The Penn State Food Science Club
Date of Origin: 1976

I. Purpose
   A. To provide an academic, leadership-oriented, competitive, social, and service platform for Penn State Food Science Students and individuals who share a sincere interest in food science.

II. Mission Statement
   A. To serve as a liaison among members of the Department of Food Science, the College of Agricultural Sciences, the Pennsylvania State University, and the community at large by providing and promoting social, service, competitive, leadership, and academic events focused on food science in conjunction with the Institute of Food Technologists Student Association (IFTSA) and the Institute of Food Technologists (IFT).

III. Membership
   A. At all times, the majority (50%+1) of all active members shall be full-time, officially registered undergraduate students at University Park.
   B. The membership shall be divided into active and associate members.
      1. Only currently registered students are eligible for active membership.
         i. In order to be considered an active member, a student must pay club dues
      2. All others interested in furthering the purpose of the Penn State Food Science Club, including but not limited to, faculty, staff, and community members, shall be associate members. Only active members may hold office, vote, preside, officiate, or solicit funds on behalf of the organization.
   C. At all times there shall be at least 10 active student members present.
   D. New Membership and Recruitment
      1. Any and all new members will be given full disclosure during recruitment, including but not limited to the disclosure of:
         i. Organizational documents (Constitution, Bylaws, Manuals, etc.)
         ii. Organization events and activities
         iii. A list of responsibilities of members
         iv. A copy of the University Hazing policy, prescribed by Policies and Rules for Student Organizations
            (These document will be available upon request by the Office of Student Activities).
      2. All members, including but not limited to new members and recruits, reserve the right to refrain from participating in any activities without consequence, based upon personal/religious beliefs, personal values, or moral reserve as defined by the member.
      3. Any and all interaction/activity between members and/or new members will be limited to guidelines stated by university policy, as well as local, state, and federal laws.
E. Membership removal:
   1. The executive board reserves the right to expel a member who is not following the policies of the organization with a super majority vote of attending officers---quorum is 75%.
   2. Conditions for removal include not maintaining a GPA of 2.50 or greater

IV. Officers
A. Only full-time, officially registered active student members shall be eligible to serve as elected officers.
B. Offices
   1. The President is the director of the Executive Committee and is responsible for the following duties:
      i. Scheduling and announcing all Executive Committee and General Club meetings
      ii. Writing and maintaining all Agendas for Executive Committee and General Club meetings
      iii. Running all Executive Committee and General Club meetings
      iv. Organizing and securing donors for the Annual PSFIG Alumni Tailgate
      v. Scheduling and organizing PSFIG Food Industry Day
      vi. Working closely with PSFIG by attending FIG Board Meetings and providing Club updates to the PSFIG Board
      vii. Organizing all details pertaining to the IFT Annual Meeting and Food Expo, including travel, registration, lodging, and funding
      viii. Attending the New President Workshops at the IFT Annual Meeting and Food Expo
      ix. Representing the club at the IFT Annual Meeting and Food Expo, IFTSA Area Meeting and College Bowl Competition, PSFIG Alumni Tailgate, PSFIG Food Industry Day, ASC/Ag Advocates Annual Ag Day, and other events that require the presence of the President
      x. Communicating and working closely with the Senior Club Advisor and the Junior Club Advisor
      xi. Editing, updating, and publishing the Program of Work and Constitution every year; have enough published for every member by the first Club meeting
      xii. Maintaining strong communication with club members
      xiii. Working with Dr. Stephanie Doores to schedule meetings with Company visits
      xiv. Maintain the FD SC Club Facebook Page
   2. The Vice President is the President-Elect, and is responsible for the following duties:
      i. Acting as the President in the case of absence or termination of the President
      ii. Attends all functions with president to learn the role in preparation of assuming the role the following year
iii. Organizing all details pertaining to the IFTSA Area Meeting and College Bowl Competition

iv. Serving as the Competition Coordinator, ensuring that the Club has competitive teams/individuals for as many IFTSA competitions as possible (e.g., Undergraduate Research Competition, Developing Foods for Developing Nations, Disney Product Development, College Bowl, etc.)

v. Organizing all travel details for the Club, including transportation for Food Industry Day

vi. Maintaining the club website/blog

vii. Communicating with Tom Dimick in the administrative offices to update the Food Science Department website with current meeting minutes, events, and photos.

