

CONSTITUTION

Effective November 5, 2009

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ARTICLE I. ASSOCIATION

There is hereby created the International Association for Food Protection, Inc., not for pecuniary purposes, which shall hereinafter be referred to as IAFP.

The mission of IAFP shall be to provide food safety professionals worldwide with a forum to exchange information on protecting the food supply.

ARTICLE II. OBJECTIVES

- A. The objectives of IAFP are to:
 - 1. Provide a forum for professionals in the area of food safety and quality.
 - 2. Improve the professional status of the members.
 - 3. Assist members in their technical work and professional development.
 - 4. Disseminate information regarding the protection of the food supply.
 - 5. Promote sanitary methods and procedures for the development, production, processing, distribution, preparation and serving of food.
 - 6. Promote methods and procedures for supervision and inspection of the production, processing, distribution, preparation and serving of food.
 - 7. Promote improved methods for the examination of food samples.
 - 8. Promote the development and adoption of uniform equipment and quality standards to improve the sanitary handling of food.
 - 9. Promote methods and procedures for protecting and improving the food supply.
 - 10. Cooperate with other professional groups in the improvement and promotion of food safety worldwide.

ARTICLE III. MEMBERSHIP

- A. The classes of membership in IAFP shall be Individual and Sustaining.

- B. The qualifications of the classes of members, the dues of each, the manner of their election to membership, and their respective rights and privileges shall be prescribed in the Bylaws, except as otherwise provided in this Constitution.

ARTICLE IV. OFFICERS AND EXECUTIVE BOARD

- A. The officers of IAFP shall be President, President-Elect, Vice President and Secretary, who shall hold these offices for one year or until their successors are elected or appointed, as provided in the Bylaws.
 - 1. At the conclusion of each Annual Meeting, the President-Elect, Vice President, and Secretary shall automatically succeed to the offices of President, President-Elect and Vice President, respectively (rotation of Board positions).
 - 2. The Secretary will be elected by the members from candidates selected by the Nominating Committee, on a rotating basis, from education, government and industry members (categories of membership), as determined by majority ballot of votes cast. The elected Secretary assumes the Board position upon conclusion of the first Annual Meeting taking place after the completion of their election.
- B. The Executive Board shall consist of the Officers of IAFP, the Immediate Past President, and the Chairperson of the Affiliate Council.
- C. The Executive Board must include, at all times, members officially connected with education, government, and industry. There must be at least one representative from each of the three categories at all times. Retirement (or a temporary or permanent separation from employment), without re-employment in a different category of membership, is viewed as remaining officially connected in the category of the member's last employment.
 - 1. If the employment status of any member of the Executive Board changes after election to the Board, during their term of service, or after pro tem appointment as provided in the Bylaws,

so that the composition of members officially connected, as stated herein, is not maintained by the Executive Board members, then such member shall become an ex-officio member of the Board until such time that the proper composition of the Board has been reestablished.

- 1.1 A pro tem appointment shall be made from the proper category of membership to fill the open Board position and to fulfill the Board composition requirements of representation from education, government, and industry.
 - 1.2 Once an election and rotation of Board positions reestablishes representation from education, government, and industry, the ex-officio Board member reassumes their proper position on the Executive Board and the pro tem appointment expires.
 - 1.3 If the Board member who becomes an ex-officio Board member under Article IV, section C1 above prefers not to continue as an ex-officio Board member, the Board may choose one of the options under Article IV, section D to fill the vacancy.
 - 1.4 All pro tem Board appointments expire when the next rotation of Board positions takes place.
- D. In the event of the permanent absence of an officer due to illness, death or resignation, the duties of that position will be performed by the remaining board members until a pro tem appointment is made by the Board or an election is held to fill the vacancy. If a pro tem appointment is made, it shall expire when the next rotation of Board positions takes place.
1. In lieu of making a pro tem appointment for the vacated position, the Board may choose to have any or all of the elected Board members succeed to higher office and fill any vacant Board position with a pro tem appointment until the next rotation of Board positions takes place.
 2. The Board may choose to not make a pro tem appointment, depending on the circumstances.
 3. The Board may choose to hold a special election or provide for election of more than one office at the next scheduled election.

ARTICLE V.

