

## **BYLAWS\***

### ***AACC INTERNATIONAL NUTRITION DIVISION***

#### **I. Name**

This organization is certified as a Division of the AACC International (AACC Intl.), and is known as the Nutrition Division.

#### **II. Mission**

***To gather, compile and communicate current trends, thoughts, issues and research needs regarding health and nutrition of grain based foods and related products.***

#### **III. Purposes of the Nutrition Division**

- A. The Nutrition Division will provide a focal point for cereal-related nutrition work and serve as a mechanism of communication of factual nutrition information to scientists as well as the general public. Any public announcement on behalf of AACC Intl. would be subject to approval by the Board of Directors.
- B. The Nutrition Division will be instrumental in identifying nutrition issues of relevance to the AACC and facilitate coordination of selected research and collaborative studies.
- C. The Nutrition Division will be involved in public affairs acting as a source of scientific information on nutritional aspects of cereal products. Any public announcement on behalf of AACC would be subject to approval by the Board of Directors.

#### **IV. Membership**

Any regular, honorary, life, or CDE member of the AACC Intl. interested in Nutrition is eligible for membership in the Nutrition Division.

#### **V. Membership Dues**

- A. Membership dues shall be determined by the Executive Committee of the Nutrition Division.
- B. Dues are payable in advance. Members not paying their annual dues in compliance with AACC Intl. policy shall be held delinquent and shall be dropped from the membership roll and the mailing list of the Nutrition Division.

#### **VI. Officers**

- A. The officers of the Division shall be members of the AACC Intl. and shall consist of:
  - 1. A **Chair** who arranges meetings, programs, symposia, etc., and who presides over the Executive Committee; oversees the duties of the other officers; and chairs any general meeting of the Nutrition Division. At the end of the term in office, the Chair shall be known as the Past Chair and shall be responsible for officer nominations. If for any reason, the Past Chair cannot serve this duty, the Chair shall assume its responsibility.

***The Chair shall provide an annual report of the Nutrition Division's activities to the Secretary of the AAAC Intl. no later than one month before the Annual Meeting.***

In the event the Chair resigns the office during the term, the Vice Chair shall immediately assume the Chair's position. The office of Vice Chair shall remain vacant until a special election is scheduled by the remaining officers or until the next regularly scheduled election of officers. A special election shall be scheduled only if the vacancy occurs at least six months prior to the next regularly scheduled election.

2. A **Vice-Chair** who aids the Chair as the Chair desires. In the event the Vice Chair resigns the office during the term, the Chair shall also immediately assume the Vice Chair's position. The Vice-Chair's position shall then remain vacant until a special election is scheduled by the remaining officers or until the next regularly scheduled election of officers. A special election shall be scheduled only if the vacancy occurs at least six months prior to the next regularly scheduled vacation.
3. A **Secretary** who maintains membership lists, creates and maintains records of attendance and minutes of the Nutrition Division meetings, correspond with other members of the Executive Committee as needed, sends out announcements and carries out other duties as assigned by the Chair to fulfill the objectives of the Nutrition Division.

In the event the Secretary resigns during the term of office, the vacancy will be filled by the Chair through appointment, with the approval of the remaining officers. A special election shall be scheduled only if the vacancy occurs at least six months prior to the next regularly scheduled election.

4. A **Treasurer** who maintains financial records, provide recommendations to the Executive Committee for investing the Division funds and carry out all duties assigned by the Chair to fulfill the objectives of the Nutrition Division.

***Matters regarding the appropriation of the Nutrition Division funds exceeding \$250 will require a majority vote approval by the Executive Committee members.***

In the event the Treasurer resigns during the term of office, the vacancy will be filled by the Chair through appointment, with the approval of the remaining officers. A special election shall be scheduled only if the vacancy occurs at least six months prior to the next regularly scheduled election.

