



Milling & Baking Division

BY-LAWS

Current as of September 2006

POLICIES & PROCEDURES

Current as of September 2006

APPROXIMATE CALENDAR OF EVENTS

An Operational Manual for Officers

Current as of September 2006

Note:

This material is on computer disk using Microsoft XP format

Copies are at AACC International Headquarters

and with the Milling & Baking Division Chair

File Names: Milling & Baking Division By-Laws, etc.

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BY-LAWS
MILLING AND BAKING DIVISION
AACC INTERNATIONAL, INC
formerly known as
AMERICAN ASSOCIATION OF CEREAL CHEMISTS, INC.
(Revised May 2006)

I. NAME

This organization is certified as a Division of the AACC International., Inc., and is known as the Milling and Baking Division, AACC International.

II. A. MEMBERSHIP

All of the officers shall be professional members, and all the members shall be professional, honorary, or life members of the AACC International as per the requirements of Article XI, Section 2, of the Constitution, under which the Division is chartered.

B. LIFE MEMBER

Life Membership shall be granted to those persons who have reached the status of retired individuals who have been Professional Members of the National Association and/or a local Section for 20 or more years. Those persons desirous of continuing their relationship with the Association in this manner must apply in writing to the Executive Officer of the AACC International requesting the change in membership status.

III. MEMBERSHIP DUES

1. Membership dues shall be \$10.00 per calendar year, subject to change by the Executive Committee.
2. Dues are payable in advance. Members not paying their annual dues by their anniversary date shall be held delinquent and will be dropped from the membership roll and the mailing list of the Division.
3. Life members shall be exempt from all dues and assessments.

IV. OFFICERS AND ADVISORY BOARD

- A. 1. The officers shall be: Chair, Chair-Elect, Past-Chair, Secretary, Treasurer and Student Representative. The Chair-Elect shall succeed the Chair.
2. Terms of office: Chair, one year; Chair-Elect, one year; Past-Chair, one year; Secretary, two years; Treasurer, three years; Student Representative, one year.

3. Elections shall be held yearly by mail ballot, such ballots to be mailed to the membership not later than July 1 of each year. The deadline for acceptance of ballots shall be August 31 of the same year. The ballots are to be opened and tallied by three tellers, one of whom shall be the Division Secretary and the other two appointed by the Division Chair.

In the event of a tie vote, the Executive Committee shall decide the election to that office from the candidates so tied.

The results of the election are to be made known at the annual meeting of the Division and the new officers are to take office at the conclusion of the annual meeting of the Association.

4. The Chair of the Division or their properly delegated alternate shall represent the Division on the Advisory Council of the Association and during the Annual meeting of the Association.
5. Notices of Division elections shall be delivered promptly to the National Secretary and the Executive Vice President.

- B. 1. A Board of Advisors shall develop policy which shall complement Division Bylaws and serve to guide the officers and the Executive Committee in the execution of their duties.
 2. The Board of Advisors shall be a policy making body. Its executive authority shall be limited to recommending the date and meeting site of the Division Spring Technical Conference.
 3. The Board shall be comprised of six Advisors, three of who shall be elected and three of who shall be appointed by the Division Chair.
 - a. The terms of all Advisors shall be three years. Advisors shall assume office at the conclusion of the annual meeting of the Association.
 - b. The terms of the Advisors shall be so arranged that one elected Advisor and one appointed Advisor shall assume office each year.
 - c. The Division Chair shall appoint new Advisors to vacancies, which may occur during their tenure.
 - d. The immediate Past Chair of the Division shall act as Chair of the Advisory Board.

- e. The Advisory Board shall elect from its members a Recording Secretary.
 - f. The Advisory Board shall maintain a compendium of all policies approved by the Executive Committee. The Recording Secretary shall make copies of all Division policies available to each newly elected or appointed Officer and Advisor.
4. The Advisory Board shall set its own rules of order except that an Advisor shall delegate his proxy only to another Advisor.

V. PURPOSE OF THE MILLING AND BAKING DIVISION

The Milling and Baking Division will provide sessions at the Annual Meetings of the AACC International, at local section meetings, and at future Milling and Baking Division meetings, in accordance with the purposes of the Constitution and Bylaws of the AACC International.

1. The Milling and Baking Division will provide a forum for anyone interested in all phases of the chemistry and technology of cereal and cereal-based products, as related to milling and baking.
2. The Milling and Baking Division will encourage research, discussion and dissemination of information on all phases of cereal and cereal based products, including their chemistry, their nutritive and biological properties, and their development and processing for food and industrial uses.

VI. RULES OF ORDER

Roberts' Rules of Order shall govern this organization.

VII. COMMITTEES

An Executive Committee composed of the incumbent officers and the most recent Past-Chair of the Division shall have the power to act and carry out the objectives of the Division. Ex-officio, but non-voting, members of the Executive Committee shall be the Chair of the Membership Committee and the Chair of the Program Committee of the Division. The Chair of the Division shall be Chair of the Executive Committee. The Chair shall be empowered to appoint a Program 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.

VIII. MEETINGS

Meetings of the Division shall be held at least annually during the Annual Meetings of the American Association of Cereal Chemists and at any other time designated by the Executive Committee. Notices of Division Meetings shall be sent to all members of the Division and to the headquarters of the American Association of Cereal Chemists.

IX. AMENDMENTS

Any part of the Bylaws, rules and procedures may be amended upon review by the Executive Committee and approval by two-thirds majority vote of the members present at any regular or special meeting of which all members have been notified. New articles may be added by like vote if they do not conflict with existing articles or the basic principles of the Articles of Incorporation, the Constitution and Bylaws of the American Association of Cereal Chemists, Inc.

X. DISTRIBUTION OF FUNDS ON DISSOLUTION

In the event of dissolution of this Division, 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. If no action is taken by the above mentioned, funds shall be conveyed to the American Association of Cereal Chemists for its general purposes or, with the written consent of the Board of Directors of the American Association of Cereal Chemists, shall be conveyed to another qualified non-profit organization(s) dedicated to the perpetuation of objects similar to those of the American Association of Cereal Chemists. 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.