AFFILIATE ASSOCIATIONS AND AFFILIATE COUNCIL

- A. IAFP members residing in the same geographical area and functioning organizations whose objectives are consistent with those of IAFP, may apply for a Charter as an Affiliate Association, under conditions stipulated in the Bylaws.
- B. An Affiliate Council shall be created.
 1. Each Affiliate Association shall have one delegate on the Affiliate Council. The delegate shall be a member of IAFP.

2. Each Affiliate Association shall have one vote through their authorized delegate.
3. The Affiliate Council parliamentary procedure shall be governed by Operational Guidelines, adopted by majority vote of Affiliate delegates representing all of the member affiliates and approved by the IAFP Executive Board. A copy of the current Affiliate Council Operational Guidelines shall be filed with the IAFP Executive Director.
4. The Affiliate Council shall elect officers as set forth in the Affiliate Council Operational Guidelines. The Affiliate Council shall designate an officer to keep a record of Council proceedings and authorized delegates, and shall submit the Council's recommendations to the Executive Board.
5. The Chairperson of the Affiliate Council shall represent the Affiliate Associations as a voting member of the IAFP Executive Board.
6. It shall be the function of the Affiliate Council:
 - 6.1 To be an advisory body to the Executive Board;
 - 6.2 To represent the interests of the Affiliate Associations to the Executive Board and IAFP members; and,
 - 6.3 To serve as the means for the interchange of ideas and recommendations on programs, activities, awards and procedures among and between the Affiliate Associations and the Executive Board.
 - 6.4 To assume responsibility for the IAFP Awards Committee.

ARTICLE VI.

MEETINGS

- A. Each year, IAFP shall hold an Annual Business Meeting.
 1. A quorum, for any meeting to conduct business, shall consist of at least 50 voting members.
 2. Robert's Rules of Order shall govern the procedures at all IAFP meetings except where otherwise provided for in the Constitution or Bylaws.
- B. Other meetings of IAFP may be called by the Executive Board by duly announcing any called meeting in the official publication of IAFP at least 60 days prior to the date of the meeting.
- C. In case a quorum is not present to transact necessary business, the Executive Board is authorized to act for the best interests of IAFP.
- D. The Executive Board shall meet at each IAFP Annual Business Meeting and at such other times as the President deems necessary.
 1. A quorum for Executive Board meetings shall consist of at least four members of the IAFP Executive Board and decisions shall be by a majority vote of those present.

2. In the event of a tie vote, the presiding officer will be permitted to vote.
- E. When, in the discretion of the Executive Board, it is considered advisable to conduct a vote on a question by ballot, a majority of the votes cast will be necessary to carry the proposition.

ARTICLE VII.

AMENDMENTS

- A. Any member may propose amendments to the Constitution by submitting them in writing to the Executive Director, at least 60 days before the date of the next announced Annual Business Meeting.
1. The Executive Director shall notify all members, at least 30 days before the Annual Business Meeting that the proposed amendments will be open for discussion at that meeting.
 2. Such proposed amendments, upon a majority affirmative vote of the members present shall, within 60 days, be submitted to the entire membership of IAFP by the Executive Director.

3. All members voting on such amendments shall, within 45 days after issuance of such notification, register their vote with the Association office on ballots furnished by IAFP.
4. These ballots shall be certified to the IAFP President by the Chairperson of the Tellers Committee. The results shall be reported by the IAFP President to the membership.
5. If the proposed amendments are passed by a two-thirds vote of those members who register their votes with the Association office, they shall become a part of the Constitution from the date of such report and notice by the IAFP President.

ARTICLE VIII.

BYLAWS

The IAFP parliamentary procedure shall be governed by Bylaws, adopted by majority vote of voting members in attendance at a duly called meeting.

BYLAWS

Effective August 2, 2011

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SECTION I. MEMBERSHIP AND DUES

A. Types of Membership

There shall be two types of members in the Association:

1. Individual Members
There shall be four categories of Individual Membership in the Association: Regular, Student, Retired and Honorary Life.
2. Sustaining Members
There shall be a category for Sustaining Membership.

