

**BYLAWS\***  
**AACC INTERNATIONAL (AACCI) NUTRITION DIVISION**

**I. Name**

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

**II. Mission**

To provide a forum for AACCI members to share and discuss current information relating to health and nutrition of cereal grains, pulses and other seeds, in order to promote relevant technical excellence within AACCI.

**III. Purposes of the Nutrition Division**

A. The Nutrition Division will be instrumental in identifying current and forward-looking nutrition issues of relevance to AACCI.

B. The Nutrition Division will act as a source of scientific information on nutritional aspects of cereal grains, pulses and other seeds. Any public announcement on behalf of AACCI would be subject to approval by the Board of Directors.

**IV. Membership**

Any regular, student, honorary, life, or CDE member of AACCI 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 AACCI policy shall be held delinquent and shall be dropped from the membership roll and the mailing list of the Nutrition Division.

C. Membership is free for students.

**VI. Officers**

A. The officers of the Division shall be members of the AACCI 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 AAACI 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 election.

3. A **Secretary** who maintains membership lists, creates and maintains records of attendance and minutes of the Nutrition Division meetings, corresponds 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, provides recommendations to the Executive Committee for investing the Division funds and carries 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.

6. A **Student Representative** who provides recommendations to the Executive Committee, particularly related to student membership and engagement. The Student Representative will be appointed by the Executive Committee, and the term will be one or two years depending upon the student's availability.

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 officer 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 AACCI 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 and Student Representative 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 Student Award Committee, Newsletter Editor, Program Committee, Nominating Committee, 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 AACCI 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 AACCI.

## **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 AACCI, 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 AACCI for general purposes or with the written consent of the Board of Directors for AACCI to convey to another non-profit organization(s) dedicated to the perpetuation of objects similar to those of the AACCI, 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 AACCI 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; changes in sections II, III, VI in November 2015.