BYLAWS REVISIONS

The By-laws of the Milling and Baking Division as adopted October 20, 1970 have been revised as follows:

- 1971,1987,1989,1993 - Election dates changed.
- 1972, 1977, 1992, 1995 & 2005 - Dues increased.
- 1972 - Life members exempt from dues and assessments.
- 1983 - Specific terms of officers defined.
- 1988 - Created and defined the Advisory Board.
- 1989 - Wording in Section V, parts 1 and 2 changed from "wheat and wheat flour" to "Cereal and Cereal based products".
- 1994 - Gender changes, i.e.- Chairman to Chair, etc.
- 1996 – Secretary changed to two year term
- 1998 - General spelling, grammatical and formatting corrections, as well as updates on participating committee members and policy changes
- 1998 – Added Student Representative to Advisory Board
- 2000 – Added the Rella Dwyer Scholarship Fund to the by-laws.
- 2001 – Added the duties of the Chair-Elect to chair the Advisory Committee; and added the election of the MBD student representative to the AACC International Student Ballot.
- 2004 – Reassigned the duties of chair of the Advisory Committee to the most recent Past Chair.
- 2006 – Increased Minor & Dwyer Scholarships to \$3,000 annually.
Increased Student Travel Fund to \$1000 for the national convention.

POLICIES & PROCEDURES
of the
MILLING & BAKING DIVISION
AACC INTERNATIONAL
(Updated September 2005)

OFFICERS & ADVISORS

Precedent - Tenure

Incoming officers and advisors assume office at the conclusion of the Division Luncheon / Business meeting held each year at the AACC International Annual Convention.

The new Chair presides at an Executive Committee meeting scheduled at some time during the AACC International Annual Meeting, if held after the Division Luncheon.

Recommended by the Advisory Board April 3, 1989, Kansas City, MO. Members present: Dale Phillips, Chair; Dave Green, George Minor, Robert H. Ray, V. Dean Barry, Tom (Mike) Welsh.

Approved by the Executive Committee April 4, 1989, Kansas City, MO. Members present: Rella Dwyer, Chair; Joe Ponte, Jim Duesenberg.

Policy No. 21 – Nomination of Student Representative

The nominating committee shall request two names and vitae to be forwarded from the Student Division for inclusion on the ballot of regularly scheduled voting by the Division membership. The term of the student member on the Advisory Board is one year.

Recommended by the Advisory Board May 13, 1998, St. Louis, MO. Members present: Maureen Olewnik, Chair; Brian Walker, Pat Farrar, Allen Westendorf, Karen Siffring.

Approved by Executive Committee May 13, 1998, St. Louis, MO. Members present: Debi Rogers, Chair; Wayne Moore, Steve Piland, Brian Walker, Maureen Olewnik.

PAST OFFICERS-MILLING AND BAKING DIVISION, AACC INTERNATIONAL

Year	Chair	Chair-elect	Treasurer	Secretary
1970/71	Mike Baustian	Paul Mattern	Don Pitts	Chet O'Felt
1971/72	Paul Mattern	George Schiller	Don Pitts	Simon Jackel
1972/73	George Schiller	Simon Jackel	Virgil Adkins	Bob Pudden
1973/74	Simon Jackel	Fred Schmalz	Lyle Carmony	Kathryn Villines
1974/75	Fred Schmalz	Larry Warren	Phil Leverentz	Ron Moline
1975/76	Larry Warren	Frank Hepburn	Ron Moline	Jim Patton
1976/77	Frank Hepburn	Ron Moline	Jim Patton	Bob Gies
1977/78	Ron Moline	John Halverson	Bob Gies	H. "Buck" Warren
1978/79	John Halverson	Don Dubois	Earle Sanford	Jim Duesenberg
1979/80	Don Dubois	Earle Sanford	Bob Schrader	Keith Ehmke
1980/81	Earle Sanford	George Minor	Dean Barry	Bob Schrader
1981/82	George Minor	Jim Boge	Dean Barry	Dee Goforth
1982/83	Jim Boge	Charles Becker	Dean Barry	Betsy Perry
1983/84	Charles Becker	William Mailhot	Jack Lawson	Dean Barry
1984/85	William Mailhot	Bob Schrader	Walter Cochren	Marvin Zimmerman
1985/86	Bob Schrader	Bill Hurley	James Beever	Marvin Zimmerman
1986/87	Bill Hurley	Dale Phillips	John Ross	Marvin Zimmerman
1987/88	Dale Phillips	Rella Dwyer	Jim Duesenberg	Herb Sanguineti
1988/89	Rella Dwyer	Joseph Ponte	Jim Duesenberg	Peter Ranum
1989/90	Joseph Ponte	Dennis Weadon	Jim Duesenberg	Scott Sanders
1990/91	Dennis Weadon	Scott Sanders	Donald Shields	Kelly Park
1991/92	Scott Sanders	Mark Stearns	Donald Shields	Maureen Olewnik
1992/93	Mark Stearns	Robert Bequette	Donald Shields	George Lookhart
1993/94	Robert Bequette	Beverly Thompson	Bill Olson	Steve Godmare
1994/95	Beverly Thompson	John Altavela	Bill Olson	Steve Piland
1995/96	John Altavela	Maureen Olewnik	Bill Olson	Ken Ulbrich

Year	Chair	Chair-elect	Treasurer	Secretary
1996/97	Maureen Olewnik	Debi Rogers	Steve Piland	Wayne Moore
1997/98	Debi Rogers	Brian Walker	Steve Piland	Wayne Moore
1998/99	Brian Walker	Theresa Cogswell	Steve Piland	Pat McCluskey
1999/00	Theresa Cogswell	Virgil Smail	Tim Aschbrenner	Pat McCluskey
2000/01	Virgil Smail	Glen Weaver	Tim Aschbrenner	Pat McCluskey
2001/02	Glen Weaver	Pat Berglund	Tim Aschbrenner	Pat McCluskey
2002/03	Pat Berglund	Bill Olson	Dave Pfefer	Jan Levenhagen
2003/04	Bill Olson	Ron Zelch	Dave Pfefer	Jan Levenhagen
2004/05	Ron Zelch	Lee Sanders	Dave Pfefer	Brian Sorenson
2005/06	Lee Sanders	Stephen Schorn	Brian Fatula	Brian Sorenson
2006/07	Stephen Schorn	Robert Sombke	Brian Fatula	Barbara Heidolph

Charter date October 20, 1970 at Dallas, TX.