B. Membership Qualifications and Entitlements

1. Regular Members
 - 1.1 Regular members of IAFP shall be those persons who are engaged in or otherwise interested in the objectives of IAFP.
 - 1.2 Regular members shall be entitled to vote and hold office. They may serve on committees, as Affiliate delegates and as appointed representatives of IAFP.
2. Student Members
 - 2.1 Full-time students pursuing undergraduate or graduate degrees in colleges or universities are entitled to membership in IAFP at one-half the dues of regular members.
 - 2.2 Student members may not hold office in IAFP, but may serve on committees, as Affiliate delegates and as appointed representatives of IAFP.
 - 2.3 Student members may be accorded privilege of the floor at meetings, but shall not be entitled to vote.
3. Retired Members
 - 3.1 Retired members who are no longer receiving compensation for work relating to the objectives of IAFP and who have been regular or sustaining members for at least ten years are entitled to membership at one-half the dues of regular members.

- 3.2 Retired members shall be entitled to vote and hold office. They may serve on committees, as Affiliate delegates and as appointed representatives of IAFP.
4. Honorary Life Members
 - 4.1 Honorary life membership may be conferred on a member of IAFP, who, on account of their substantial contributions to the objectives of IAFP, have been nominated for consideration by a member(s) and confirmed by the Executive Board.
 - 4.2 Honorary life members may not hold office in IAFP, but may serve on committees, as Affiliate delegates and as appointed representatives of IAFP.
 - 4.3 Honorary life members may be accorded privilege of the floor at meetings and shall be entitled to vote.
 - 4.4 Honorary life members shall not be required to pay dues.
5. Sustaining Members
 - 5.1 Sustaining members shall be companies, organizations or persons who are interested in the objectives of IAFP.
 - 5.2 Sustaining members are entitled to special services as determined by the Executive Board of IAFP.
 - 5.3 Sustaining members shall be entitled to one or more Regular membership(s), depending on Sustaining Membership tier, in IAFP for their representative(s) at no additional cost.
 - 5.3.1 The name(s) of the representative(s) must be submitted to the Executive Director of IAFP at the time of membership.
 - 5.3.2 Other persons associated with the sustaining members' organization are not members of IAFP unless they have individual memberships.

6. Any person desiring membership in IAFP shall submit an application to the Executive Director. It is the responsibility of the Executive Director to ensure that applicants meet the eligibility requirements for membership.
7. Any person, having once become a member, may continue membership in IAFP so long as the annual membership dues are paid, except as provided in Section II, subsection B8, of these Bylaws.
 - 7.1 Any member who fails to pay annual dues by due date shall be placed on the inactive list.
 - 7.1.1 Members on the inactive list shall not be entitled to member entitlements and will not receive publications of IAFP.
 - 7.1.2 Such member(s) may be reinstated within 90 days of their membership expiry date, upon payment of dues.
 - 7.1.3 Any member who is delinquent in dues after 90 days will be removed from the inactive list.
 - 7.1.3.1 Membership may be reestablished by filing an application and payment of annual dues.
 - 7.1.3.2 Members rejoining after 90 days will be considered as new members and their anniversary date adjusted accordingly.
 8. Each member of IAFP good standing shall receive the regular issues of the Association's official publication. Other publications may be provided at additional cost.

C. Collection of Dues:

1. The Executive Director shall collect annual membership dues for each member paying directly to IAFP.
 - 1.1 Affiliate Associations may authorize the Executive Director to invoice their members for both Affiliate and IAFP dues. In such cases, the Executive Director will forward to the Affiliate, within 15 days after the last day of the preceding month, the dues collected for Affiliate membership.
 - 1.2 Members of IAFP who pay local dues to more than one Affiliate Association will pay annual membership dues only once to IAFP and shall receive only one annual subscription to the official publication of IAFP.

SECTION II.

OFFICERS AND THE EXECUTIVE BOARD

- A. Any person serving on the Executive Board of IAFP must be a regular, retired or sustaining member of IAFP in good standing.
- B. Responsibilities of Executive Board
The full management of the affairs of IAFP shall be in the hands of the Executive Board. The responsibilities of the Executive Board shall be:

1. To act as trustee of IAFP property;
2. To direct the administrative work of IAFP, including all matters connected with its collaboration with other groups, institutions and its professional development;
3. To act for and on behalf of IAFP in any administrative, financial, educational, or other capacity, and report such action at the next Annual Business Meeting;
4. To execute the policies of IAFP and report to the members at the Annual Business Meeting any action taken that was not specifically authorized;
5. To make pro tem appointments to fill any vacancy or vacancies that may occur among the officer(s) and/or Executive Board members between IAFP meetings and to recommend the replacement of an officer at the Annual Business Meeting, because of inability or inactivity or for other causes which may be in the best interest of IAFP;
6. To make pro tem appointments to fill any vacancy or vacancies that may occur among the chairpersons of Standing Committees, Special Committees, PDGs, or Task Forces because of inability or inactivity or for other causes which may be in the best interest of IAFP;
7. To authorize the issuance or revocation of a Charter to an Affiliate Association;
8. To recommend expulsion from membership for cause by two-thirds of all votes cast, but in no case to recommend revocation without giving the member written notice of reasons for the contemplated action at least one month before action is taken and an opportunity for a hearing in person and/or a rebuttal in writing;
9. To set dues as may be necessary to achieve the objectives of IAFP and notify the members of amount of dues;
10. To set the time and place for the Annual Meeting;
11. To set the amount of the registration fee for the Annual Meeting;
12. To plan the Annual Meeting in cooperation with the Program Committee;
13. To employ an Executive Director for the Association and set his or her compensation and duties; and
14. To be responsible for all duties shown in Section III of these Bylaws in the absence of an Executive Director, due to illness, death, resignation, or prolonged absence.

C. Duties of Officers

1. President
 - 1.1 The President shall preside at all meetings of IAFP and the Executive Board.

- 1.2 The President shall perform such other duties as they usually devolve upon the presiding officer or are required of this officer by the Constitution and Bylaws.
- 1.3 The President shall serve as member of the Samuel J. Crumbine Award Jury.
2. President-Elect
- 2.1 The President-Elect shall perform the duties of the President, in the President's temporary absence, and shall succeed the President when the President's term expires.
- 2.2 The President-Elect shall recommend members as incoming chairpersons of all Committees, Professional Development Groups and Task Forces who will take office in the year in which the President-Elect becomes President, for confirmation by the Executive Board, unless otherwise directed by the Constitution and Bylaws.
- 2.3 The President-Elect will also appoint the chairperson of the Nominating Committee and the Tellers Committee for the year in which the President-Elect becomes President.
- 2.4 The President-Elect shall coordinate the planning of the Annual Meeting.
- 2.5 The President-Elect shall recommend an individual to be honored as the Ivan Parkin Lecturer at the Annual Meeting for confirmation by the Executive Board.
- 2.6 The President-Elect shall serve as an observer of the Samuel J. Crumbine Award Jury.
3. Vice President
- 3.1 The Vice President shall perform the duties of the President-Elect in the President-Elect's temporary absence and shall succeed the President-Elect when the President-Elect's term expires. In the event of the temporary absence of the President-Elect and President, the Vice President will perform the duties of both offices.
- 3.2 The Vice President shall serve as the liaison with all Committees, Professional Development Groups and Task Forces of IAFP and shall make recommendations to the Executive Board regarding their organization and structure.
4. Secretary
- 4.1 The Secretary shall perform the duties of the Vice President, in the Vice President's temporary absence and shall succeed the Vice President when the Vice President's term expires. In the event of the temporary absence of the President, President-Elect and Vice President, the Secretary will perform the duties of all offices.
- 4.2 The Secretary shall be responsible for maintaining minutes of IAFP proceedings.

- 4.3 The Secretary, with the assistance of the Executive Director and staff, shall record and report all minutes of meetings of the Executive Board, including the Annual Business Meeting at the Annual Meeting.
- 4.4 The Secretary shall give the invocation at the opening of the Awards Banquet at the Annual Meeting.

SECTION III. EXECUTIVE DIRECTOR

- A. The Executive Board shall hire an Executive Director to perform the following duties:
1. Keep a current list of names and contact information of IAFP members and the publications they are entitled to receive;
 2. Assemble and transmit to the Scientific Editors of the publications of IAFP, all papers and other matters worthy of publication, in a timely manner after receipt from authors;
 3. Issue notices of all meetings, conduct correspondence pertaining to the affairs of IAFP and perform other duties incident to the office as the Executive Board may authorize;
 4. Receive all monies due IAFP, giving receipt and keeping account thereof;
 5. Faithfully care for all monies received, paying out expenses as authorized by the Executive Board and keeping account thereof;
 6. File a surety bond with the President of IAFP in an amount as directed by the Executive Board;
 7. Provide a detailed report of the financial condition of IAFP at the Annual Business Meeting;
 8. With the approval of the Executive Board, employ all staff and set their compensation in accordance with the approved budget, as well as define their specific duties; and
 9. Provide other services as directed by the Executive Board.