viii. Elected as president the following year

3. The Treasurer shall be charged with handling all club finances and is responsible for the following duties:

i. Analyzing and deciding upon all budget requests from club members and Executive Committee Members; keep all request forms on file

ii. Maintaining a fiscally conservative budget for the Club

iii. Making all deposits into the ASA Account

iv. Submitting all check requests and award money transfer requests to the ASA Office in the HUB

v. Distributing all checks to from ASA to respective individuals

vi. Keeping track of all incomes and expenses

vii. Reporting the most current balances of the ASA Account and the Josephson Endowment Fund at the Executive Committee Meetings

viii. Consulting with Kim Ripka in the administrative offices for any budget issues and for the Josephson Endowment Fund

ix. Maintaining the Sign-in/Sign-out log for the Department credit card

x. Securing the Club’s cash box and maintaining a minimum of $250 in the cash box at all times

xi. Ordering and paying for all food for Club meetings

xii. Set and collect all Club dues

xiii. Supply the membership auditor with a list of members who paid dues and can be considered active

4. The Secretary is responsible for the following duties:

i. Completing and submitting the College of Agricultural Sciences Club of the Year Application

ii. Completing and submitting the Institute of Food Technologists Student Association Chapter of the Year Application
iii. Keeping the minutes at every Executive Committee meeting and at every Club meeting
iv. Emailing the Executive Committee meeting minutes to the Executive Committee listserv
v. Emailing the Club meeting minutes to the Undergraduate, Graduate, Staff, and Faculty listservs
vi. Writing and sending all thank you notes for the Club
vii. Submitting news reports/releases to the Daily Collegian and the Centre Daily Times or requesting news coverage of a Club event (e.g., Tailgate, IFTSA Area Meeting, IFT Food Expo, etc.)
viii. Reporting all official and excused absences for Executive Committee members at the beginning of every Executive Committee meeting

5. The Membership Auditor is responsible for the following duties:
   i. Publishing, maintaining, and updating the Points System
   ii. Enforcing all membership and Executive Committee requirements
   iii. Making regular communications with members about opportunities to advance through the membership ranks
   iv. Organizing the new officer nominations and elections
   v. Maintaining attendance of Club members at Club meetings and Executive Committee members at Executive Committee Meetings
   vi. Promoting advancement in the club and rewarding those members who have advanced
   vii. Maintain the FD SC Club Group on ANGEL

6. The Ag Student Council Representatives are responsible for the following duties:
   i. Acting as liaisons between the Food Science Club and the College of Agricultural Sciences
   ii. Organizing the Club’s participation in ASC Mushroom Stand at Ag Progress Days, Ag Hill Olympics, AG LIVE Tailgate, Ag Day, and any other event sponsored by the College of Agricultural Sciences that requires our presence
   iii. Attending and engaging in every Ag Student Council Meeting
   iv. Working closely with the Secretary to make sure we meet the requirements in order to apply for Club of the Year through the College of Agricultural Sciences
   v. Announcing and promoting any activities sponsored by the College of Agricultural Sciences and the Ag Student Council for the Food Science Club

7. The Fundraising Chairperson is responsible for the following duties:
   i. Organizing all Fundraising Activities, including:
      a. Harvest Fest Ice Cream Sale (September)
      b. T-Shirt/Polo Sale (Continuous)
      c. Walking Food Tours
d. Blue & White Weekend Sale (April)
e. AAUW Book Sale (May)

ii. Maintaining the T-Shirt and other merchandise inventory

8. The Social Chairperson is responsible for the following duties:
   i. Organizing social events throughout the entire academic year
      a. Movie Night(s)
      b. Broomball
      c. Fall/Spring Social
      d. Bowling
      e. Laser Tag
      f. Camping
      g. Hayride
      h. Snow tubing
      i. Scavenger Hunt
      j. Nittany Mountain Hiking
      k. NYC Food Tour
   ii. Announcing all social events at Club meetings and through email in advance of the event
   iii. Setting and cleaning up of the buffet line at every club meeting, making sure to properly store left-over food
   iv. Starting new social initiatives when necessary

9. The Service/Outreach Chairperson is responsible for the following duties:
   i. Organizing service/outreach events throughout the entire academic year
      a. THON Baking
      b. Red Cross Blood Drives
      c. Fall/Spring Food Bank
      d. Food Drives
      e. Exploration Day
      f. Special Olympics
   ii. Announcing all service events at Club meetings and through email in advance of the event
   iii. Starting new service/outreach initiatives when necessary

10. The Product Development Chairperson is responsible for the following duties:
    i. Organizing a team that will compete at the regional and national level if eligible
    ii. Developing a product with the PD Team that can sufficiently compete for product development events
    iii. Providing updates to the club about the competition(s)
    iv. Secure transportation and accommodations to and from competition

