list of local college and university food science/Nutrition clubs and advisors.
- f) The Student Representative writes an article for the monthly Newsletter announcing volunteer opportunities and thanking students.
- g) The Student Representative acts as a liaison between the students and the SECTION Executive Committee.
- h) The Student Representative is responsible for coordinating, providing and overseeing student volunteers for the SECTION activities.
- i) The Student Representative works closely with Hospitality, Supplier's Night Committee, SCFIC Committee, and Student Affairs and Travel Grants Committee.

Article VII • Nominations and Election Process

Section 7.1 Eligibility

Being appointed or elected to one office of the SECTION executive committee shall not make a member ineligible for another office.

Individuals shall only hold one office of the SECTION executive committee at a time.

Section 7.2 Nominations

The Nominations and Elections Committee shall develop and present a slate of candidates for all elected positions in accordance with these bylaws and shall present the slate to the membership for a vote.

- a) President-Elect. The Nominations and Elections Committee shall communicate to the Secretary of SECTION the name of at least one (1) Member of SECTION in good standing as a nominee for President-Elect.
- b) SECTION Representatives. The Nominations and Elections Committee shall communicate to the Secretary of SECTION the names of at least one (1) Member of SECTION in good standing as a nominee for SECTION Representative for each 200 members of the section as determined on September 1st of each year.
- c) Secretary. The Nominations and Elections Committee shall communicate to the Secretary of SECTION the names of at least one (1) Member of SECTION in good standing as a nominee for Secretary.

- d) Treasurer The Nominations and Elections Committee shall communicate to the Secretary of SECTION the name of one (1) Member of SECTION in good standing as a nominee for Treasurer.

Section 7.3 Petitions

Additional candidates for officers of the SECTION may be nominated by petition over the signature of ten (10) SECTION Members, provided:

- a) the petitioners have determined the candidate's eligibility from the IFT and SECTION Secretary,
- b) the petitioners have determined the candidate's willingness to serve if elected, and
- c) the petition is received by the SECTION Secretary not later than five (5) business days following the distribution of the report of the Nominations and Election Committee

Section 7.4 Election Process

Membership shall elect the Officers and SECTION Representatives. Elections must be held by March each year, and the results must be communicated to IFT by April 1.

Article VIII - Committees of the SECTION

The SECTION Executive Committee may establish committees as needed to conduct the activities of the SECTION. A Nominating and Election, Finance and Audit Committees are required by the SECTION Bylaws.

Section 8.1 Nominations and Elections (Committee required by the Bylaws)

- a.) The Committee shall be comprised of three (3) SECTION Members who shall include the Immediate Past President and two members appointed by the President to serve alternating two-year terms.
- b.) The Committee shall be responsible for forming a slate of Officers and SECTION Representatives as provided in Section 7.2 and forwarding those names to IFT.
- c.) January/February Newsletter: The Committee shall prepare an article for the January/February Newsletter including a short biography and picture and directions for participating in the election process.
- d.) May Newsletter: The Committee shall prepare an article for the May newsletter announcing the results of the election.
- e.) The Nominating Committee Chair has the responsibility of notifying each candidate and the Executive Board of the outcome of the election.
- f.) In case the SECTION does not use the IFT election process the committee must:
 - i. In conjunction with the Secretary prepare ballots for election of officers to the executive committee in accordance with Section 7.2 and distribute said ballots to SECTION Members only.
 - ii. The balloting deadline shall be no later than thirty (30) 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.

- iii. After verifying the validity of each ballot, the Tellers Committee shall count the ballots for each office, declaring elected the candidate receiving most votes cast. In the event of a tie vote, selection shall be made by lot.
- iv. Organize a Tellers Committee to tally ballot results.
- v. The Nominating Committee Chair must notify the INSTITUTE of the results of the election of new officers by the established deadline.
- g.) The specification for a two-candidate slate is not mandatory.
- h.) Once elected the Secretary, Treasurer and Section Representatives do not need to be on subsequent ballots during their term.
- i.) Timeline for IFT Election Process (Check with IFT for specific dates):
 - ii. The Past President must confirm participation in the IFT election process with the IFT Nominations and Elections Committee by early January.
 - iii. The Past President must submit ballot information (position, term, name, company) by mid-January.
 - iv. IFT Elections are open from early February to early March, exact dates set by the IFT Nominations and Elections Committee.