PAST BOARDS OF ADVISORS - MILLING & BAKING DIVISION, AACCI INTERNATIONAL

Year	Chair*	Board Members		
1988/89	Dale Phillips	Robert Ray George Minor Mike Welsh		V. Dean Barry Herb Sanguinetti Dave Green
1989/90	Rella Dwyer	George Minor Charlie Hawks Bob Schrader	88/89 – 89/90 88/89 – 90/91 89/90 – 92/92	Robert Pudden Dave Green Mark Stearns
1990/91	Joe Ponte	Charlie Hawks Bob Schrader Herb Sanguinetti	88/89 – 90/91 89/90 – 91/92 90/91 – 92/93	Dave Green Mark Stearns Bob Gies
1991/92	Dennis Weadon	Bob Schrader Herb Sanguinetti Joe Ponte	89/90 – 91/92 90/91 – 92/93 91/92 – 93/94	Mark Stearns Bob Gies Bert D'Appolonia
1992/93	Scott Sanders	Herb Sanguinetti Joe Ponte Bob Schrader	90/91 – 92/93 91/92 – 93/94 92/93 – 94/95	Bob Gies Bert D'Appolonia Maureen Olewnik
		Elected	Term	Appointed
1993/94	Mark Stearns	Joe Ponte Bob Schrader Ken Ulbrich	91/92 – 93/94 92/93 – 94/95 93/94 – 95/96	Bert D'Appolonia Maureen Olewnik George Lookhart
1994/95	Robert Bequette	Bob Schrader Ken Ulbrich Tim Aschbrenner	92/93 – 94/95 93/94 – 95/96 94/95 – 96/97	Maureen Olewnik George Lookhart Ann Schneider**
1995/96	Beverly Thompson	Ken Ulbrich Tim Aschbrenner Brian Walker	93/94 – 95/96 94/95 – 96/97 95/96 – 97/98	George Lookhart Anne Schneider** Glen Weaver
1996/97	John Altavela	Tim Aschbrenner Brian Walker Pat Farrar	94/95 – 96/97 95/96 – 97/98 96/97 – 98/99	Anne Schneider** Glen Weaver Allen Westendorf

Year	Chair*	Advisory Board Members			
		Elected	Term	Appointed	Student Rep
1997/98	Maureen Olewnik	Brian Walker	95/96 – 97/98	Glen Weaver	
		Pat Farrar	96/97 – 98/99	Allen Westendorf**	
		Karen Siffring	97/98 – 98.99	Erin Armstrong	
1998/99	Debi Rogers	Pat Farrar	96/97 – 98/99	Allen Westendorf**	
		Karen Siffring	97/98 – 99/00	Erin Armstrong (a)	
		Jim Beaver	98/99 – 00/01	Wendy Erickson	
1999/00	Brian Walker	Karen Siffring	97/98 – 99/00	John Fontana	
		Jim Beaver	98/99 – 00/01	Wendy Erickson	
		Steve Piland	99/00 – 01/02	Brad Seabourn	
2000/01	Theresa Cogswell	Jim Beaver	98/99 – 00/01	Wendy Erickson	Brooke Boice
		Steve Piland	99/00 – 01/02	Brad Seabourn	
		C. Daughenbaugh	00/01 – 02/03	Jan Levenhagen	
2001/02	Virgil Smail	Jim Beaver	98/99 – 00/01	Al Bachman	Nani Wijaya
		Steve Piland	99/00 – 01/02	Brad Seabourn	
		C. Daughenbaugh	00/01 – 02/03	Jan Levenhagen	
2002/03	Glen Weaver	Steve Piland	99/00 – 01/02	Jan Levenhagen	Stephanie Blanche
		C. Daughenbaugh	00/01 – 02/03	Al Bachman	
		Ron Madl	01/02 – 03/04	Lee Sanders	
2003/04	Pat Berglund	Steve Piland for CD	99/00 – 01/02	Al Bachman	Allan Liavoga
		Ron Madl	01/02 – 03/04	Lee Sanders	
		John Wyatt	02/03 – 04/05	Don Sullins	
2004/05	Bill Olson	Ron Madl	01/02 – 03/04	Lee Sanders	
		John Wyatt	02/03 – 04/05	Don Sullins	
		Dave Braun	03/04 – 05/06	Charlie Moon	
2005/06	Ron Zelch	John Wyatt	02/03 – 04/05	Don Sullins	
		Dave Braun	03/04 – 05/06	Charlie Moon	
		Ellen Gay	04/05 – 06/07	Debi Rogers	
2006/07	Lee Sanders	Dave Braun	03/04 – 05/06	Charlie Moon	
		Ellen Gay	04/05 – 06/07	Debi Rogers	
		Nick Weigel	05/06 – 07/08	Cindy McMahan	
2007/08	Steve Schorn	Ellen Gay	04/05 – 06/07	Debi Rogers	Keith Petrofsky
		Nick Weigel	05/06 – 07/08	Cindy McMahan	
		David Krishock	07/07 – 09/09	tba	

* Immediate Past Chair of Milling & Baking Division

** Recording Secretary (Bylaws IV.B.3.e.)

(a) Erin Armstrong replace by John Fontana

Note: Advisory Board created in 1988 - see Bylaws Revisions.

AWARDS COMMITTEE

Policy No. 15 - Committee Membership

A standing Awards Committee shall be established. The Awards Committee shall be composed of the current Chair, and the three most recent past Chairs. The Awards Committee shall administer the Division's awards program.

Recommended by the Advisory Board October 23, 1994, Nashville, TN. Members present: Mark M. Stearns, Chair; Bert D'Appolonia, Joe Ponte, Maureen Olewnik, Robert Schrader, Ken Ulbrich, George Lookhart.

Approved by the Executive Committee October 23, 1994, Nashville, TN. Members present: Robert Bequette, Chair; Beverly Thompson, Bill Olson, Steve Godmare, Mark Stearns.

Policy No. 16 - Committee Chair

The immediate Past Chair of the Division will chair the standing Awards Committee.