11. The College Bowl Chairperson is responsible for the following duties:
i. Organizing a team that will compete at the regional and national level if eligible
ii. Develop, practice, and submit questions for regional competition
iii. Providing updates to the club about the competition(s)
iv. Secure transportation and accommodations to and from competition

12. IFT (Institute of Food Technologists) Ambassador is responsible for the following duties:
   i. Organizing all details pertaining to the IFT Annual Meeting and Food Expo, including travel, registration, lodging, and funding
   ii. Providing updates in the industry and IFT at club meetings
   iii. Encouraging student participation in IFTSA (Institute of Food Technologists Student Association)
   iv. Attend Keystone IFT meetings when able

13. Graduate Student Liaison is responsible for the following duties:
   i. Promoting graduate student involvement in the club
   ii. Communication link between undergraduates and graduates

C. Filling unexpired vacancies:
   a. Nominations are taken at the meeting following the vacancy. Elections also occur at this meeting.
   b. If a majority (50%+1) is not obtained by any of the candidates, the candidate receiving the lowest number of votes is eliminated, and the active members shall vote again.
   c. When nominations are being taken to fill unexpired terms, any member of the organization may nominate another member of the organization by simply raising his/her hand and indicating such when recognized.

V. Meeting
   A. The Penn State Food Science Club will meet every Monday, unless otherwise stated by the President. At least two meetings per semester are required to maintain active status with the University.
      1. Dinner will be served in Keeney Commons at 5:30pm
      2. The business portion of the meeting will begin at 6:00pm in 252 Food Science Building
   B. Adequate advance notice must be given to all active members though email using the undergraduate/graduate listserves at least 12 hours prior.
   C. The President with the consent of the executive board may change meeting frequency.
   D. The President may call special meetings should he/she see fit.

VI. Voting
   A. Only active members may vote.
   B. Quorum for all voting shall be thirty-three percent (33%) of the active membership.
C. A simple majority (50% +1) shall be necessary for all voting. This majority shall be derived from the active members present.

VII. Finances
A. All club funds are to be deposited and handled exclusively through the Associated Student Activities (ASA) in 240 HUB.
B. This club will not have an off-campus account(s).
C. This club shall collect dues that will not be excessive. In order to be considered an active member, a student must pay club dues.
D. The Treasurer, with the consent of the President will determine dues.
E. Dues shall be collected within the first three weeks of the beginning of each semester. After the third week, late fees of $1/week will be applied.
F. The Officers of the Food Science Club may spend up to $50 of the organization’s funds without the approval of the general membership.

VIII. Elections
A. Nominations shall take place the week before Spring Break
B. Nomination codes:
   1. Any member may nominate an active member for any office by raising his/her hand at the appropriate time and being recognized by the presiding official.
   2. Those accepting nominations shall prepare a speech (limit 5 minutes) to present to active, voting members at the meeting following Spring Break at the time of elections.
C. Elections shall take place during the third week in March (after Spring Break).
D. Elections codes:
   1. As each office is announced, the active members shall cast their vote secretly by putting their head down and raising one hand for the candidate of their choice. Each active member shall have one vote per office.
   2. If 50%+1 cannot be obtained, the candidate with the lowest number of votes shall be dropped from consideration, and the active members shall vote again.
   3. In the event of a tie, the ballot will be recast.
D. Nomination/election meetings shall be publicized in the meetings preceding them.
E. All officers serve for a term of one year, beginning in the August following elections and ending the next August.
F. Newly elected officers will undergo the transition period from March until assuming their roles in August where they will learn their responsibilities.
G. No one involved in conducting the elections may be an official candidate

IX. Amendments to the Constitution
A. Amendments to this constitution may be introduced at the conclusion of any meeting. Voting shall occur at the meeting following its introduction, with the amendment taking effect following Office of Student Activities approval.
B. Any member may introduce a constitutional amendment at the conclusion of any meeting. At the following meeting, the active members shall vote on the amendment, as outlined in the article on voting. If the amendment passes, it shall be sent to the Office of Student Activities for approval.

C. All amendments are subject to the approval of the Office of Student Activities.

X. Parliamentary Authority
   A. *Robert’s Rules of Order, Newly Revised*, by Sarah Corbin Roberts shall be used in all cases not covered by this constitution.

XI. Accessibility of this Constitution
   A. Copies of this constitution shall be made available to anyone upon request and can be reviewed at any time on the Food Science Department’s web site.

XII. Advisor
   A. This organization must retain an advisor at all times. The advisor will be a full-time Faculty or Staff member of The Pennsylvania State University, University Park campus and will be chosen by the organization.
   B. This organization will choose an advisor through a majority vote.