Section 8.2 Finance (Committee required in the Bylaws)

The Finance Committee is responsible for overseeing the financial stability of the SECTION.

- a) Composition The Finance Committee Chair is appointed by the SECTION President and the term is 2 years, and shall be no more than 4 (four) consecutive terms. Two appointees with non-renewable staggered three (3) year terms, the President, the President-Elect, the Immediate Past President and the Treasurer.
- b) Terms of Service Appointees may serve additional terms provided they are not consecutive.
- c) Roles and Responsibilities
 - i. The committee will meet before the 1st of September to prepare the annual budget.
 - ii. The committee reviews the financial and investment policies relating to the section, and makes recommendations to the Executive Committee.
 - iii. The committee prepares the annual budget for approval by the Executive Committee at the beginning of the fiscal year and reviews the accounts at the end of the year, and any audit performed.
 - iv. The committee may also recommend income producing activities, evaluate dues and dinner meeting fees, modify expenditures during the year, and incorporate into the budget for the upcoming year.
 - v. Arrange for short and long term investment of SECTION funds as appropriate.
 - vi. The committee receives budget requests from each Committee Chair.

Section 8.3 Audit (Committee required in the Bylaws)

A financial audit should be held every other year or as recommended by the SECTION Executive Committee. The Audit Committee reviews and certifies the accuracy of the Annual Financial Report and records of the Treasurer

- a) Composition The audit committee will consist of a Chair appointed by the Executive Committee, the Treasurer (*ex-officio*, nonvoting), one (1) appointee from the SECTION Executive Committee, and three (3) appointed members not currently serving on the Executive Committee. The SECTION Executive Committee will appoint committee members.
- b) Terms of Service Appointees shall serve one three (3) year term. Additional terms are permitted provided they are not consecutive.
- c) Roles and Responsibilities
 - i. During an audit year, an audit should occur within sixty (60) 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.
 - ii. 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 8.4 Other Committees, Workgroups and Task Forces

SECTION's Executive Committee may establish other committees to carry on the affairs of SECTION. The creation of a committee shall be approved by a majority of the SECTION Executive Committee members voting where a quorum is present. The composition of each committee shall be determined by the SECTION Executive Committee. The rules in these Bylaws governing the Executive Committee also apply to workgroups of the Executive Committee. A committee may be given the authority of the Executive Committee.

Section 8.5 Quorum for Committees, Workgroups and Task Forces

A majority of the members of a committee shall constitute a quorum for the transaction of any business unless defined otherwise in this document. The acts of the majority of the committee members at the meeting at which a quorum is present shall be the acts of such committee in each case.

Section 8.6 Vacancies and Removal Committees, Workgroups and Task Forces

Vacancies in membership of any committee/workgroup may be filled by appointments made in the same manner as provided in the case of the original appointments. Any member of a committee/workgroup, except the SECTION Executive Committee, may be removed at any time by the SECTION Executive Committee, with cause.

Other Committees, Workgroups and Task Forces

Section 8.7 Advertising

- a) The Advertising Committee shall be comprised of one (1) or more SECTION members and the SCIFTS Office.

- b) This committee contacts potential advertisers for the SCIFTS Newsletter, SCIFTS website, and SECTION events.
- c) This committee will follow-up with current advertisers to renew advertisements.
- d) Finds new advertising outlets to bring in revenue.
- e) This committee works closely with SCIFTS office, Newsletter Editor, SCFIC Committee, and Supplier's Night Committee.

Section 8.8 Arrangements

- a) The Arrangements Committee shall be comprised the SECTION President-Elect as Committee Chair, and the SCIFTS Office and other members as desired.
- b) This committee works with the SECTION President-Elect and SECTION President to designate and reserve locations for the SECTION meetings.
- c) It shall schedule meetings at selected locations, select menu, establish cost and meeting time, arrange for speakers, and audio-visual equipment for the meetings.
- d) The SECTION-owned audio-visual equipment shall be stored and maintained by the committee.
- e) 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, keeping within the allocated budget.
- f) The committee also provides detailed event information to the SCIFTS office and Newsletter Editor for publishing to the website and newsletter.