Recommended by the Advisory Board November 5, 1995, San Antonio, TX. Members present: Robert Bequette, Chair; Anne Schneider, Tim Aschbrenner, Ken Ulbrich, George Lookhart, Robert Schrader, Maureen Olewnik.

Approved by the Executive Committee November 5, 1995, San Antonio, TX. Members present: Beverley Thompson, Chair; John Altavela, Bill Olson, Steve Piland, Robert Bequette.

Policy No. 20 - Solicitation of Nominees

Nominations for the Baustian & Halverson Awards will be solicited from Milling & Baking Division members when ballot forms are sent out and via the Spring & Fall Newsletters.

Recommended by the Advisory Board November 5, 1995, San Antonio, TX. Members present: Bob Bequette, Chair; Anne Schneider, Tim Aschbrenner, Ken Ulbrich, George Lookhart, Robert Schrader, Maureen Olewnik.

Approved by the Executive Committee November 5, 1995, San Antonio, TX. Members present: Beverley Thompson, Chair; John Altavela, Bill Olson, Steve Piland, Robert Bequette.

FINANCIAL

Policy No. 2 - Budgets

It shall be the policy of Milling & Baking Division that the Chair Elect prepare two budgets. The two budgets shall be presented at the first meeting at which the Chair-Elect presides as Division Chair. The Executive Committee meeting shall be held during the AACC International Annual Meeting.

One budget shall be for the Spring Technical Conference held during the tenure of the new Division Chair. The second budget shall cover a Division fiscal period, which shall be the same as the tenure of the new Chair.

Recommended by the Advisory Board October 11, 1988, San Diego, CA. Members present: Dale Phillips, Board Chair; George Minor, Dean Barry, Bob Ray, Herb Sanguinetti, Mike Welsh.

Approved by the Executive Committee October 13, 1988, San Diego, CA. Members present: Rella Dwyer, Chair; Joe Ponte, Jim Duesenberg, Dale Phillips.

Revised by the Executive Committee April 4, 1989, Kansas City, MO. Members present: Rella Dwyer, Chair; Joe Ponte, Jim Duesenberg, Dale Phillips.

-See Partial List of Annual Budget Items on page 14.

Policy No. 6 - Non-Budgeted Expenditures

It shall be the policy of the Milling & Baking Division, AACC International that all non-budgeted expenditures shall be referred to the Executive Committee.

Recommended by the Advisory Board April 3, 1989, Kansas City, MO. Members present: Dale Phillips, Chair; Dave Green, George Minor, Robert H. Ray, V. Dean Barry, Tom (Mike) Welsh.

Approved by the Executive Committee April 4, 1989, Kansas City, MO. Members present: Rella Dwyer, Chair; Joe Ponte, Jim Duesenberg, Dale Phillips.

FINANCIAL, continued

Policy No. 13 - Dues - Amount, Distribution

It shall be the policy of the Milling and Baking Division, unless later modified by the Executive Board as set forth in the bylaws, to set annual membership dues at \$15.00. \$5.00 of this amount is to be deposited into the scholarship fund with the objective of developing and maintaining a self-funding scholarship program.

Approved by the Executive Committee September 11, 2005, Orlando, FL. Members present: Ron Zelch, Chair, Lee Sanders, Stephen Schorn, Dave Pfefer, Brian Sorenson and Bill Olson.

Policy No.18 - Support of Wheat Quality Council

The Milling & Baking Division will provide the Wheat Quality Council with \$250.00 per year, support for the years 1998, 1999, and 2000.

Approved by the Executive Committee November 5, 1995, San Antonio, TX. Members present: Beverley Thompson, Chair; John Altavela, Bill Olson, Steve Piland, Robert Bequette.

Revised by the Executive Committee May 13, 1998, St. Louis, MO. Members present: Debi Rogers, Chair; Brian Walker, Steve Piland, Wayne Moore, Maureen Olewnik.

FINANCIAL, continued

Annual Budget Items (not a complete list):

From General Operating Funds

AACC Annual Meeting		
Student Tickets to Division Luncheon		
- Policy No. 5	Not to Exceed \$1,000	
Student Travel Fund		
- Policy No. 12	tbd# of Students @ \$ tbd	\$1000
Travel honorarium for recipient of George Minor Scholarship		
- Policies No. 9 & 11		\$200
AACC International for Plaques to be presented at Division Luncheon		
Outgoing Officers - see Calendar of Events		??
Baustian Award (if given)		??
Travel reimbursement for non-AACC International member speakers for Division symposium.		
Tourist Class air fare & 2 nights lodging.		
- Policy No. 14	Not to Exceed \$1,500	
Support of Wheat Quality Council - 1998 – 2000 - Policy No. 18		\$250
Spring Technical Conference		
Non-Division Member speaker expenses. Tourist class airfare & 1 nights lodging.		
- Policy No. 1		\$500
AACC International Office - see Calendar of Events		
Speaker Certificates		??
Halverson Award Plaque (if awarded)		??
Preparing & Mailing Programs		??
Handling Registration		??
Halverson Award Recipient - Policy No. 10		
Honorarium		\$500
Travel Expenses to attend meeting		??
Meeting Hotel - charges for meeting & hospitality rooms, bar & bartender,		
group meals, audio/video equipment, etc.		??
Golf Tournament - Course Fees, transportation, prizes		??

From Scholarship Fund

George K. Minor Scholarship Award – 1999 – 2001- Policy No. 3	\$3,000
(undergraduate student)	
Rella Dwyer Fellowship Award – 2000- 2002 – Policy No.	\$3,000
(graduate student)	

Revised by Executive & Advisory Board May 17, 2006. Members Present: Lee Sanders, Chair, Ron Zelch, Past Chair, Steve Schorn, Brian Fatula, Ellen Gay, Nick Weigel.

M & B DIVISION AT AACC INTERNATIONAL ANNUAL MEETINGS

Policy No. 7 - Symposium Program Chair

It shall be the policy of the AACC International Milling & Baking Division that the Chair-Elect shall, during their tenure in that position, serve as Program Co-Chair of the Division symposium at the AACC International Annual Meeting.