SECTION IV. AFFILIATE ASSOCIATIONS

- A. The Secretary of the Affiliate Association or other duly authorized officer shall submit an Affiliate annual report including the current names and contact information of each Affiliate member, and other official business, to the Executive Director of IAFP at least three months prior to the IAFP Annual Meeting.
- B. Any Affiliate Association may use the expression Affiliated with the INTERNATIONAL ASSOCIATION FOR FOOD PROTECTION, INC., or an equivalent legend that is approved by the IAFP Executive Board.
- C. In addition to the delegate, the President of Affiliate associations must be a member of IAFP.
- D. The conditions for authorizing the issuance of a Charter to an Affiliate Association are as follows:

1. When a regional group of members of IAFP or an already existing organization want to form an Affiliate Association, a group of at least five members of IAFP will write a letter of request and forward it to the Executive Director of IAFP with the following information:
 - 1.1 A list of names and contact information of the IAFP members forming the proposed Affiliate Association;
 - 1.2 A list of names and contact information of the officers of the proposed Affiliate Association;
 - 1.3 The name of the proposed Affiliate Association and a definition of the geographical area desired to be covered;
 - 1.4 A copy of the proposed Affiliate Constitution and Bylaws;
 - 1.5 An attested copy of the minutes authorizing said application.
2. Upon majority vote of the Executive Board, the President of IAFP will notify the responsible officer of the applicant organization concerning the action taken.
3. After acceptance of the application by the Executive Board, a Charter will be executed to the Affiliate Association.
 - 3.1 The Charter will be presented to the duly authorized Affiliate representative member at the IAFP Annual Meeting or at the Annual Meeting of the Affiliate.
- E. An Affiliate Association Charter may be revoked by the IAFP Executive Board:
 1. Upon recommendation by the Affiliate Council, on two-thirds vote of the total number of votes cast by that Council after due and reasonable notice has been given in writing at least three months before such a vote is to be taken and a reasonable opportunity is given for a hearing; or
 2. For one of the following causes:
 - 2.1 When the affairs of the Affiliate Association are not conducted consistent with the Constitution and Bylaws of IAFP; or
 - 2.2 When the Affiliate Association has ceased to function for two years; or
 - 2.3 When the Affiliate Association fails to maintain at least five members in IAFP for two consecutive years; or
 - 2.4 When the Affiliate association fails to maintain its President and delegate as IAFP Members.

SECTION V. PUBLICATIONS

- A. All publications of IAFP will be issued under the authority of the Executive Board.

1. Any Affiliate Association may publish its own material but must assume full responsibility therefore, and not obligate IAFP in any manner.
- B. The electronic newsletter shall be the official publication of IAFP for membership communication.
- C. Food Protection Trends shall be the applied technical publication of IAFP and the *Journal of Food Protection* will be the scientific research publication.
 1. These Journals will be the property of IAFP, which will own the copyrights and all articles published therein.
 2. The Executive Board will appoint Scientific Editors for *Food Protection Trends* and the *Journal of Food Protection* to 4-year renewable terms and establish appropriate compensation.

SECTION VI.

STANDING COMMITTEES, SPECIAL COMMITTEES, PROFESSIONAL DEVELOPMENT GROUPS and TASK FORCES

Any person serving on an IAFP committee, or as an appointed representative of IAFP, shall be a current regular, student, retired, honorary life member or sustaining member of IAFP. All meetings, however, are open to members and non-members of IAFP. IAFP membership is not a requirement for participation on a Professional Development Group or Task Force; however, only IAFP members may serve as chairpersons or vice chairpersons. Committee chairpersons and vice chairpersons will be appointed preceding the Annual Meeting. The terms of office of all chairpersons and vice chairpersons shall begin at the IAFP Annual Meeting following their appointment or at a date designated by the President-Elect, except as provided elsewhere in the Bylaws.

