

**BY-LAWS**  
**of the**  
**MILLING AND BAKING DIVISION**  
**AACC INTERNATIONAL, INC**

*Formerly known as*  
*AMERICAN ASSOCIATION OF CEREAL CHEMISTS, INC.*

**Charter Date: October 20, 1970 at Dallas TX**

*(Revised January 2013)*

## **I. NAME**

This organization is certified as a Division of the AACC International, Inc., and is known as the Milling and Baking Division, AACC International.

## **II. A. MEMBERSHIP**

All the officers shall be professional members, and all the members shall be professional, honorary, or life members of the AACC International as per the requirements of Article X, Section 2, of the Constitution, under which the Division is chartered.

### **B. LIFE MEMBER OF THE AACC INTERNATIONAL MILLING & BAKING DIVISION:**

If a Life Member of the AACC International wishes to become a Life Member of the Milling & Baking Division, they must apply in writing to the Chair of the Milling & Baking Division requesting the change in membership status. The Chair will take the application to the Milling and Baking Division Advisory Board for approval. Approval will be a simple majority vote of the members of the Advisory Board who are present at the Advisory Board meeting. Only AACC International Life Members are eligible to become Division Life Members. This vote may be taken at a standing Advisory Board meeting during the Spring Technical Conference or during the Advisory Meeting at the AACC International Annual Meeting.

## **III. MEMBERSHIP DUES**

1. Membership dues shall be per calendar year, subject to change by the Advisory Board.
2. Dues are payable in advance. Members not paying their annual dues by their anniversary date shall be held delinquent and will be dropped from the membership roll and the mailing list of the Division.
3. Life members shall be exempt from all dues ~~and~~ assessments and STC fees as defined in Policy D.4.
4. Student members shall be exempt from all dues and assessments.

## **IV. A. OFFICERS**

1. The officers shall be: Chair, Chair-Elect, Past-Chair, Secretary, and Treasurer. The Chair-Elect shall succeed the Chair. The Chair shall succeed the Past-Chair.
2. Terms of office: Chair, one year; Chair-Elect, one year; Past-Chair, one year; Secretary, three years; Treasurer, three years.
3. Elections shall be held yearly by mail, by e-mail ballot or by verbal vote at the annual fall meeting. If by mail or e-mail, such ballots to be mailed to the membership not later

than September 1 of each year. The deadline for acceptance of ballots shall be 10 business days after issue. The closing of the election must occur prior to the Milling & Baking Division meeting during the AACC International annual meeting. The ballots are to be opened and / or tallied by AACC International Staff.

- a. In the event of a tie vote, the Executive Committee- Advisory Board shall decide the election to that office from the candidates so tied.
  - b. The results of the election are to be made known at the annual meeting of the Division and the new officers are to take office at the conclusion of the annual meeting of the Association.
4. Notices of Division elections shall be delivered promptly to the staff of AACC International.

## **B. ADVISORY BOARD**

1. A Board of Advisors shall develop policy which shall complement Division Bylaws and serve to guide the officers ~~and the Executive Committee~~ in the execution of their duties.
2. The Board of Advisors shall be a policy making body. Its executive authority shall be limited to recommending the date and meeting site of the Division Spring Technical Conference, assistance to the chair in topic and speaker identification for the Spring Technical Conference, nominations for annual elections, selection of award winners, investment decisions for funds of the Division, events for the annual meeting and any business of the Division.
3. The Board shall be comprised of six Advisors, three of who shall be elected and three who are appointed. By a chair when they take office at the end of the Annual meeting. Each division chair appoints one board member to start when they take the office of chair at the end of the annual meeting. of who shall be appointed by the Division Chair. (Or would we want the Chair-elect to appoint a board member who would start when they start as Chair-elect – need to be consistent with Section IV.B.3.b.ii)
  - a. The terms of all Advisors shall be three years. Advisors shall assume office at the conclusion of the annual meeting of the Association.
  - b. The terms of the Advisors shall be so arranged that one elected Advisor and one appointed Advisor shall assume office each year. The Nominations Committee shall nominate an Advisor for election.
    - i. Elections shall be held yearly by mail, by e-mail ballot or by verbal

vote at the annual fall meeting. . If by mail or e-mail, such ballots to be mailed to the membership not later than September 1 of each year. The deadline for acceptance of ballots shall be 10 business days after issue. The closing of the election must occur prior to the Milling & Baking Division meeting during the AACC International annual meeting. The ballots are to be opened and / or tallied by AACC International Staff. If by mail or e-mail, such ballots to be mailed to the membership not later than July 1 of each year. The deadline for acceptance of ballots shall be August 31 of the same year. The ballots are to be opened and / or tallied by AACC International Staff.~~(make consistent with election of officers)~~

- ii. The Chair-Elect shall appoint an Advisor upon taking office. This appointed advisor will serve on the advisory board the same 3-year term as the Chair-Elect that appointed them. (Inconsistent with section IV.B.3. – who appoints and when – need to decide and adjust to be consistent)
  - c. The Division Chair shall appoint new Advisors to vacancies, which may occur during their tenure. A replacement Advisor will serve the remaining term of the Advisor they replace. (Need to define how long the replacement serves – only the vacant term or for 3 years – propose we add to fill out the vacant term)
  - d. The Chair of the Division shall act as Chair of the Advisory Board.
  - e. The Advisory Board shall maintain a compendium of all approved policies. approved by the Executive Committee. The Secretary shall make copies of all Division policies available to each newly elected or appointed Officer and Advisor.
4. The Advisory Board shall set its own rules of order.

