

PIONEER SECTION
OF THE
AMERICAN ASSOCIATION OF CEREAL CHEMISTS

CONSTITUTION AND BY-LAWS

The Pioneer Section operates under Articles of Incorporation and By-Laws of the American Association of Cereal Chemists, Inc. (AACC, Inc.). The sectional By-Laws conform to the "Uniform Basic By-Laws for Local Section" and are as follows.

By-Laws of the Pioneer Section No. 2 of the
American Association of Cereal Chemists, Inc.

- I. Name
This organization is certified as a local section of the AACC, Inc. and is known as the Pioneer Section No. 2.

- II. Purposes of the Pioneer Section
The purposes of the Pioneer Section are in accord with those of the AACC, Inc.
 - a. To extend and develop the field of Cereal Chemistry and related sciences.
 - b. To further the ideals and objectives of the AACC, Inc.
 - c. To improve the character and accuracy of the work done in cereal laboratories.
 - d. To promote cooperation and fellowship among Cereal Chemists.
 - e. To maintain a monthly check sample service.

- III. Membership
 - a. All of the officers and at least one-half of the membership shall preferably be active members of the AACC, Inc. This rule must be observed at all times, to satisfy the requirements of Article VIII, Section 1, of the articles of Incorporation, under which the section is certified.

 - b. The remainder of the membership may be made up of the following classes of members:
 - i. Sustaining members of the AACC, Inc.
 - ii. Authorized representatives of corporate members of the AACC, Inc.
 - iii. Persons interested in the activities of the Association who are not members of AACC, Inc., but are willing to pay local section dues

and attend meetings. Such persons shall be known as "Local Members".

- iv. Life membership: All paying members of 10 years or longer, at his or her retirement, irrespective of their national membership, be given "Lifetime Certificate" to be awarded at next regular meeting following retirement.

IV. Membership Dues

- a. Dues shall be \$10.00 per year for individual membership and \$10.00 per year for the check sample program. Special assessments may be made when necessary. Dues shall be payable January 1st.
- b. Dues are payable in advance, and notice is to be mailed by December 1st. Members not paying their annual dues by March 1st shall be held delinquent and shall be dropped from membership roll and the mailing list of the section.

V. Officers

- a. The officers shall be Chair, Vice-Chair, Secretary and Treasurer. (The office of the Secretary and Treasurer may be combined where desirable). Officers must preferably be active members of the AACC Inc.
- b. Officers shall be elected every two years. Elections may be held at a section meeting or by mail ballot. Officers shall take office on January 1, following their election.
- c. It shall be a duty of officers to encourage qualified local members to become active members and others to become sustaining members of the AACC, Inc. (Every section Chair automatically becomes a member of the National Membership Committee).
- d. An officer of the Section or a properly delegated alternate shall represent the Section at the Local Section Officers Conference during the Annual Meeting of the Association.
- e. Results of local section elections shall be mailed promptly to the National Secretary and the Managing Editor.
- f. Notices of Section meeting shall be sent to all members of the Section, as well as to all local section secretaries. (The National Secretary will supply the list of local section secretaries).

VI. Duties of Officers

CHAIR

- a. The Chair is responsible for the overall welfare of the group and its various activities. The Chair ensures that programs, meetings, and other activities are properly planned, and oversees the functions of the Section's officers and committees.
- b. The Chair presides at all meetings of the Section/Division and executive committee.

- c. The Chair, with the approval of the executive committee, appoints all other committees, permanent or ad hoc, as necessary. Approval of the executive committee is required for all appointments.
- d. The Chair performs duties as pertaining to the office and as assigned by the By-Laws or the executive committee.

VICE-CHAIR

- a. The Vice-Chair serves as head of the program committee.
- b. The Vice-Chair organizes the programs for regular, special, and annual meetings in consultation with the executive committee
- c. The Vice-Chair performs the duties of Chair in the absence of the Chair.
- d. The Vice Chair performs other duties as may be delegated by the Chair.
- e. In the event of the resignation, disability or death of the Chair, the Vice-Chair assumes the office of Chair.

