

Culinary Science Club at Iowa State University Constitution

Written: October 29, 2008

Last Revised: November 12, 2024

Article I - Name

The name of this organization shall be known as Culinary Science Club at Iowa State University.

Article II - Purpose & Goals

The purpose of Culinary Science Club is to provide a group where students interested in culinary arts, science, and food production can meet, interact and build community. The meetings are designed to fill a number of functions including: providing a way for students and staff to get to know one another, to become acquainted with the program, to develop professional skills and acquaintances, and learn more about the opportunities in the food industry and related culinary fields. The Culinary Science Club will abide by Iowa State University rules and regulations along with State and Federal laws.

Article III Statement of Compliance

Culinary Science Club abides by and supports established Iowa State University policies, State and Federal Laws **and follows local ordinances and regulations. Culinary Science Club agrees to annually complete President's Training, Treasurer's Training and Adviser Training.**

Article IV Non-Discrimination Statement

"Iowa State University and Culinary Science Club do not discriminate on the basis of **genetic information, pregnancy, physical or mental disability**, race, ethnicity, sex, color, religion, national origin, age, marital status, sexual orientation, gender identity, or status as a U.S Veteran"

Article V - Membership

Membership shall be open to all registered students at Iowa State University. Non-registered students, including the faculty advisor *may not vote*. The Culinary Science Club does not discriminate on the basis of color, age, race, religion, national origin, sexual orientation, gender identity sex, marital status, disability or military status. To obtain active membership, club dues are required. Due requirements are described in the Bylaws.

Section 1-Executive Committee. The Executive Committee is comprised of the elected student officers and the faculty advisor. Elected officers of Culinary Science Club include President, Vice-President, Treasurer, Secretary, Social Chair, College of Human Sciences Representative, College of Agriculture and Life Sciences Representative, Special Events Chair, Webmaster, and Faculty Advisor.

Section 2-Eligibility. The officers of this organization must meet the following requirements:

(a) Have a minimum cumulative grade point average (GPA) as stated below and meet that minimum GPA in the semester immediately prior to the election/appointment, the semester of election/appointment and semesters during the term of office. For undergraduate students, the minimum GPA is 2.00. In addition, at least six hours (half-time credits) must have been taken during the semester of election.

(b) Be in good standing with the university and enrolled: at least half time (six or more credit hours), if an undergraduate student (unless fewer credits are required to graduate in the spring and fall semesters) during the term of office.

(c) Students are not eligible to run for any office in which the term of office extends beyond their planned graduation date. Officers may not be on temporary enrollment and must not be on conduct probation.

(d) Are an active member of the club and intend on being an active member of the club throughout their term.

Section 3-Term of Office. Officers are elected during the last meeting in October and serve a one-year term. Officers begin their term of office immediately after being elected.

Section 4-Vacancies. If a position becomes open during the academic year, the Executive Committee may choose to hold a special election or it may choose to leave the office vacant until the regular elections. If the office is left vacant, the duties of the office will be shared among current members of the Executive Committee.

Section 5-Duties. The specific duties of each office are described in the Bylaws.

Section 6-Removal from Office. Officers may be removed from office for failure to perform their duties. The impeached officer is not allowed to speak or be present at the final vote. In the event of a removal, the executive team will appoint a replacement to the vacant officer position at their earliest convenience. Detailed procedures for both the removal and replacement are described in the Bylaws.

Article VI: Risk Management:

The role of the risk management officer is to [a] help minimize potential risks for club activities, [b] recommend risk management policies or procedures to Culinary Science Club, [c] to submit documentation to ISU's Risk Management Office and [d] to ensure that Iowa State University policies are followed at all of the organization's events and [e] to ensure that proper waivers and background checks are on file with Risk Management for events (if applicable). The social chair will be responsible for Risk Management responsibilities.

Article VII - Elections

Officer elections will be held in late October and officer transitions will occur following election. Elections will be by secret written ballot, unless otherwise specified. Election procedures are described in the Bylaws. Information regarding officer duties must be presented at a regular meeting at least one month prior to the election.

Article VI - Meetings

Meetings vary in content and include both social events and more formal sessions. Meeting times also vary with the date and times set by the Executive Committee. Meetings are advertised through e-mail postings to all Culinary Science Club members. In addition, occasional reminders will be sent out to other FSHN students regarding meetings. Meetings are generally scheduled about 2 weeks apart with about 8 scheduled each semester.

Article VII - Finances

All monies belonging to this organization shall be deposited and disbursed through a bank account established for this organization at the Campus Organizations Accounting Office and/or approved institution/office (must receive authorization via Campus Organizations Accounting Office and Student Engagement. All funds must be deposited within 48 hours of collection. If the amount to be deposited is over \$100, it must be deposited within 24 hours. The Adviser to this organization must approve and sign expenditure before payment. Members can be reimbursed for club related purchases as long as the total for reimbursement is greater than \$25.