Section 8.9 Arrangements – Plant Tours

- a) The Committee shall be comprised on one (1) member the Chair who will work in liaison with the Student Representative and the New Professionals Committee chairs.
- b) The Plant Tours Committee shall arrange for and organize at least one plant tour each year.
- c) The Committee Chair will review possible suitable plants within a convenient ten-mile radius of our monthly dinner meetings. The committee may use member sales persons to identify prospects and plant decision makers.
- d) The Committee Chair will contact the plant to gauge their interest, if positive, arrange to visit and negotiate a possible 2 PM meeting, assess parking, scope of plant's operations, lab/visitor coats, testing methods used, host's technical role, etc.
- e) The Committee Chair will contact SCIFTS Office with an article for the newsletter and arrangements for member reservations.
- f) The Committee Chair will make announcements at each monthly meeting and monitor attendance.
- g) The Committee Chair will coordinate attendance with the New Professionals and Student Representative.
- h) At the tour the Committee Chair will welcome members and students on the tour and administer a survey form to gauge participant's impressions.
- i) The Committee Chair will report to the Executive Committee a brief report on the tour.

Section 8.10 Bylaws

- a) There may be a Bylaws Committee comprised of two (2) SECTION Members. These members shall include a Committee Chair, and not less than one (1) other SECTION members.
- b) This Committee will be activated at the direction of the Executive Committee based on changes required in the BYLAWS or changes requested by the INSTITUTE.
- c) The Committee shall review all proposed amendments to these BYLAWS, Affiliation Agreement, and Conflict of Interest Policy and make recommendations to the Executive Committee.
- d) The Committee shall notify the INSTITUTE of any changes to the BYLAWS if needed.
- e) Provide the INSTITUTE with an up-to-date copy of the BYLAWS of the SECTION when amendments are made.

Section 8.11 Distinguished Achievement Award

- a) 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.
- b) The committee elicits nominees from the SECTION membership and through a criterion set, selects a candidate, and submits the name to the Executive Committee for approval.
- c) The committee notifies the recipient and helps to arrange the honorarium, and presents the award at the May SECTION meeting.
- d) The committee works closely with the SECTION Chair, Treasurer, Newsletter Editor, and SCIFTS office.
- e) The committee will follow this timeline.
 - i. June/July: Budget request to the Treasurer.
 - ii. August: Notice to Newsletter Announcing the Award and requesting possible candidates.
 - iii. March: Schedule conference call with committee and contact honorary person to confirm. Send instructions by email.
 - iv. April for the May newsletter send name, title, company, biographical sketch and photograph along with lecture topic and abstract to Newsletter and arrange for award engraving.
 - v. May Meeting: Arrange for flowers/corsages for honored guests, photographer, and confirm with honored person, introduce honored person.

Section 8.12 Education and Research Grants

- a) 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.
- b) The Committee Chair receives the education and research grant applications submitted to the SECTION and reviews the applications with committee members.

- c) The committee works within the budget award amounts and distributes the awards based on SECTION criteria.
- d) The committee works closely with the Treasurer, SCIFTS office, and Newsletter Editor.
- e) Timeline:
 - i. November – Criteria, Guidelines, Schedule and Chair Contact Information provided to SCIFTS office for the Newsletter.
 - ii. January – Inform previous year’s award winners to prepare to speak at May Meeting if requested by the President.
 - iii. February – Deadline for applications from all seeking grants.
 - iv. March – Committee reviews the applications.
 - v. April – SCIFTS Meeting – Chair informs executive members of the awardees and gets approval to have treasurer cut the checks. Provides information to the SCIFTS Office for newsletter publication.
 - vi. May SCIFTS meeting – Present award checks to winners.

Section 8.13 Employment

- a) The Employment Committee shall be comprised of one (1) or more SECTION members.
- b) 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.
- c) 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 8.14 Golf and Tennis Tournament Missing

- a) 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.
- b) This committee plans the annual golf and tennis tournament.
- c) The committee chooses the location and negotiates a 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.
- d) The committee works closely with the SCIFTS office, Hospitality Committee, Student Representative and Publicity Committee.