Recommended by the Advisory Board April 3, 1989, Kansas City, MO. Members present: Dale Phillips, Chair; Dave Green, George Minor, Robert Ray, V. Dean Barry, Tom (Mike) Welsh.

Approved by the Executive Committee April 4, 1989, Kansas City, MO. Members present: Rella Dwyer, Chair; Joe Ponte, Jim Duesenberg.

Revised by the Executive Committee May 8, 1996, Wichita KS. Members present: John Altavela, Chair; Bill Olson, Maureen Olewnik, Ken Ulbrich.

Revised by the Executive and Advisory Board October 10, 2001. Members Present: Virgil Smail, Chair, Theresa Cogswell, Past Chair, Tim Aschbrenner, Wendy Erickson, Jan Levenhagen, Ron Madl, Nani Wijaya, Pat Berglund, Steve Piland

Policy No. 14 - Travel Reimbursement for Non-AACC International Member Symposium Speakers

Requests for travel reimbursement from non-AACC International member speakers will be considered by the Division Chair, and limited to travel expenses not to exceed tourist class air fare and two nights lodging. Total travel funds shall not exceed \$1500.00 and shall come from the Division's general operating fund.

Recommended by the Advisory Board October 23, 1994, Nashville, TN. Members present: Mark M. Stearns, Chair; Bert D'Appolonia, Joe Ponte, Maureen Olewnik, Robert Schrader, Ken Ulbrich, George Lookhart.

Approved by the Executive Committee October 23, 1994, Nashville, TN. Members present: Robert Bequette, Chair; Beverley Thompson, Bill Olson, Steve Godmare, Mark Stearns.

M & B DIVISION AT AACC ANNUAL MEETINGS, continued

Policy No. 5 - Student Tickets to Division Luncheon

It shall be the policy of the Milling & Baking Division, AACC International to provide a limited number of student tickets to the Division luncheon held each year at the AACC International Annual Meeting. The number of tickets provided shall be based on space available and shall be priced in the range of \$10.00 to \$15.00. Funds, not to exceed \$1,000.00, shall be taken from the operating fund to cover expenses for the student lunches.

Approved by the Executive Committee April 4, 1989, Kansas City, MO. Members present: Rella Dwyer, Chair; Joe Ponte, Jim Duesenberg, Dale Phillips.

Revised by the Executive Committee May 5, 1989, Minneapolis, MN. Members present: Rella Dwyer, Chair; Joe Ponte, Peter Ranum, Jim Duesenberg, Dale Phillips.

Revised by the Executive Committee May 17, 2006, San Antonio, TX. Members Present: Lee Sanders, Chair; Ron Zelch, Past Chair, Steve Schorn, Brian Fatula.

Policy No. 12 - Support of AACC INTERNATIONAL Student Travel Fund

It shall be the policy of the Milling & Baking Division to award a total of \$1,000.00 towards the AACC International Travel Fund to support student travel awards.

Revised by the Executive Committee, September 20, 1992, Minneapolis, MN. Members present: Scott Sanders, Mark Stearns, Don Shields, Maureen Olewnik.

Revised by the Executive Committee, September 13, 1998, Minneapolis, MN. Members present: Debi Rogers, Chair; Wayne Moore, Steve Piland, Brian Walker, Maureen Olewnik.

Revised by the Executive Committee, May 17, 2006, San Antonio, TX. Members Present: Lee Sanders, Chair, Ron Zelch, Past Chair, Steve Schorn, Brian Fatula.

M & B DIVISION SPRING TECHNICAL CONFERENCE

Precedent - Overall Responsibility

The Division Chair is responsible for organizing the Spring Technical Conference.

See "Approximate Calendar of Events" for additional information.

Policy No. 1 - Non-Division Member Speaker Expenses

A waiver of speaker registration fees will be offered to non-Division members only. An amount of \$500.00 should be budgeted for non-Division speaker registration and travel for the Spring Technical Conference by the Division Chair. This amount should be reflected in the registration fees for meeting attendees. Responses to requests for registration and travel reimbursements from non-Division member speakers will be considered by the Chair, and limited to travel expenses not to exceed tourist class air fare and one nights lodging. Total expenses for non-Division member speaker reimbursement may exceed the budgeted \$500.00 at the discretion of the Division Chair.

Approved by the Executive Committee July 15, 1988, Kansas City, MO. Members present: Dale Phillips, Chair; Rella Dwyer, Herb Sanguinetti, Jim Duesenberg, Bill Hurley.

Revised by Executive Committee May 5, 1993, Scottsdale, AZ. Members present: Mark M. Stearns, Chair; Don Shields, Robert Bequette, George Lookhart, Scott Sanders.

Revised by Executive Committee October 23, 1994, Nashville, TN. Members present: Robert Bequette, Chair; Beverly Thompson, Bill Olson, Steve Godmare, Mark Stearns.

M & B DIVISION SPRING TECHNICAL CONFERENCE, continued

Policy No. 4 - Registration Fees - Life Members

It shall be the policy of the Milling & Baking Division, AACC International to interpret Article III.3 of its bylaws to mean that Life Members are required to pay only that portion of the Spring Technical Conference registration fee which is charged for meals and/or special social events such as the golf tournament.

Recommended by the Advisory Board April 3, 1989, Kansas City, MO. Members present: Dale Phillips, Chair; Dave Green, George Minor, Robert H. Ray, V. Dean Barry, Tom (Mike) Welsh.

Approved by the Executive Committee April 4, 1989, Kansas City, MO. Members present: Rella Dwyer, Chair; Joe Ponte, Jim Duesenberg, Dale Phillips.

Special Note:

Registration Forms for Spring Technical Conferences should indicate provisions of Policy No. 4 above in some manner.