All winnings from cooking competitions in which the members are competing on behalf of the Culinary Science Club shall be divided as such: The winnings shall be split equally among the all members of the team with the Culinary Science Club acting as one additional member. An example is as follows: A

team containing 4 members wins \$250 for a cooking competition. The money shall be divided by 5 (4 members of the team and one member to represent the Culinary Science Club). Each party would receive \$50. The winnings shall be distributed to the team members in the form of a gift card to Hy-Vee, Target, Wal-Mart or the Iowa State University Bookstore.

Article VIII - Amendments & Ratification

Amendments to the Constitution may be proposed by any active member of the Culinary Science Club.

The steps in the amendment process are as follows:

1. Amendments and ratifications must be introduced in writing to the Executive Committee. With the Executive Committee’s approval, the proposed changes will be introduced after the third club meeting of the semester. The proposed amendments and ratifications will also be distributed electronically via e-mail after the meeting to allow club members to consider the changes and make comments.
2. The proposed amendments and ratifications of the Constitution will be voted on at the club meeting following the proposal to the club. The changes shall be passed by simple majority of active members present at the meeting, unless otherwise specified.
3. If a member is unable to attend the club meeting, the member can inform a member of the Executive Committee with their decision via a written document (paper or electronic). The written document will be tallied in with the other votes at the club meeting.
4. Amended or ratified constitutions will be submitted to Student Engagement within 10 days for final approval.

Culinary Science Club President

Date

Culinary Science Club Adviser

Date

Assistant Director of Student Engagement

Date

Iowa State University Culinary Science Club Bylaws

Written: October 29, 2008

Last Revised: August 8th, 2024

Article I - General Bylaws

Section 1 - Dues

Dues will be \$20.00 per academic year. All money will be collected at meetings and given to the treasurer only.

To be an active member, dues need to be paid by the third club meeting of the semester. If an individual becomes interested in the club after the third meeting of the semester, exceptions can be made by the Executive Committee on a case by case basis.

If a student chooses to depart from the Culinary Science Club, no refunds will be available.

Section 2 - Finances

As a departmental club, the Culinary Science Club is eligible for funds through CHS Council and CALS Council. The Executive Committee is authorized to spend club funds on standard activities including: club meetings, other club activities (i.e. club trip), and helping members of the club attend professional conferences. The Culinary Science Club budget will be proposed and voted on the semester before the budget will be in effect. If unseen purchases are required after the budget is approved, the Executive Committee will discuss and pass those purchases by a simple majority vote. The Executive Committee will notify the club of these purchases at the next club meeting.

The Culinary Science Club has the privilege to be issued two purchasing cards (p-cards) through Campus Organization Accounting. The cards can be issued to any two Executive Committee members, as voted on by the club. It is the responsibility of those two executive officers, Treasurer, and Faculty Advisor to attend the training session and abide by all p-card policies and regulations. At the end of the two executive officers' term, their p-card needs to be turned into Campus Organization Accounting to be deactivated.

Section 3 - Motions

The procedures for approving motions shall be as follows:

1. Motions shall not be made until after the third club meeting of the semester.
2. All motions shall first be presented to the Executive Committee. If the Executive Committee approves the motion, an e-mail notifying all club members that voting will occur at the next club meeting.
3. Active members present at the specified club meeting will be able to vote. The motion shall pass by simple majority rules, unless otherwise specified.
4. If a member is unable to attend the club meeting, the member can inform an Executive Committee member of their decision via a written document (paper or electronic). The written document will be tallied in with the other votes at the club meeting.
5. In the case of a more pressing motion, an emergency vote will be organized by the Executive Committee. The motion shall pass by a simple majority of Executive Committee members.

Section 4 - Bylaws

New bylaws and amendments to current bylaws may be proposed by any active member of Culinary Science Club. The procedure for action is as specified for motions in Section 3.

Section 5 – Active Member Credit Policy

This policy is to reward CSC active members for dedicating their time to the club. A \$1.50 monetary value will be credited to active club members' accounts for every half hour of service. The procedures for approving motions shall be as follows:

1. The event organizer is responsible for providing and monitoring a Time Sheet throughout the event. The Time Sheet should be submitted electronically to the Treasurer within 48 hours of the event.
2. The Treasurer will provide electronic monthly statements which will include all hours dedicated and current balance for all active members. It is the responsibility of all participating club members to confirm that monthly statements are correct.
3. Built up credit can be used for club apparel, club fees (with the exception of Dues), End of Semester Club Dinner, and any other expenses agreed upon by the Executive Committee.
 - The club will sponsor one dinner a semester in which a pre-set dinner price will be covered by the club for those members who have a credit balance. For any member's meal exceeding the pre-set price amount or an alcoholic purchase, that member will be expected to pay the difference in cash/check to appointed member at the time of payment.
 - The appointed member will be responsible for providing the Treasurer an itemized receipt within 24 hours of the dinner.
4. Activities which qualify for club credit are promotional events (ClubFest, Welcome Back Picnics, FSHN Day, etc), fundraising preparation, fundraising events, assisting another professional organization on behalf of CSC, and other circumstances approved by the Executive Committee.
5. Club activities which would not qualify for club credit are social events, time served on a committee, and Executive Meetings.