Section 8.15 Historian

- a) The Historian committee shall be comprised on one (1) or more SECTION members.
- b) The committee collects information about SECTION events, minutes and newsletters and assures they are archived at the SCIFTS office.

- c) Information collected by the Historian should be stored electronically at the SCIFTS Office.
- d) Historian works closely with the Secretary, Publicity Committee, Hospitality, SECTION Chair, Arrangements, SCIFIC Committee, and Supplier's Night Committee.

Section 8.16 Hospitality

- a) 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, and the SCIFTS Office.
- b) Hospitality Committee submits a request to the Treasurer for door prizes provided by SCIFTS.
- c) This committee works the registration table at each SECTION event. Networking and introductions are promoted by committee members.
- d) 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.
- e) The committee shall also assist in obtaining door prizes for other events such as Suppliers' Night, SCIFIC, Golf Tournament, and other special events.
- f) Committee members raffle off the door prizes at the end of the SECTION meeting.
- g) 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.
- h) The Hospitality committee can plan and/or provide centerpieces, flowers, and gifts for certain SECTION meetings in accordance with the committee budget.
- i) The committee chair coordinates with the Student Representative and SCIFTS members to arrange for volunteers to assist with event registrations.
- j) The committee works closely with SECTION President, President Elect, Arrangements Committee, Student Representative, and SCIFTS office.

Section 8.17 Long Range Planning

- a) 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.
- b) The Long-Range Planning Committee shall assist the SECTION Executive Committee in planning the program of activities to meet the SECTION objectives.
- c) The Long-Range Planning Committee will review the current SECTION strategic plan and bylaws and update the documents based on any INSTITUTE modification to governance.
- d) The Long-Range Planning Committee shall review and evaluate existing activities, evaluate future SECTION needs and make recommendations for changes or new activities.

- e) It is important that the Long-Range Planning Committee be connected at the INSTITUTE level, and still be sensitive to local needs.
- f) The committee works closely with the Executive Committee, and the INSTITUTE.

Section 8.18 Membership

- a) The Membership Committee shall not have less than two (2) SECTION members. These shall include the Committee Chair and not less than one (1) other SECTION members.
- b) The Committee shall develop and execute, or supervise the execution of, promotional plans to build the membership of both the SECTION and the INSTITUTE.
- c) It will cooperate, as requested, in membership promotion plans developed by the INSTITUTE.
- d) It may call upon the INSTITUTE for assistance, as needed.
- e) This committee works cross-functionally with other committees as needed to achieve the committee's goals. The other committees can include, media, hospitality, student, publicity, plant tours, mentorship, SCIFTS office and others

Section 8.19 Newsletter

- a) The committee shall be comprised of no less than three (3) SECTION members. These shall include a Committee Chair (Newsletter Editor), and not less than two (2) other SECTION members.
- b) This committee helps develop the SECTION newsletter, obtaining and providing content and arranging the layout.
- c) This committee works closely with the SCIFTS office, SECTION President, and SECTION Committee Chairs to include informative and interesting information in the newsletter.
- d) Newsletter
 - i. Newsletter articles are due to the SCIFTS Office by Friday of the week following a meeting.
 - ii. Each month the newsletter must include: Dinner meeting information and details such as menu, location, phone, map and driving directions; article and photographs of the previous month's meeting; information about the meeting speaker such as name, title, company, topic, abstract, bio and photograph; door prizes, education notes, job listings; and message from the President.
 - iii. The following committees also contribute to the Newsletter: SCFIC, Suppliers Night, Education Research Grants, Student Affairs, Golf and Tennis, Distinguished Achievement Award, and Plant Tour. See the committees for more information.
 - iv. Other articles which might be of interest to the members.

Section 8.20 New Professionals

IFT defines a new professional as anyone who has recently graduated or has been in the food profession for 10 years or less.

