

Cereals & Grains Association Uniform Division Bylaws

The following provides a template for the development and comparison of Cereals & Grains Division Bylaws to ensure they are in alignment with the Cereals & Grains Constitution.

BYLAWS TEMPLATE	BYLAWS GUIDANCE
<p style="text-align: center;">Bylaws of the _____ Division of Cereals & Grains Association</p> <p>I. <u>Name</u></p> <p style="padding-left: 40px;">This organization is certified as a Division of Cereals & Grains Association, and is known as the _____ Division</p> <p>II. <u>Membership</u></p> <ol style="list-style-type: none"> 1. All Officers of a Division shall be members of the Association. 2. All members of a Division must be composed of members of the Association. <p>III. <u>Membership Dues</u></p> <ol style="list-style-type: none"> 1. Dues shall be determined by the <u>[Officers/Executive Committee]</u> of the _____ Division. Dues shall be payable annually based on anniversary date of member. Dues rate changes must be provided to Cereals & Grains Association Headquarters annually, no later than August 1 each year. 2. Dues are payable in advance. Members not paying their annual dues by their renewal date shall be dropped from the Division's membership roll. 3. Divisions may offer a discounted or free membership option for student and/or life members. <p>IV. <u>Officers</u></p> <ol style="list-style-type: none"> 1. The officers shall be Chair, Vice-Chair, Secretary, Treasurer and Past Chair. Officers must be Regular Members of Cereals & Grains. 2. The Chair of the Division will also be a member of the Division Leadership Council. 3. Officers shall be elected annually preceding the Division's meeting during the Cereals & Grains Annual Meeting, and shall take office at the conclusion of that meeting. Officer nominations and election may be conducted via email ballot or another method when desirable. 4. Notice of the Division's election outcome shall be sent promptly and annually to Cereals & Grains Headquarters. 5. Notice of Division meetings shall be sent to all members of the Division and to Cereals & Grains Association Headquarters. 	<p>The Constitution and Bylaws of the Divisions must be in accordance with the uniform basic Bylaws for Association Divisions and in compliance with the Constitution of the Association.</p> <p>Division members must be members of Cereals & Grains, division-only membership is not allowed. Current Cereals & Grains member types:</p> <ul style="list-style-type: none"> • Regular • Student • Corporate • CDE (Countries with Developing Economies) • Life (retired and regular member for 20 or more years) <p>Dues are based on anniversary date, not on calendar year, and are payable annually for each member. No specific date for dues payment should be noted in bylaws.</p> <p>The office of Past Chair is not required as an officer position, can be at discretion of Division. The offices of Secretary and Treasurer may be combined when desirable. Only regular members can hold officer position.</p> <p>Reference to the chair's duty to serve on the Division Leadership Council should be incorporated.</p> <p>Divisions may select to have a nominations committee for selection of their officers for the election or officers can select from top membership nominations.</p>

<p>V. <u>Purposes of the _____ Division</u></p> <p>The purpose of the _____ Division are in accord with those of the Cereals & Grains Association [Description of Division specific purpose.]</p> <p>VI. <u>Rules of Order</u></p> <p>This organization shall be governed by <i>Robert’s Rules of Order</i>.</p> <p>VII. <u>Executive Committee</u></p> <p>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.</p> <p>Student Representatives may serve ex-officio on the Executive Committee, with the position appointed by the officers.</p> <p>VIII. <u>Meetings</u></p> <p>Meetings of the Division shall be held at least annually during the annual meeting of Cereals & Grains Association, or at any other time designated by the Executive Committee.</p> <p>IX. <u>Amendments</u></p> <p>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 present at any regular or special meeting of which all members have been notified. New articles may be added by vote if they do not conflict with existing articles, or the basic principles of the Articles of Incorporation and Bylaws of Cereals & Grains Association.</p> <p>X. <u>Distribution of Funds on Dissolution</u></p> <p>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 Cereals & Grains Association for its general purposes, or with the written consent of the Board of Directors of Cereals & Grains Association, shall be conveyed another qualified non-profit organization dedicated to the perpetuation of objects similar to those of Cereals & Grains Association, 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.</p>	<p>Description of Division specific purpose should be included in this section for clarity.</p> <p>The term Executive Committee or Steering Committee can be used interchangeably.</p> <p>In effort to increase student engagement in Cereals & Grains, a student representative is encouraged to serve on the Division Executive Committee.</p> <p>Duties of the officers may be included in the bylaws or maintained in operating manual for the division.</p> <p>Divisions may establish additional committees for various division activities as a need is determined, they may be included in the bylaws or maintained in operating manual for the division. Examples include: Nominating Committee, Awards Committee, Advisory Council, Program Committee, etc.</p>
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