

**Bylaws of the Northwest Section (No. 1) of the  
American Association of Cereal Chemists  
(approved April 1998)**

**I. Name**

This organization is certified as a Local Section of the American Association of Cereal Chemists (AACC) and is known as Northwest Section (No. 1)

**II. Purposes of the Northwest Section**

The purposes of the Northwest Section are in accord with those of the American Association of Cereal Chemists, Inc.

**III. Membership**

The membership composition will be in compliance with the Articles of Incorporation of the AACC under which the Northwest Section was certified.

**IV. Dues**

Dues will be established and administered by the Northwest Section Board.

**V. Fiscal Year**

The fiscal year of the Northwest Section will commence June 1 and end May 31.

**VI. Financial Audits**

All funds of the Northwest Section will be audited annually by at least 2 members of the Northwest Section Board. At a section meeting immediately following the audit, a report will be given to the membership. This report is subject to approval by the membership.

**VII. Northwest Section Board**

The Northwest Section Board will be composed of the officers of the section, a student representative, and chairs of the Geddes Committee, Arrangements Committee, Food Focus Committee, Membership Committee, and Communications Committee. It is a duty of all Board members to encourage people to become active Northwest Section members and members of the AACC.

**VIII. Officers**

The officers shall be: Chair, Vice-Chair, Secretary and Treasurer. The offices of Secretary and Treasurer may be combined when desirable. Officers must be members of the AACC and members of the Northwest Section.

An officer of the Section, or a properly delegated alternate, shall represent the Northwest Section at the Advisory Council meeting during the Annual Meeting of the AACC.

In the normal succession of officers, the Vice-Chair shall become Chair after serving as Vice-Chair for one year.

In the event the Chair resigns the office during the office term, the Vice-Chair shall assume the Chair's position immediately. The Vice-Chair position shall then remain vacant until a special election is scheduled by the Northwest Section Board or until the next regularly scheduled election of officers. In addition to fulfilling the unexpired term of the resigned Chair, the former Vice-Chair shall continue to serve as a Chair for their regularly scheduled term as Chair.

In the event the Vice-Chair resigns office during the office term, the Chair shall assume the duties of the Vice-Chair immediately. The Vice-Chair position shall remain vacant until a special election for the position of Vice-Chair is scheduled by the Northwest Section Board or until the next regularly scheduled election of officers when the position of Chair will be added to the ballot. The Chair-Elect shall then serve as Chair only for the year following the election.

In the event the Secretary or the Treasurer resigns during the term of office, the vacancy will be filled by the Chair through appointment of a person to fill the remaining term. The appointment of a Secretary or Treasurer will require the approval of the Northwest Section Board.

It is the responsibility of the Chair to run and set the agendas for Northwest Section Board meetings and all meetings of the Northwest Section membership. The Chair also appoints all committee members, committee chairs, and the student representative (with the aid of the current student representative). Coordinating Section officer nominations and elections, as well as nominations for AACC office, are also responsibilities of the Chair.

It is the responsibility of the Vice-Chair to assist the Chair with all meetings. A specific responsibility of the Vice-Chair is recruiting speakers for meetings of the membership when appropriate. Another responsibility of the Vice-Chair is the annual review and upgrade of the Strategic Plan.

It is the responsibility of the Treasurer to oversee all financial aspects of the Northwest Section.

It is the responsibility of the Secretary to maintain and distribute records of the Board and membership meetings.

#### **IX. Nominations and Elections**

A Northwest Section Vice-Chairperson, Secretary and Treasurer will be elected annually, prior to the last Northwest Section meeting of the fiscal year and shall take office at the first Section meeting of the next fiscal year. The election will be coordinated by the Chair. Nominations can come from the Northwest Section Board and the general membership of the Northwest Section. Requests for nominations by the membership will be published in the newsletter and solicited at meetings of the membership. The Chair will arrange for AACC headquarters to distribute ballots, preferably in conjunction with the February Section newsletter and to count results. The results must be obtained in time for announcement to the general membership at the last meeting of the fiscal year.