SECRETARY

- a. The Secretary serves as the official liaison between the Section and AACC in all administrative matters.
- b. The Secretary keeps a record of the proceedings of the Section/Division Record and distributes the minutes of the meeting of the Executive Committee.
- c. The Secretary maintains an accurate membership roster and mailing list of the Section.
- d. In the event of an election or By-law amendment by ballot the Secretary
 - i) prepares ballots for election of officers or proposed amendments to the By-laws; ii) mails (postal or electronic) said ballots to Members of the Section; and iii) receives said ballots for transmittal to the Tellers Committee. The Secretary notifies the Executive Vice President of AACC of the results of election of officers within two weeks of the election, and
- e. The Secretary provides the AACC headquarters with an up-to-date copy of the Section By-Laws.
- f. The Secretary sends certification to AACC regarding the section/division official representatives to the next Advisory Council meeting, including any substitutes.
- g. The Secretary prepares and sends an annual report of the Section's activities and events to the Executive Vice President of AACC within thirty (30) days after the end-of-year meeting.
- h. The Secretary maintains a permanent list of all AACC members of the Section.

TREASURER

- a. The Treasurer is responsible for the operational control of all funds of the Section.

- b. The Treasurer assures that the records are properly audited by the Auditing Committee once per year or as required by Section executive committee.
- c. The Treasurer assures proper bank resolutions and signature cards are executed when new officers take office.
- d. The Treasurer collects membership dues and maintains a current master file of paid-up members. The Treasurer also collects all other money due the Section.
- e. The Treasurer pays by check only all bills owed by the Section, assures that all bills are properly authorized (i.e., reviewed and approved by the person who incurred the expense) for payment and keeps copies of bills.
- f. The Treasurer maintains a book of accounts showing detail of all income and expense in such a manner as to properly reflect the Not for Profit status of the Section/Division.
- g. The Treasurer maintains two checking accounts - one for the Section for membership dues and one for the Section for the Check Sample program. All checks above fifty dollars shall be dispersed only after approval by the executive committee.
- h. The Treasurer prepares an annual financial report of the Section and submits a copy to AACC Headquarters in order to satisfy IRS requirements.

VII. Executive Committee

The Executive Committee shall consist of the Chair, Vice Chair, Secretary, Treasurer and immediate Past Chair.

VIII. Check Sample Program

The Section shall maintain a monthly check sample program. A check sample committee shall be appointed by the Chair of the section. The committee shall consist of a Chair and two members, one of which will be the Vice Chair of the Section. Both the Chair and the other member shall be appointed for a period of three years. The dues for the check sample program shall be collected by the Treasurer and maintained in a separate account.

IX. Steering Committee

A Steering Committee composed of the incumbent officers, the two immediate past Chairs of the section and the Program Chair shall advise and assist in the conduct of the affairs of the section. The Vice Chair of the Section shall be Chair of the Steering Committee. The Steering Committee shall conduct an annual audit of the Treasurer's books just prior to the first business meeting of the calendar year.

X. Rules of Order

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

XI. Meetings

Meetings of the Section shall be held on the first Saturday of each quarter or at any other time designated by the Steering Committee.

XII. Amendments

Section III and VIII may be amended by two-thirds majority vote of 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 incorporation and By-laws of the AACC, Inc.

XIII. Dissolution

In the event of dissolution of this section and the discharge of its debts and the settlement of its affairs, any funds and property of this section remaining thereafter shall be conveyed by the direction of the Section Executive Committee to another qualified non-profit organization, or if no action is taken by the above mentioned, shall be conveyed to the AACC Inc. for its general purposes, or with the written consent of the Board of Directors of the AACC shall be conveyed to another qualified nonprofit organization(s) dedicated to the perpetuation of objects similar to those of the AACC, Inc. provided that such selected organization(s) at the time of the Section'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 Section's dissolution.