

Bylaws of the Rice Division of
AACC International

I. Name

This organization is certified as a Division of AACC International, and is known as the Rice Division

II. Membership

All Officers of a Division shall be members of the Association.

All members of a Division must be composed of members of the Association. This includes student, regular, corporate, life, or CDE members of the AACCI as required in Article X, Section 2 of the constitution, under which the Division is chartered.

III. Membership Dues

Dues shall be determined by the Officers of the Rice Division at the annual meeting. Special assessments, when necessary, must be approved by the Executive Committee.

Dues for student member are free.

Dues are payable in advance and shall be paid annually on the anniversary date of the member. Members not paying their annual dues by their renewal date shall be dropped from the Division's membership roll. Regular members that become life members will not be assessed Division dues.

IV. Officers

The officers shall be Chair, Vice-Chair, Secretary-Treasurer and Past Chair. The Vice-Chair shall be the Chair-elect, and shall succeed the Chair. All officers must be regular or associate members of the AACCI. Duties of the officers shall be as defined in the Duties Section XI of these bylaws. Officers may also refer to the AACCI Section and Division Officers' Operations Manual.

The Vice-Chair shall be elected biennially preceding the Division's meeting during the AACCI Annual Meeting, and shall take office for continuing two years beginning at the conclusion of that meeting.

Secretary-Treasurer could be nominated and elected at the Division's meeting during the AACCI Annual Meeting.

Officer nominations and election may be conducted via email ballot or another method when desirable. Notice of the Division's election outcome shall be sent promptly and annually to AACCI Headquarters.

The Division Chair or a delegate appointed by the chair shall represent the Division during the Annual Meeting of the Association. The Chair of the Division will also be a member of the Division Leadership Council.

Notice of Division meetings shall be sent to all members of the Division and to AACCI Headquarters.

V. Purpose of the Rice Division

The purpose of the Rice Division shall be in accord with those of the AACCI. The Division provides a forum for scientists, engineers, technologists and students interested in all aspects of rice chemistry and technology as it affects the understanding, development, and utilization of cereal based products. The Division shall achieve its

purpose through organized technical sessions, workshops and symposia at the AACCI annual meeting, networking opportunities, online discussion, and encouragement of student involvement.

VI. Rules of Order

This organization shall be governed by *Robert's Rules of Order*.

VII. Executive Committee

An Executive Committee, composed of the incumbent officers, the most recent past Chair of the Division, and the Program Chair, shall advise and assist in the conduct of the affairs of the Division. The Chair of the Division shall head the Executive Committee.

Student Representatives may serve ex-officio on the Executive Committee, with the position appointed by the officers.

VIII. Meetings

Meetings of the Division shall be held at least annually during the annual meeting of AACCI, or at any other time designated by the Executive Committee.

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 Division members (a) present at any regular or special meeting of which all members have been notified, or (b) submitting ballots by mail or e-mail for such changes. 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 AACCI.

X. 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 its general purposes, or with the written consent of the Board of Directors of AACCI, shall be conveyed to another qualified non-profit organization(s) dedicated to the perpetuation of objects similar to those of AACC International, provided that such selected organizations, 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.

XI. Duties of Officers

Chair: The Chair shall assume office at the close of the AACCI annual meeting.

Shall arrange for publication and distribution of at least one newsletter per year to Division members.

Shall arrange for the names of the Division Officers and other relevant information (bylaws, useful links) to appear on the Division web page, and ensure that the Division Community and Discussion Area is administered appropriately.

Shall forward an annual report of activities during the year and financial statement to the Board of Directors no later than one month before the AACCI annual meeting.

Shall arrange the annual Division business meeting and lunch or social event, including site selection and menu, in collaboration with AACCI. The Chair will provide the agenda and conduct the annual business meeting.

Shall ensure that the standing rules appended to these bylaws are executed.

Past-Chair: Shall provide consultation to the incoming Chair as needed.

Chair-Elect: Shall assist the Chair in guiding the Division.

Shall obtain a recognition plaque from AACCI headquarters for the outgoing Chair.

Shall make the following appointments near the end of his/her term, prior to the business meeting at the end of which he/she assumes the office of Chair:

Program Committee – should have been selected earlier to enable a representative to attend the Technical Program Committee Meeting held at the Annual Meeting. The Symposium Planning Committee representative should arrive at the meeting with concrete ideas for a program for the Division.

Secretary-Treasurer: Shall record the minutes of the business prior to his/her term and subsequently present these minutes, along with a financial statement, at the business meeting of the following year.

Shall receive a quarterly financial statement from AACCI Headquarters accounting for expenditures and income received. Funds will be managed by the AACCI and disbursed upon request of the Secretary-Treasurer.

Shall circulate a periodic newsletter and other notices to members via e-mail, or by mail for those members without e-mail addresses.

Shall submit news items as directed by the Chair to Cereal Foods World for publication.

Shall maintain all minutes and financial records of the Division.

Shall maintain membership and mailing lists of Division members.

Shall assist in other Division activities as directed by the Chair.