- a) The committee shall be comprised of no less than TWO (2) SECTION members. These shall include a Committee Chair and a Vice Chair.
- b) The committee identifies strategies to enhance and shape the design of resources, programming and engagement opportunities to increase membership value.
- c) The committee provides insight on the needs of early careerist, to develop leadership capacity, career transition skill development and deepen connection among early careerist with the section.
- d) Analyze and evaluate existing membership trends, messaging and outreach practices with the goal of increasing student to professional conversion/retention and recruitment.
- e) The goal of the committee is to organize at least SIX (6) events for New Professionals in one (1) year, and must include:
 - i. At least one (1) event for community service.
 - ii. At least one (1) event for professional development.
 - iii. At least one (1) event for leadership.
 - iv. At least one (1) event for facility/plant tours.
 - v. At least one (1) social event.
- f) Committee members shall solicit and encourage participation in New Professionals and SECTION events.
- g) The Committee Chair acts as liaison between the SECTION executive committee and New Professionals as well as liaison between IFT New Professionals and SECTION New Professionals.
- h) The committee works closely with SCIFTS office, Plant Tour Committee, and Publicity Committee.
- i) The committee submits an annual budget requests to the Treasurer.

Section 8.21 Publicity/Social Media/Website

- a) 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 and a representative of the SCIFTS Office.
- b) This committee collaborates with the SCIFTS office, SECTION President, and SECTION Committee Chairs including the Arrangements Committee, to provide informative and timely information regarding section events, such as, monthly meetings, Suppliers Night and SCFIC.
- c) Reports current and interesting news of the SECTION to the editors of "Food Technology".
- d) Inform the editor of "SCIFTS Newsletter" of material for publication.
- e) Coordinates publicity campaigns regarding special events.
- f) Informs local educators of the activities of the SECTION where they apply to developing student interest in careers in Food Technology.
- g) Takes pictures at all SECTION events, and coordinates their publication.
- h) Coordinates social media, including SCIFTS website, Linked in, Facebook, and other social platforms to promote section events.

- i) This committee works with the SCIFTS Office to organize and maintain the website.

Section 8.22 Scholarship

- a) 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. The committee chair shall alternate between an industry member and an academia member as chair.
- b) The committee shall be comprised of at least one (1) SECTION member from academia and one (1) SECTION member from industry.
- c) The committee works closely with the SCIFTS office, Treasurer, and Newsletter Editor
- d) Once a year, the committee shall notify the SCIFTS Editor, and SCIFTS geographical area Colleges and Universities that the Phil Bates scholarships (depending on the availability of funds) are being offered.
- e) Scholarship funds may be designated to, but not limited to, the following student categories:
 - i. Students attending any University or College and working towards a graduate or undergraduate degree in Food Technology, Food Science, Nutrition, Culinology, or related field.
 - ii. Student attending a local high school intending to enroll in a Food Science, Nutrition, Culinology, or related field.
 - iii. The scholarship applicant's last place of employment or recent residence must have been in the SECTION's geographical area.
- f) Candidates shall submit applications for the scholarship along with two (2) letters of recommendation.
- g) 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.
- h) The Committee shall make one recommendation per scholarship to the Executive Committee for its consideration and approval or rejection.
- i) The funding of awards will be based on the recommendation of the Scholarship Committee and approved by the Executive Committee in the annual budget.
- j) Timeline:
 - i. September Newsletter: The committee will provide Criteria, Guidelines, Schedule and Chair contact information to the SCIFTS Office for the newsletter.
 - ii. October Newsletter: The Committee will provide the SCIFTS office with awardees name and school
 - iii. October Meeting: The Committee Chair present scholarships awards at the SECTION meeting.

Section 8.23 Student Affairs and Travel Grants

- a) 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.
- b) Works closely with Treasurer, SCIFTS office, Newsletter Editor, Executive Committee, and Student Representative.

- c) 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.
- d) 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.
- e) The Student Affairs and Travel Grants committee oversees Travel Grant promotion, information, budget, and awards through the following activities.
 - i. March Newsletter: Provide an updated travel grant application and announcement to the March newsletter and to the student representative.
 - ii. Receive the travel grant application and decide on awardees within the committee.
 - iii. The committee works within the budgeted award amounts and distributes the awards based on SECTION criteria.
 - iv. The committee will present the travel grant awards at the May SECTION meeting.
 - v. June Newsletter: The Committee will provide the Newsletter with names and schools for publication.