A. Standing Committees

1. Standing committees provide operational or functional support to IAFP and shall consist of the following: *Food Protection Trends* Management Committee, *Journal of Food Protection* Management Committee, Program Committee and European Symposium Organizing Committee.
 - 1.1 Journal Management Committees

The Journal Management Committees (*Food Protection Trends* Management Committee and *Journal of Food Protection* Committee) shall consist of a chairperson, vice chairperson and other individuals appointed by the President-Elect and confirmed by the Executive Board. Membership appointments shall be for 3-year terms on a rotating basis, with balanced representation from education, government and industry. The chairperson shall serve a 2-year term and is normally succeeded by the vice chairperson. All appointments may be renewed for one additional term.

- 1.1.1 The Journal Management Committees shall provide guidance to the Executive Board on matters concerning the journals.
 - 1.2 Program Committee

The Program Committee shall consist of a chairperson, vice chairperson and other individuals appointed by the President-Elect and confirmed by the Executive Board. Membership appointments shall be for 3-year terms on a rotating basis with balanced representation from education, government and industry. The chairperson shall serve a 1-year term and is normally succeeded by the vice chairperson. All appointments may be renewed for one additional term. The Program Committee shall:

 - 1.2.1 Develop the scientific and technical content of the Annual Meeting program;
 - 1.2.2 Evaluate abstracts of submitted papers;
 - 1.2.3 Identify symposia and speakers;
 - 1.2.4 Identify convenors for symposia and technical sessions;
 - 1.2.5 Establish the timetable for all symposia and technical sessions;
 - 1.2.6 Meet at each Annual Meeting and other times as deemed necessary; and
 - 1.2.7 Oversee Developing Scientist Awards Committee.
 - 1.3 European Symposium Organizing Committee

The European Symposium Organizing Committee shall consist of a chairperson, vice chairperson and other individuals recommended by the European Symposium Organizing Committee and confirmed by the Executive Board. Appointments shall be for 3-year terms on a rotating basis with representation from education, government and industry. The chairperson shall serve a 1-year term and is normally succeeded by the vice chairperson. All appointments may be renewed for one additional term. Special consideration will be made to include representatives from IAFP partner organizations who may serve continuous terms. The European Symposium Organizing Committee shall:

 - 1.3.1 Develop the scientific and technical content of the European Symposium on Food Safety;
 - 1.3.2 Evaluate abstracts of submitted papers;
 - 1.3.3 Identify symposia and speakers;
 - 1.3.4 Identify convenors for symposia and technical sessions;
 - 1.3.5 Establish the timetable for all symposia and technical sessions;
 - 1.3.6 Meet at each European Symposium and other times as deemed necessary; and
 - 1.3.7 Oversee competition(s) at the symposium.
- B. Special Committees
- 1. Special Committees provide support services to IAFP on a continuous basis. Special Committees of IAFP shall consist of the following: 3-A Committee on Sanitary Procedures, Audiovisual Library, Awards, Black Pearl Selection, Committee on Control of Foodborne Illness, Constitution and Bylaws, Developing Scientist Award, Fellows Selection, Foundation, Membership, Nominating, Past Presidents', and Tellers.
 - 1.1 3-A Committee on Sanitary Procedures

The 3-A Committee on Sanitary Procedures shall consist of a chairperson and vice chairperson recommended by the President-Elect and confirmed by the Executive Board. The chairperson, subject to the Executive Board's review shall appoint other committee members. All appointments shall be for 2-year renewable terms. The 3-A Committee on Sanitary Procedures shall:

 - 1.1.1 Serve as IAFP representatives to the 3-A Sanitary Standards Committee; and
 - 1.1.2 Review and provide comments on proposed changes and revisions to the 3-A Sanitary Standards.
 - 1.2 Audiovisual Library Committee

The Audiovisual Library Committee shall consist of a chairperson and vice chairperson recommended by the President-Elect and confirmed by the Executive Board. The chairperson, subject to the Executive Board's review shall appoint other Committee members. All appointments shall be for 2-year renewable terms. The Audiovisual Library Committee shall:

 - 1.2.1 Review and evaluate audiovisual materials for accuracy and appropriateness of content;
 - 1.2.2 Make recommendations regarding the purchase of audiovisual materials; and
 - 1.2.3 Provide guidance to the Executive Board on matters concerning the IAFP Audiovisual Library.
 - 1.3 Awards Committee

The Awards Committee is under the jurisdiction of the Affiliate Council. The chairperson of the Awards Committee is the Immediate Past Affiliate Council Chairperson.