Article II - Duties and Responsibilities of the Executive Committee

Section 1 - Elected Offices

The elected officers of Culinary Science Club include president, vice-president, treasurer, secretary, social chair, College of Human Sciences representative, College of Agriculture and Life Sciences representative, special events chair, webmaster, and faculty advisor.

Section 2 - Attendance Requirement

Attendance at all club and executive meetings is required of all officers. If circumstances prohibit an officer's attendance, then that absence will be excused. One unexcused absence is allowed per semester

Section 3 - General Duties of All Members of the Executive Committee

1. Officers represent the club membership. They should be positive role models displaying enthusiasm, dependability, and dedication.
2. All officers are expected to assist other executive members when needed.
3. Due to the yearly change of officers, newly elected officers need to be trained and prepared for the transition of leadership. Current officers should thoroughly explain all duties to the new officers.
4. All officers must maintain notebooks and/or USB flash drive containing relevant information concerning their respective offices. These notebooks and/or USB flash drive must be passed along so that new officers are comfortable with their duties and responsibilities. Before officer transition, each officer is responsible for setting up a meeting with the faculty advisor to update the server with new documentation accumulated over the past year.

Section 4 - President

The president has primary responsibility for the operations of the club. The president calls to order all meetings and is generally responsible for scheduling club events. The duties of the president include:

- a. Establish times and locations for meetings

- b. Arrange for facilities for meetings and programs
- c. Determine an agenda prior to the meeting
- d. Confirm with faculty advisor(s) and treasurer that accounts have been paid
- e. Preside over all meetings, announce the agenda, introducing speakers, and make sure that all members have the opportunity to participate
- f. Lead members in defining and pursuing the goals and objectives of the club and keep a list of objectives with origin dates and projected deadlines
- g. Delegate responsibilities
- h. Maintain good communication between the executive officers
- i. Update constitution with new changes made over the presiding year
- j. Order apparel and submit logo for Trademark approval when needed
- k. Maintain club email list
- l. Respond to emails from external interest groups and presenters
- m. Update Club Attendance Spreadsheet after each meeting
- n. Send out reminder emails to volunteers about events and volunteer opportunities.

Section 5 - Vice-President

The vice-president assists the president in all club functions. Duties of the vice-president include

- a. In absence of president, or at request of president, perform president's duties
- b. Keep in close contact with president and faculty advisor(s)
- c. Assist chairs of committees
- d. Coordinate and plan fundraising activities
- e. Assign meeting themes
- f. Create a "host exec" sign-up for each meeting
- g. Develop a grocery list and logistics for each meeting

Section 6 - Secretary

The secretary is generally responsible for all club records and correspondence. The duties include:

- a. Record minutes during each meeting
- b. Distribute copies of minutes to all members via email
- c. Have a saved hard copy of all club meeting and exec meeting minutes on USB flash drive
- d. Keep a list of active members
- e. Collect Summary Reports from officers after an event has been held
- f. Initiate prompt correspondence (including writing thank you notes to presenters)
- g. Communicate meeting times and locations to outside sources ex)FSHN Newsletter, etc.

Section 7 - Treasurer

The treasurer is generally responsible for all financial transactions of the club. The duties include:

- a. Turn in treasurer's notebook and permanent-bound accounting book to Student Engagement when required
- b. Maintain the treasurer's notebook, which should contain all forms and materials for operating the club in financial situations, past and current budgets, and any other notes or materials found to be helpful in carrying on the duties of treasurer
- c. Maintain the permanent-bound accounting book containing the records of all financial transactions, including income (donations, fund-raisers, etc.) and expenditures (orders for supplies or certificates, payment of bills, etc.)
- d. Obtain a 'Change of Information Organization Form' from the Student Engagement, update any

changes on the form, and return it before the deadline set

e. Attend one treasurers' orientation class taught by a Campus Organizations representative(s) before the deadline set

f. Verify information concerning funds, deposits, and accounts

g. Change signature on all financial accounts from predecessor to self

h. Compile a budget each semester to be voted on by club members and determine if extra funds are necessary

i. Pay all bills promptly

j. Keep all financial records up to date and readily available for review by advisor(s), executive members, and membership

k. Keep all financial records in a secure location

l. Report to club members at each executive and general meeting on club finances

m. Monitor and update the club Credit System

n. Make P-card purchases as needed

o. Collect dues and other money necessary for club activities

p. Maintain meeting attendance sheets

Section 8 - Webmaster

The webmaster is in charge of maintaining the club webpage, Facebook page, maintenance of Google Calendar and FSHN departmental club page. The webmaster is responsible for collecting all pictures taken at club events.