Section 8.24 Southern California Food Industry Conference (SCFIC)

- a) 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.
- b) This committee plans the annual SCFIC Conference.
- c) The committee is organized into the following Sub-committees or as deemed necessary.
 - i. Program and Arrangements (4-6 volunteers)
 - ii. Sponsorship (4-6 volunteers)
 - iii. Student Product Development Competition (1 student from each College or University that wishes to participate and/or a faculty member, and 2-4 industry or non-academic volunteers.)
 - iv. Continuing Education Credit, Academy of Nutrition and Dietetics (AND) and Certified Food Science Continuing Education Contact Hours (IFT). (1-2 volunteer)
 - v. Marketing (2-3 volunteers)
- d) The committee chooses the topic, program schedule, assembles a budget for speakers, sets registration fees in collaboration with the Treasurer and the Executive Board.
- e) The Committee in cooperation with SCIFTS Office, make all necessary arrangements for audio visual equipment, handouts, and other materials for attendees.
- f) The Committee arranges for continuing education hours with the Academy of Nutrition and Dietetics, IFT and other appropriate organizations.
- g) The Committee negotiates honoraria for speakers, and coordinates lodging with the Suppliers Night Chair, Treasurer and the SCIFTS Office.
- h) The Committee organizes the Student Product Development Competition and Awards Ceremony.

- i) The Committee members will advertise the event and enlist student volunteers to help with arrangements on the day of the event.
- j) Committee members will summarize the conference evaluations via a survey, then submit the summary to the Executive Committee after the Conference.
- k) The Committee shall submit a financial report to the Executive Committee after the Conference.
- l) The Committee works closely with SCIFTS Office, Treasurer, Student Representative and SECTION President.
- m) Timeline:
 - i. June – August identify working budget, decide on the SCFIC title and finalize all speakers.
 - ii. For the September Newsletter submit Product Development Competition Registration Form, Contest Rules and Deadline Information, and Logo to the SCIFTS Office.
 - iii. October identify out of town accommodations required for speakers and notify the Supplier Night chair and the SCIFTS office.
 - iv. October Newsletter (Submit after September meeting): submit program information and registration form to the SCIFTS Office.
 - v. November begin Marketing Campaign providing information to professional publications other relevant sources. (Food Technology Magazine, SCIFTS Facebook, SCIFTS Linked In, California AND, Orange County Section of AND others.)
 - vi. December Newsletter (Submit after November Meeting) submit SCFIC Program including times, topics, speakers and titles with companies/universities.
 - vii. October/November contact potential advertisers and supply with program and registration information.
 - viii. April Newsletter submit photographs and results to the SCIFTS Office.

Section 8.25 Suppliers Night Committee

- a) This committee shall be comprised of no less than three (3) SECTION members. These shall include a Committee Chair.
- b) The committee plans the annual Supplier's Night.
- c) The committee chooses and negotiates a location contract, contacts vendors to purchase tables, finds event and door prize sponsors, organizes the reception, advertises the event, and enlists volunteers to help on the day of the event.
- d) The committee contracts space and rentals for SCIFIC if necessary.
- e) The committee works closely with SCIFTS office, Treasurer, Student Representative and Media Committees.
- f) The Committee travels to the Fancy Food Show, IFT and Supply Side West to recruit vendors.
- g) Timeline:
 - i. The Committee is required to book site 24 months in advance of Suppliers Night.
 - ii. For the September through February newsletter the committee supplies a supplier letter, information sheet and reservation form.

- iii. For March newsletter, the committee supplies attendee information including directions and parking information.
- iv. For the April newsletter, the committee supplies a recap and photos.

8.26 Teller Committee (Only required when elections are not held electronically.)

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

- a) 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.
- b) The three (**No headings found.**3) committee members must be Regional SECTION members.
- c) The Tellers are responsible for counting ballots on all matters requiring a vote by the SECTION members.
- d) 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.

Article IX – Indemnification and Insurance

See Bylaws

Article X ▪ Fiscal Year & Governance Year

See Bylaws

Article XI ▪ Dissolution

See Bylaws

Article XII ▪ General Provisions

Section 12.1 Section Affiliation Agreement

See Bylaws

Section 12.2 Use of Funds

See Bylaws

Section 12.3 Conflict-of-Interest Policy

See Bylaws

Section 12.4 Amendments

See Bylaws

Section 12.5 Limitation of Liability

See Bylaws

Section 12.6 Parliamentary Rules

See Bylaws

Section 12.7 Waiver of Notice

See Bylaws