M & B DIVISION SPRING TECHNICAL CONFERENCE, continued

Annual Spring Technical Conference Locations

1970	Minneapolis, MN (organizational meeting)
1971	Manhattan, KS
1972	Kansas City, KS
1973	Denver, CO
1974	Omaha, NE
1975	Fort Worth, TX
1976	Minneapolis, MN
1977	Niagara Falls, NY
1978	Manhattan, KS
1979	Denver, CO
1980	Kansas City, MO
1981	Salt Lake City, UT
1982	St. Louis, MO
1983	Dallas, TX
1984	Omaha, NE
1985	Cincinnati, OH
1986	Tempe, AR
1987	Wichita, KS
1988	San Antonio, TX
1989	Minneapolis, MN
1990	Denver, CO
1991	Fargo, ND
1992	Kansas City, MO
1993	Scottsdale, AR
1994	Niagara Falls, NY
1995	Seattle, WA
1996	Wichita, KS
1997	Park City, UT
1998	St. Louis, MO
1999	Las Vegas, NV
2000	Louisville, KY
2001	Manhattan, KS (as part of IWQC II)
2002	Omaha, NE
2003	Minneapolis, MN (conjunction with Food Focus)
2004	Atlanta, GA
2005	Kansas City, MO
2006	San Antonio, TX
2007	Las Vegas, NV

MYRON D. (Mike) BAUSTIAN MEMORIAL AWARD

Precedent - Purpose

The Myron D. ("Mike") Baustian Award is named in honor of the first Chair of the Milling & Baking Division. It has been presented from time to time as deemed appropriate by the Awards Committee.

Policy No. 8 - Selection Committee

The Awards Committee of the Milling & Baking Division, AACC International shall serve as the selection committee for the presentation of the Myron D. "Mike" Baustian Award.

The Awards Committee would consider possible nominees at the fall meeting; if a nominee is selected, this name should be submitted and finalized at the Spring Technical Conference. The award presentation would then be made at the next AACC International Annual Meeting.

Approved by the Executive Committee April 4, 1989, Kansas City, MO. Members present: Rella Dwyer, Chair; Joe Ponte, Jim Duesenberg, Dale Phillips.

Revised by the Executive Committee, October 23, 1994, Nashville, TN. Members present: Robert Bequette, Chair; Beverly Thompson, Bill Olson, Steve Godmare, Mark Stearns.

Policy No. 17 - Criteria for Selecting Recipients

The Myron D. (Mike) Baustian Award is to honor Milling & Baking Division members for leadership and contributions to AACC International Milling & Baking Division Activities.

Recommended by the Advisory Board November 5, 1995, San Antonio, TX. Members present: Robert Bequette, Chair; Anne Schneider, Tim Aschbrenner, Ken Ulbrich, George Lookhart, Robert Schrader, Maureen Olewnik.

Approved by Executive Committee November 5, 1995, San Antonio, TX. Members present: Beverley Thompson, Chair; John Altavela, Bill Olson, Steve Piland, Robert Bequette.

MYRON D. (Mike) BAUSTIAN AWARD, continued

Policy No. 22 – Travel Expenses

Where financial hardships exist, at the discretion of the Executive Committee, travel assistance may be provided to the Annual Meeting at which the award will be presented. The funds shall not exceed tourist class airfare and two nights lodging, and will come from the general operating fund.

Recommended by the Advisory Board May 13, 1998, St. Louis, MO. Members present: Maureen Olewnik, Chair; Brian Walker, Pat Farrar, Allen Westendorf, Karen Siffring.

Approved by Executive Committee May 13, 1998, St. Louis, MO. Members present: Debi Rogers, Chair; Wayne Moore, Steve Piland, Brian Walker, Maureen Olewnik.

Award Recipients

1982	Neil N. Sosland
1984	George K. Minor
1986	Raymond J. Tarleton
1987	Jefferson S. Schlesinger
1989	John C. Halverson
1991	Charles A. Becker
1992	William C. Hurley
1994	Robert F. Pudden
1995	Rella Dwyer
1996	Ron Moline
1997	Robert Bequette
1998	James Duesenberg
1999	Dean Barry
2002	Mark Stearns
2004	Brian Walker
2006	Bill Olson

JOHN C. HALVERSON MEMORIAL LECTURESHIP

Policy No. 10 - Description, Selection Criteria, Funding, Etc.

The John C. Halverson Memorial Lectureship is an award presented by the AACC International Milling & Baking Division *to honor someone for their contributions to the technology of milling or baking.*

The award consists of a \$500 honorarium and a suitably inscribed certificate.

The awardee shall present a paper at the Spring Technical meeting of the AACC International Milling & Baking Division.

The awardee will be provided sufficient travel expenses to attend the meeting. The funds shall not exceed tourist class airfare and two nights lodging, and will come from the general operating fund.

The recipient of the award is to be selected prior to the Annual AACC International meeting by the Awards Committee of the AACC International Milling & Baking Division.

The award will be presented annually except when the Executive Committee feels there are insufficient funds to make the award.

Approved by the Executive Committee October 30, 1989, Washington DC. Members present: Rella Dwyer, Chair; Peter Ranum, Joe Ponte, Jim Duesenberg, Dale Phillips.

Revised by Executive Committee May 13, 1998, St. Louis, MO. Members present: Debi Rogers, Chair; Wayne Moore, Steve Piland, Brian Walker, Maureen Olewnik.

Award Recipients

1990	Karl Norris	2001	Okkyung Chung
1991	Kenneth Gilles	2003	Patrick Finney
1992	Tom Roberts	2004	George Lookhart
1993	Don Pitts	2005	Paul Seibe
1995	Paul Mattern	2007	Louise Slade
1996	Don Dubois		
1997	R. Carl Hosenev		
1998	Phil Williams		
1999	Bert D'Appolonia		
2000	Gordon Rubenthaler		

GEORGE K. MINOR SCHOLARSHIP AWARD

Precedent - Selection of George C. Minor Scholarship Recipient

The Milling & Baking Division's George K. Minor Scholarship in Cereal Chemistry & Technology was the first scholarship established by AACC. The Minor Scholarship is usually the largest AACC International undergraduate monetary award.

Applications for AACC International Scholarships including the George K. Minor Scholarship sponsored by the Milling & Baking Division are solicited from appropriate University department heads and other sources by the AACC International Scholarship Department at AACC International Headquarters.

Completed applications are evaluated by a six person Scholarship Jury of AACC International members appointed for 3-year terms by the AACC International President, plus a nonvoting chair. The highest monetary awards go to the highest ranked applicants. Special requests of scholarship donors, such as Milling & Baking Division's preference for a senior majoring in milling or baking or a closely related area, are also considered in determining which award goes to which applicant.