The Chair will also coordinate the nomination of candidates for offices of the AACC. The Chair will contact the AACC Executive Vice-President in March for details about AACC ballot. Nominations must be obtained by July 1 for nominations to be forwarded at the Advisory Council meeting at the next annual meeting of the AACC.

#### **X. Rules of Order**

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

#### **XI. Committees**

Structure and membership of the Northwest Section committees will be determined by the Chair prior to the first meeting of the fiscal year. All committees will take their direction from the Northwest Section Board.

**Arrangements Committee:** It is the responsibility of the Arrangements Committee to coordinate the location, food, refreshments, and other amenities associated with all meetings except Food Focus and the Holiday Party. Arrangements for Food Focus will be coordinated by AACC headquarters.

**Holiday Party Committee:** This committee is responsible for the organization and coordination of the Northwest Section Holiday Party.

**Geddes Committee:** The responsibility of the Geddes Committee is to identify the Geddes Lecturer and assure the Lectureship is executed as described below.

**Membership Committee:** The Membership Committee will coordinate all activities associated with recruiting new members and maintaining current members of the Section.

**Communications:** The primary responsibility of the Communications Committee is the publication of the monthly newsletter. As additional forms of communication with the membership are implemented these will also become the responsibility of this committee

**Food Focus:** The Food Focus Committee will coordinate all aspects of Food Focus associated with the technical program. The primary task required to meet this responsibility is the recruitment of qualified and interesting speakers.

**Ad Hoc:** Ad hoc committees can be formed by the Board as required.

## **XII. The William F. Geddes Memorial Lectureship**

The purposes of the William F. Geddes Memorial Lectureship of the Northwest Section are to advance the profession and practice of cereal chemistry and to honor the memory of Professor William F. Geddes by bringing to Minnesota outstanding persons not normally available to the Section, to speak on advances in any aspects of cereal science and technology.

A fund entitled The William F. Geddes Memorial Lectureship Fund (Geddes Fund) will be maintained by the Section at no less than \$10,000. This Fund is kept separate from other Northwest Section funds. It is invested at the discretion of the Treasurer with approval by the Northwest Section Board. Additions to the Geddes Fund may be made at any time by vote of the Northwest Section Board, from general funds, or by specified donations from other sources. No withdrawals may be made from the Geddes Fund for any purpose whatsoever that brings it below \$10,000. Funding for the Geddes Lectureship will be through the annual interest accrued by the Geddes Fund and/or the distribution of other funds of the Northwest Section.

The Geddes Lecturer will be selected by the Geddes Committee and must be a person from outside the Northwest Section. Following the Lecture, the Lecturer will receive a plaque and an honorarium. The honorarium is determined by the Northwest Section Board.

The lecture will occur at a scheduled and well-publicized meeting of the membership. A printed program containing information about the Lecturer and about Professor William F. Geddes shall be given to members and guests at this meeting.

## **XIII Strategic Plan**

A Strategic Plan will be maintained by the Northwest Section Board outlining long range goals and means of achieving these goals. This Plan will be updated annually. Revisions to the Strategic Plan will be coordinated by the Vice-Chair.

**XIV. Meetings**

Meetings of the Section will be scheduled by the Northwest Section Board on a monthly basis as appropriate.

**XV. Amendments**

These by-laws, rules and procedures may be amended upon review and approval by the Northwest Section Board. Amendments must not conflict with existing articles or the basic principles of the Articles of Incorporation or the Constitution of the American Association of Cereal Chemists, Inc.

**XVI. Distribution of Funds on Dissolution**

In the event of dissolution of the Northwest Section, and the discharge of its debts and the settlement of its affairs, any funds and property of the Northwest Section remaining thereafter shall be conveyed by the direction of the Northwest Section Board to another qualified nonprofit organization or, if no action is taken by the above mentioned, shall be conveyed to the American Association of Cereal Chemists Foundation.