 - 1.3.1 IAFP Awards:

The Awards Committee is responsible for selecting recipients for IAFP awards, from nominations received by the Executive Director, unless otherwise designated by the

- Bylaws. Selection guidelines are established and approved by the Executive Board. The following awards are under the purview of the Awards Committee:
- Educator
 - Food Safety Innovation
 - Harold Barnum Industry
 - Harry Haverland Citation
 - International Leadership
 - Maurice Weber Laboratorian
 - Sanitarian
- The Awards Committee consists of designated sub-committees responsible for selecting recipients of each of the above individual awards. Each award selection sub-committee consists of three members. The Awards Committee Chairperson (Immediate Past Affiliate Council Chairperson) will recommend members for 3-year appointments with staggered terms to be confirmed by the Executive Board. In their third year of service, a member is designated to serve as chairperson of the individual award selection committee.
- 1.3.2 **Affiliate Awards**
- C.B. Shogren Memorial
 - Other Affiliate Awards as designated by the Affiliate Council
- Recipients of the C.B. Shogren Memorial and other Affiliate Awards are selected by a committee consisting of the Chairperson and Secretary of the Affiliate Council and the Immediate Past Affiliate Council Chairperson based on information submitted as part of the Affiliate Annual Reports.
- 1.4 **Black Pearl Selection Committee**
- The Black Pearl Selection Committee shall consist of a chairperson (the Immediate Past President), and four other individuals recommended by the chairperson to the President-Elect and confirmed by the Executive Board. At least one member of the committee shall have served the preceding year. The Black Pearl Selection Committee selects the recipient of the Black Pearl Award from nominations received by the Executive Director.
- 1.5 **Committee on Control of Foodborne Illness**
- The Committee on Control of Foodborne Illness shall consist of a chairperson and vice chairperson recommended by the President-Elect and confirmed by the Executive Board. The chairperson, subject to the Executive Board's review shall appoint other committee
- members. All appointments shall be for 2-year renewable terms. The Committee on Control of Foodborne Illness shall:
- 1.5.1 Review information on epidemiology and control of communicable diseases that are of primary concern to food safety and related areas;
 - 1.5.2 Prepare manuals and articles addressing investigation and control of problems related to food safety.
- 1.6 **Constitution and Bylaws Committee**
- The Constitution and Bylaws Committee shall consist of a chairperson, vice chairperson, and other individuals recommended to the President-Elect and confirmed by the Executive Board. All appointments shall be for 2-year renewable terms. At least one member of the committee will have served on the committee the preceding year. The Constitution and Bylaws Committee shall:
- 1.6.1 Review and study the Constitution and Bylaws of IAFP; and
 - 1.6.2 Make recommendations to the Executive Board for changes to be considered for submission to the membership for ratification.
- 1.7 **Developing Scientist Awards Committee**
- The Developing Scientist Awards Committee is under direction of the Program Committee. The vice chairperson of the Program Committee serves as the chairperson of the Developing Scientist Awards Committee on an annual basis and selects individuals to assist in the judging of the Developing Scientist Awards Competition at the IAFP Annual Meeting.
- 1.8 **Fellows Selection Committee**
- The Fellows Selection Committee shall be chaired by the Immediate Past President and consist of at least 3 other Fellows recommended by the chairperson to the President-Elect and confirmed by the Executive Board. The Fellows Selection Committee solicits nominations and makes recommendations to the Executive Board for eligible members to be confirmed as Fellows by the Executive Board.
- 1.8.1 Any Regular, Retired, Honorary Life or Sustaining Member who has contributed to IAFP and its Affiliates with distinction over an extended period of time may be selected by the Fellows Selection Committee for consideration to become a Fellow of the Association by action of the Executive Board. Special benefits accorded Fellows shall be determined by the Executive Board.