## V. PURPOSE OF THE MILLING AND BAKING DIVISION

The Milling and Baking Division will provide sessions at the Annual Meetings of the AACC International, at local section meetings, and at future Milling and Baking Division meetings, in accordance with the purposes of the Constitution and Bylaws of the AACC International.

1. The Milling and Baking Division will provide a forum for anyone interested in all phases of the chemistry and technology of cereal and cereal-based products, as related to milling and baking.
2. The Milling and Baking Division will encourage research, discussion and dissemination of information on all phases of cereal and cereal based products, including their

chemistry, their nutritive and biological properties, and their development and processing for food and industrial uses.

## **VI. RULES OF ORDER**

Robert's Rules of Order shall govern this organization.

## **VII. COMMITTEES**

The Division Advisory Board shall act as the Membership Committee as well as the Nominations Committee. If the Advisory Board decides that a sub-group would facilitate nominations, they will appoint a sub-group to act as a Nominations Committee for officers, Advisory Board members and award winners. The Advisory Board shall also act as the Program Committee for both the Spring Technical Conference and any Milling & Baking Division Sessions at the AACC International Annual Meeting. *(In policies add: Any member of the division may volunteer or be appointed to organize and chair a Milling & Baking session at the Annual Meeting).*

## **VIII. MEETINGS**

Meetings of the Division shall be held at least annually during the Annual Meeting of the AACC International and at any other time designated by the Advisory Board. Notices of Division Meetings shall be sent to all members of the Division and to the headquarters of the AACC International.

## **IX. AMENDMENTS**

Any part of the Bylaws, rules and procedures may be amended upon review by the Advisory Board and approval by simple majority vote of the 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 the Articles of Incorporation, the Constitution and Bylaws of the AACC International.

## **X. DISTRIBUTION OF FUNDS ON DISSOLUTION**

In the event of dissolution of the Division, after 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 Advisory Board to a qualified non-profit organization. If no action is taken by the above mentioned, funds shall be conveyed to the AACC International for its general purposes or, with the written consent of the Board of Directors of the AACC International shall be conveyed to another qualified non-profit organization(s) dedicated to the perpetuation of objects similar to those of the AACC International. 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 the Division's dissolution.

## BYLAWS REVISIONS

The By-Laws of the Milling and Baking Division as adopted October 20, 1970 have been revised as follows:

- 1971, 1987, 1989, 1993 - Election dates changed
- 1972, 1977, 1992, 1995, 2005 – III. Dues increased
- 1972 - Life members exempt from dues and assessments
- 1983 - Specific terms of officers defined
- 1988 - Created and defined the Advisory Board
- 1989 - Wording in Section V, parts 1 and 2 changed from "wheat and wheat flour" to "Cereal and Cereal based products"
- 1994 - Gender changes, i.e.- Chairman to Chair, etc.
- 1996 – Secretary changed to two-year term
- 1998 - General spelling, grammatical and formatting corrections; updated participating committee members and policy changes
- 1998 – Added Student Representative to Advisory Board
- 2000 – Added Rella Dwyer Scholarship Fund
- 2001 – Added duty of the Chair-Elect to chair the Advisory Committee
- 2001 – Added election of a Division Student Representative
- 2004 – Reassigned the duty of Chair of the Advisory Committee to the most recent Past-Chair
- 2006 – Increased Minor & Dwyer Scholarships to \$3,000 annually
- 2006 – Increased Student Travel Fund to \$1000 for the national convention
- 2007 – Increased Student Travel Fund to \$2000 for the national convention
- 2008 - Increased annual membership fee to \$25.00
- 2013 – II.A. Membership – renumbered Article IX to Article X due to other updates
- 2013 – II. B. Life Member – changed process of becoming a Life Member of the Division
- 2013 – III. Removed amount of membership dues; changed approving body for dues amount
- 2013 – IV. A.1. Removed Student Representative position on Advisory Board; added the succession of Chair to Past-Chair
- 2013 – IV.A.2. Updated Secretary term to 3 years; removed Student Representative
- 2013 – IV.A.3. Added verbal vote; changed mailing of ballots to September 1; increased time to return votes; added requirement to complete election prior to the Division meeting at the Annual AACC International meeting; added who will count / tally votes
- 2013 – IV.A.4. Deleted section as Advisory Council no longer exists
- 2013 – IV.A.5. Changed to IV.A.4; updated from National Secretary to AACC International staff
- 2013 – IV.B.2. Updated responsibilities of the Advisory Board Advisors
- 2013 – IV.B.3.b. Updated nomination of Advisors
- 2013 – IV.B.3.b.i. Updated election process
- 2013 – IV.B.3.b.ii. Added the appointment process for Advisors
- 2013 – IV.B.3.d. Updated duty of Chair to being Chair of the Advisory Board meetings
- 2013 – IV.B.3.e. Deleted section as procedure has changed to Secretary is elected by the members of the Division

- 2013 – IV.B.3.f. Changed to section “e”; removed the term “recording” and made Secretary consistent with other sections
- 2013 - IV.B.4. Removed restriction on proxy delegation
- 2013 –VII. Committees – updated that the Advisory Board shall act as Membership, Nominations and Program Committees or appoint a separate sub-group; deleted Nominations Committee and Executive Committee information
- 2013 – VIII. Meetings – updated to AACC International; updated setting of meetings from Executive Committee to Advisory Board
- 2013 – IX. Amendments – updated from Executive Committee to Advisory Board; updated vote from two-thirds to simple majority; updated name of AACC International
- 2013 – X. Added “In the event of dissolution of this Division, AFTER the discharge of its debt”; updated Executive Committee to Advisory Board; updated to AACC International