The Scholarship Jury Chair sends the Division Treasurer a request for funds before sending out the award letter to the recipient's Department Head. He or she also notifies the Division Chair of the recipient's name, major, University, etc. (usually as a copy of the letter to the recipient's Department Head).

The Jury Chair (who serves without vote) is usually a Scientific Services staff person at AACC International headquarters. Although this is not a bylaw requirement, it does facilitate handling the applications, coordinating the Jury results, and notifying applicants and others of the results.

For additional information see Addendum A following Approximate Calendar of Events.

GEORGE K. MINOR SCHOLARSHIP AWARD, continued

Policy No. 3 - Time Period, Amount

It shall be the policy of the Milling & Baking Division, AACC International to extend and support two George K. Minor Student Scholarships for a three-year period (through 2001).

The amount is to be \$3,000 each, drawn from the scholarship fund.

Recommended by the Advisory Board October 11, 1988, San Diego, CA. Members present: Dale Phillips, Chair; George Minor, Dean Barry, Bob Ray, Herb Sanguinetti, Mike Welsh.

Approved by the Executive Committee October 13, 1988, San Diego, CA. Members present: Rella Dwyer, Chair; Joe Ponte, Jim Duesenberg, Dale Phillips.

Revised by the Executive Committee September 20, 1992, Minneapolis, MN. Members present: Scott Sanders, Chair; Mark Stearns, Don Shields, Maureen Olewnik.

Revised by the Executive Committee May 3, 1995, Seattle, WA. Members present: Beverley Thompson, Chair; John Altavela, Bill Olson.

Revised by the Executive Committee September 13, 1998, Minneapolis, MN. Members present: Debi Rogers, Chair; Steve Piland, Wayne Moore, Brian Walker.

Revised by the Executive Committee May 17, 2006, San Antonio, TX. Members Present: Lee Sanders, Chair; Ron Zelch, Past Chair, Steve Schorn, Brian Fatula.

M. RELLA DWYER FELLOWSHIP AWARD

Precedent - Selection of M. Rella Dwyer Graduate Fellowship Recipient

The Milling & Baking Division's M. Rella Dwyer Fellowship is the newest scholarship in Cereal Chemistry & Technology established by AACC and is awarded annually to a deserving graduate student preparing a career in the milling and baking industry.

Applications for AACC International Scholarships including the M. Rella Dwyer Fellowship sponsored by the Milling & Baking Division are solicited from appropriate University department heads and other sources by the AACC International Scholarship Department at AACC International Headquarters.

Completed applications are evaluated by a six person Scholarship Jury of AACC International members appointed for 3-year terms by the AACC International President, plus a nonvoting chair. The highest monetary awards go to the highest ranked applicants. Special requests of scholarship donors, such as Milling & Baking Division's preference for a graduate student

earning an advanced degree in milling or baking or a closely related area, are also considered in determining which award goes to which applicant.

The Scholarship Jury Chair sends the Division Treasurer a request for funds before sending out the award letter to the recipient's Department Head. He or she also notifies the Division Chair of the recipient's name, major, University, etc. (usually as a copy of the letter to the recipient's Department Head).

The Jury Chair (who serves without vote) is usually a Scientific Services staff person at AACC International headquarters. Although this is not a bylaw requirement, it does facilitate handling the applications, coordinating the Jury results, and notifying applicants and others of the results.

For additional information see Addendum A following Approximate Calendar of Events.

M. RELLA DWYER FELLOWSHIP AWARD, continued

Policy No. 3 - Time Period, Amount

It shall be the policy of the Milling & Baking Division, AACC International to extend and support a M. Rella Dwyer Graduate Student Fellowship once on an annual basis.

The amount is to be \$3,000 each, drawn from the scholarship fund.

Revised by the Executive Committee September 13, 1998, Minneapolis, MN. Members present: Debi Rogers, Chair; Steve Piland, Wayne Moore, Brian Walker.

Revised by the Executive Committee May 17, 2006, San Antonio, TX. Members Present: Lee Sanders, Chair; Ron Zelch, Past Chair, Steve Schorn, Brian Fatula.

Policies No. 9 & 11 - Travel Funds For Scholarship Recipients

It shall be the policy of the Milling & Baking Division to include a \$200.00 travel expense honorarium to the awardee of the George K. Minor Scholarship if he/she attends the AACC International Annual Meeting. Funds for this travel are to come out of the general operating fund, not the scholarship fund.

Policies No.9 & 11 were combined and amended at a joint meeting of the Advisory Board and Executive Committee May 8, 1996, Wichita, KS. Members present: John Altavela, Chair; Maureen Olewnik, Bill Olson, Ken Ulbrich, Tim Aschbrenner, Brian Walker.

MISCELLANEOUS

Policy No. 19 - Annual Review of Bylaws, Policies & Procedures, & Calendar

It shall be the Policy of the AACC International Milling and Baking Division that following the AACC International Annual Meeting, the immediate Past Chair and Chair Elect will review the Bylaws, Policies & Procedures and Calendar of Events of the Division.

Approved at a joint meeting of the Advisory and Executive Committees May 8, 1996, Wichita, KS. Members present: John Altavela, Chair; Maureen Olewnik, Bill Olson, Ken Ulbrich, Tim Aschbrenner, Brian Walker.

APPROXIMATE CALENDAR OF EVENTS
MILLING & BAKING DIVISION of AACC INTERNATIONAL

AN OPERATIONS MANUAL FOR OFFICERS
Last Revised 9/05

OCTOBER - NATIONAL (ANNUAL) AACC INTERNATIONAL MEETING

Note: National Meetings are sometimes held in September or November.

Chair

- Represent the Division at the Advisory Council meeting.
- Hold Executive Committee meeting.
- Responsible for agenda of Milling & Baking Division meeting held during Division luncheon.
- Introduce current and incoming officers.
- Announce and introduce Minor Scholarship recipient.
- Announce and introduce Dwyer Scholarship recipient.
- Remind everyone who the Halverson Memorial Lectureship award recipient was this year and who next year's is, if selected.
- Announce Baustian Award winner if appropriate.
- Introduce student travel award recipients.
- Welcome all student guests.
- Presents plaque of appreciation to Past Chair; Secretary; and Treasurer on completion of three-year term.