5. A **Past Chair** who serves on the executive committee as a member-at-large. The Past Chair shall preside over the officer elections and perform other duties as needed.
- B. The officers will be elected to a term of office that will begin and end at the conclusion of the Annual Meeting. At the conclusion of their term each officer will write and submit a detailed summary of their activities and recommendations for the Nutrition Division. This report will be given to the incoming Executive Committee when they assume office.
  - C. All elected officers of the Nutrition Division will serve a two-year term. At least 120 days prior to the annual meeting, a call for the Nutrition Division members to make suggestions to the Past Chair will be published. At least 60 days prior to the annual

meeting, a mail ballot consisting of a minimum of two nominees for each office to be elected will be sent to all Nutrition Division members giving the members a minimum of 30 days to return their ballots. In the event of a tie for any office, the Executive Committee shall decide the election to that office. The results of these elections shall be announced at the annual business meeting, and the newly elected officers will accept their duties at the close of the meeting.

- D. Notices of the Nutrition Division elections shall be delivered to AACC Intl. headquarters.

## **VII. Executive Committee**

- A. The Executive Committee shall be comprised of the Chair, Vice-Chair, Secretary, Treasurer, and Past Chair as voting members. In the event the Past Chair is unable to be a part of the Executive Committee, the Chair shall appoint a Member-at-Large who shall be a voting member of the Executive Committee.
- B. The Executive Committee shall provide leadership for the Nutrition Division and have the authority to determine and carry out all activities of the Nutrition Division.

## **VIII. Committees**

The Chair in consultation with other members of Executive Committee shall be empowered to appoint a Newsletter Editor, Program Committee, a Nominating Committee, a Membership Committee, and such other committees as needed to carry out the objectives of the Division. Such Committees shall be responsible to the Executive Committee. Each member of the Nutrition Division shall be encouraged to serve on at least one, but no more than two, working committees.

## **IX. Meetings**

Meetings of the Nutrition Division shall be held at least annually during the Annual Meeting of the AACC Intl. and at any other time designated by the Executive Committee. Notices of Division meetings shall be sent to all members of the Nutrition Division and to the headquarters of the AACC Intl.

## **X. Rules of Order**

This organization shall be governed by Roberts' Rules of Orders.

## **XI. Amendments**

Any part of the Bylaws may be amended upon review of the Executive Committee and approval by two-thirds majority vote of the Division members voting, provided the amendment(s) does (do) not conflict with the existing articles or basic principles of the Articles of Incorporation, the Constitution and the Bylaws of the AACC International, Inc. Any Bylaw amendment(s) will be preceded by an announcement of the proposed change and discussion at the annual business meeting, after which a ballot will be mailed to all Nutrition Division members along with a summary of the discussion of the proposed amendment(s) held at the annual business meeting.

## **XII. Distribution of Funds on Dissolution**

In the event of dissolution of this Division and the discharge of its debts and the settlement of its affairs, any funds and property of this Division remaining thereafter shall be conveyed by the direction of the Division Executive Committee to another qualified non-profit

organization, or if no action is taken by the above mentioned, shall be conveyed to the AACC Intl. for its general purposes or with the written consent of the Board of Directors for the AACC Intl. shall be conveyed to another non-profit organization(s) dedicated to the perpetuation of objects similar to those of the AACC Intl., provided such selected organization(s) at the time of the Division's dissolution shall be exempt under Section 501 ( C ) (3) of the Internal Revenue Code of 1954 as amended or under such successor provision of the Code as may be in effect at the time of this Division's dissolution.

\*Adopted in rough form by persons attending Nutrition Division Meeting September 22, 1980, and approved with minor editorial changes by Nutrition Division Executive Committee September 24, 1980; also, minor changes as requested by AACC Board of Directors in II.B., II.C., II.D., V.B., and VI.A. on February 10, 1981; changes in Section V.A.4 & 5 in October, 1985; changes in sections II, III A, II C. IV, V B, VI A, VI B, VI C, VI D, VII A, VIII, IX, XI, XII in December 2008.