Section 9 - Social Chair

The social chair is generally responsible for organizing club activities above and beyond regularly scheduled meetings. These events can include inviting speakers, organizing trips to restaurants and corporations, and social activities. The social chair will also be responsible for handling Risk Management for club events.

Section 10 - College of Human Sciences (CHS) Representative and College of Agriculture and Life Sciences (CAL) Representative

These representatives have the duty of attending the respective college's council meetings and reporting back to the club concerning current events and college-wide announcements. These representatives are responsible for finding a replacement if they are unable to attend a meeting. CHS and CAL representative are not required to be filled each semester, but it is highly recommended.

Section 12 - Faculty Advisor

The Culinary Science Club is a departmental club. The faculty advisor serves as a liaison between the club and the faculty and staff in the department, college, and university. They participate in Executive Committee deliberations and provide information, support, guidance, and advice to the student officers. The faculty advisor does not have veto power over actions of the Executive Committee except when they judge the actions to be contrary to university policy.

a. The faculty advisor is selected by the club as a whole and must be re-approved yearly during officer elections

b. The faculty advisor serves as the contact point for new majors and also serves as a resource concerning the most current university rules and regulations involving students and student activities.

c. If the student members of the Executive Committee are not happy with the actions of the faculty advisor, they should inform the faculty advisor or the Director of Undergraduate Studies, who will seek to resolve the problem.

d. In the event that the faculty advisor is removed, a temporary advisor will be appointed by the Executive Committee while the club selects a new advisor, to be approved by a majority vote of the club members at the earliest convenience. The newly selected advisor must also meet the requirements outlined in this section and will serve under the same terms and conditions.

Article III - Removal from Office

An elected officer is automatically removed from office if the officer's cumulative grade point average falls below 2.0 or if the officer is placed on conduct probation by the university. An officer may also be removed for failure to fulfill the duties of the office, including attendance at meetings. If an officer fails to perform their duties or incurs more than one excused absence, the Executive Committee may discuss removal of the officer at its next meeting. The officer in question must be notified in writing about the possible removal and given an opportunity to respond. If there is no response, or if the response is deemed unsatisfactory, the Executive Committee may remove the officer from office by 2/3 majority vote conducted by secret ballot. In the event of a removal, the Executive Committee will appoint a replacement to fill the vacant position at its earliest convenience. Officers removed from office remain members of the club.

Article IV - Election Procedures

Annual election of officers shall be scheduled midterm during a regular Culinary Science Club General Business meeting during the Fall term (Election Meeting).

Section 1 - Nominations

The Nomination Meeting will occur one General Business Meeting prior to the Election Meeting, ONLY those members who are present may be nominated. The nominees will be asked to Accept or Decline the nomination. Self-Nominations ONLY may be emailed to the President up to 2 weeks before the Election Meeting.

Section 2 - Voting

Only active dues paying members may participate in elections. It is the duty of the Treasurer to determine if member is eligible to vote.

Voting will be done via secret ballot. Members will write the name of the candidate they wish to vote for on the paper. Ballots will be counted for each office, one at a time, beginning with the office of President. After ballots are counted for that office, the winner is announced and the process continues through the remaining positions.

Section 3 - The Hare System of Vote Counting

Election Meeting:

All Nominees shall have a brief opportunity to express interest in the Executive position they have been nominated for prior to the vote. All nominated members must leave the meeting while each nominee is presenting and while ballots are being counted.

Nominations shall be called and election held for one office at a time, beginning with the office of the President. Candidates not elected to one office shall be eligible for nomination to succeeding offices, ONLY if the nominee is present.

A majority of all votes cast shall be necessary for election. If there are three or more candidates for one office, and no candidate receives a majority vote on the first ballot, the candidate receiving the least votes shall be eliminated, and balloting shall continue in the same manner for the remaining candidates until one shall have received a majority. Tie votes for any office shall be resolved by lot, by the President.

Section 4 - Election Results

As soon as the written ballots are completed, 2 members of the Executive Committee will count the votes. The faculty advisor will observe the counting to ensure no errors are made. The officers-elect will be announced during the meeting. If an officer is unable to stay in office, the election process will be repeated for that position.

Culinary Science Club President

Date

Culinary Science Club Adviser

Date

Assistant Director of Student Engagement

Date