Past Chair

- Holds Advisory Board meeting.

Chair-Elect

- Is responsible for Milling & Baking Division Symposium at AACC International Meeting.
(Good idea to attend the advisory board meeting and use those resources for planning annual meeting symposium)
- Takes office of Chair near end of Division Luncheon.
- Announces names of Nominating Committee or Chair of Nominating Committee.
- Presents membership a chance to volunteer for Milling & Baking Division offices.
- Gives location of the next Spring Technical Conference and the location of the following one if a decision has been made.
- Names the Program, Golf, and Local Arrangements Chairs for the next Spring Technical Conference.
- Announces his/her appointment to the Advisory Board.
- Adjourns the meeting.

APPROXIMATE CALENDER OF EVENTS, continued

NOVEMBER

Chair

Need to prepare two budgets for the year:

One for the Year's operations.

One for the Spring Technical Conference.

These Budgets should be presented to the Executive Committee for approval.

Recent Secretary

Type the minutes of the Executive Committee and General Membership meetings and send to new Chair.

Prepare a report of the meeting proceedings including a list of all new officers to be sent to AACC International offices for their info and to put in CFW.

DECEMBER

Chair

December 15 is the deadline for Spring Technical Conference planning.

Send Program, Registration Form, Golf Outing notice, and Hotel forms to National or designated printer for printing and mailing in early March.

Chair-Elect

Should be working with National AACC International Program Chair in organizing M & B Division Symposium for next National Meeting.

Planning and speaker contacts should have been made or well on the way.

JANUARY

Chair

Need to appoint nominating committees for M & B Div. offices and for National offices.

Both committees need to contact nominees to verify their willingness to run before announcing who they are.

FEBRUARY

Chair-Elect

Deadline for Symposium papers is usually around this time.

APPROXIMATE CALENDER OF EVENTS, continued

MARCH

Chair

See that Spring Technical Conference materials are mailed & emailed in early March. You may wish to include a newsletter with the STC materials.

Send requests for donations to help fund the Spring Technical Conference.

Invite AACC International President to speak at the Spring Technical Conference.

Invite AACC International Exec. Vice-President to Spring Technical Conference.

Chair contact corporate sponsors for funding.

APRIL

Chair

Have Spring Technical Conference Speakers Certificates and the Halverson Lectureship Award plaque prepared for May meeting.

Make poster of corporate sponsors to take to meeting.

Treasurer

You need to prepare a financial statement to present at the Spring Technical Conference.

MAY - *SPRING TECHNICAL CONFERENCE*

Chair

Responsible for the Division business meeting and an Executive Committee meeting at the Spring Technical Conference. At the Business Meeting you should:

Announce candidates for M & B Div offices and ask for nominations from the floor.

Announce candidates for National office which M & B Div. would like to support. If more than one for an office you need a show of hands vote to select one. You will then support that candidate during the selection Process at the Advisory Council meeting during the next National Meeting.

*NOTE - Your nominating committee must get a letter from the candidates expressing their willingness to run. This letter must be sent to National before they will consider the person a "real" candidate.

Recognize Retirees at Luncheon

Past Chair

Responsible for Advisory Board meeting.

APPROXIMATE CALENDER OF EVENTS, continued

JUNE

Chair-Elect

Now is the time to begin planning the next Spring Technical Conference.

You should already know where it will be held.

You need a local arrangements chairman, a golf chairman, and a good program committee.

Chair

Send thank-you notes to Spring Technical Conference contributors (corporate sponsors, speakers, and committee chairs).

Have election ballots prepared and ready to send out no later than *June 15*.

National is usually contacting you about plans for the M & B Division luncheon and business meeting at the Annual Meeting in September or October. Be prepared!

Invite AACC International President and Exec. Vice-President to the M & B Division Luncheon.

Send thank you letters to all financial contributors for spring conference, and to speakers, program chair, local arrangements chair, golf chair and past chair.

By this time of the year you are probably thinking you are the only M & B Div. member who ever makes a decision or works, except for those few kind souls who helped you through the Spring Technical Conference. Call your Past Chair if you need a perception check on reality or help. We've all been there!

Secretary

Type and send Minutes of the May Executive Committee and General Membership meetings to the Division Chair.

JULY

Chair

Appoint tellers committee to count ballots.

Treasurer

Prepare income and expense report for Spring Technical Conference, and send to Executive Committee and AACC International accounting manager.

APPROXIMATE CALENDER OF EVENTS, continued

JULY or AUGUST

Chair

Write a summer newsletter and announce election winners. This needs to go out to the membership ASAP after the election results are known. Note: letters to election winners and losers should go out at least a week prior to the newsletter. All this requires some prior preparation.

Appoint an audit committee and request a report before the Annual Meeting in October.

Invite George Minor & M. Rella Dwyer Scholarship recipients to the Division Luncheon at the Annual Meeting (and send copy of invitation to AACC International Headquarters staff). If and only if they say they will come have treasurer send them the travel money. It may be best to wait until you are certain they will come before the travel money is sent.

Invite Student Travel recipients to the Division Luncheon at the Annual Meeting (and send copy of invitation to AACC International Headquarters staff).

Thirty to 45 days prior to Annual Meeting send out letter to other Divisions and Sections asking them to support our National Candidates.

Invite scholarship winners to M & B luncheon.

SEPTEMBER

Note: National Meetings are sometimes held in September or November. See details under October.

Past Chair

Update Division BYLAWS, POLICIES AND PROCEDURES as well as this CALENDER OF EVENTS to reflect any changes made in the past year.

Deliver copies of the updates to current and incoming Division Officers and Advisory Board Members.

Attend Advisory Council Meeting at Annual Meeting.

Treasurer

Prepare a financial statement to present at the Division Luncheon and Business Meeting luncheon during the AACC International Annual Meeting.

Chair-Elect

You are responsible for "appointing" one member to the Advisory Board to complement the one recently "elected" new member to the Advisory Board. This is a three-year term so; remember to ask your selection if they are willing to serve. Make a selection so you can announce it at the M & B Division Luncheon at the Annual Meeting.

Attend Program Committee Meeting at Annual Meeting.