- 1.9 Foundation Committee
The Foundation Committee shall consist of the President, President-Elect and Vice President of IAFP and a chairperson and vice chairperson recommended by the President-Elect for confirmation by the Executive Board. The chairperson and vice chairperson shall serve in such position for no more than two consecutive terms. The Chairperson shall recommend other individuals to the President-Elect for confirmation by the Executive Board. Appointed membership (including the chairperson and vice chairperson) shall be balanced with equal representation from industry, government and education. All appointments shall be for 3-year renewable terms. The Foundation Committee shall:
- 1.9.1 Oversee IAFP Foundation monies;
 - 1.9.2 Solicit gifts to the Foundation; and
 - 1.9.3 Identify and fund programs which further the goals and objectives of the Foundation and IAFP.
- 1.10 Membership Committee
The Membership Committee shall consist of a chairperson and vice chairperson recommended by the President-Elect and confirmed by the Executive Board. The chairperson, subject to the Executive Board's review shall appoint other committee members. All appointments shall be for 2-year renewable terms. The Membership Committee shall:
- 1.10.1 Promote IAFP membership to potential new members; and
 - 1.10.2 Assist in retaining current IAFP members.
- 1.11 Nominating Committee
Each year prior to the Annual Meeting, the President-Elect shall appoint a chairperson and a vice chairperson for the Nominating Committee for the following year. The chairperson will submit the names of four to seven IAFP members to serve on the committee, to the Executive Board for confirmation.
- 1.11.1 At least one member shall have served on the Nominating Committee the previous year, and the members should be representative of geographical and membership groups.
 - 1.11.2 The chairperson of the committee shall be announced at the Annual Meeting, and published in the official publication of IAFP following the Annual Meeting, together with the date by which candidates for nomination(s) for office(s) shall be submitted.
 - 1.11.3 The Nominating Committee shall submit the names of at least two nominees for the office of Secretary to the Executive Director
- as directed by the President. The nominees' names, with pictures and biographical sketches, shall be published in the official publication of IAFP not later than April 1 of the year in which the election is to be held.
- 1.11.4 Ballots shall be provided by the Executive Director as directed by the Executive Board and must be returned to the Association office by the established deadline, for checking against the IAFP eligible voter list. The Tellers Committee will oversee the election and certify the results.
 - 1.11.5 Voting by proxy, or electronic voting, shall be permitted only in the election of the Secretary according to procedures established by the Executive Board.
 - 1.11.5.1 The nominee receiving the greatest number of votes shall be certified to the President, by the chairperson of the Tellers Committee, at least two months in advance of the Annual Meeting.
- 1.12 Past Presidents' Committee
The Past Presidents' Committee shall be composed of Past Presidents of IAFP.
- 1.12.1 An IAFP Past President, will serve for a one year term as chairperson of the committee and the Immediate Past President will serve one year as vice chairperson.
 - 1.12.2 In the absence of all Executive Board members due to illness, death, resignations, or prolonged absence, this committee would select interim officers until new officers are elected.
 - 1.12.3 The Past Presidents' Committee will be available to advise the Executive Board on IAFP matters.
- 1.13 Tellers Committee
The Tellers Committee shall consist of a chairperson recommended by the President-Elect and confirmed by the Executive Board. The chairperson, subject to the Executive Board's review, shall appoint other committee members as necessary. All appointments shall be for 1-year terms. The Tellers Committee shall:
- 1.13.1 Oversee and certify the results of each election and other membership votes.
- C. Professional Development Groups
- 1. Professional Development Groups (PDGs) are established by the Executive Board at the request of a group of members to promote professional development in specific disciplines or areas of interest which further the Association's goals. IAFP membership is not a requirement for participation on a PDG;

however, only IAFP members may serve as chairpersons or vice chairpersons.

- 1.1 Chairpersons and vice chairpersons of PDGs shall be recommended for 2-year terms by the members of the PDG prior to the Annual Meeting and are subject to annual review by the Executive Board. The Chairperson and vice chairperson must be IAFP members. The vice chairperson normally succeeds to chairperson.
- 1.2 Membership on a PDG is voluntary (not by appointment) and may vary from year to year. Requests for membership on a PDG should be directed to the chairperson.

D. Task Forces

1. Task Forces may be authorized by the Executive Board for special work or assignment which can normally be accomplished within two years. The need for continuation of such Task Forces shall be subject to annual review of the Executive Board.
- 1.1 All appointments of chairpersons and vice chairpersons to Task Forces shall be made by

the President and shall be subject to annual review of the Executive Board. Proposed members of Task Forces will be designated by the Task Force Chairperson and presented to the Executive Board for confirmation.

- 1.2 IAFP membership is not a requirement for participation on a Task Force.

SECTION VII.

AMENDMENTS

- A. Any member may propose amendments to these Bylaws by submitting them in writing to the Executive Director at least 60 days before the date of the next announced Annual Business Meeting.
 1. The Executive Director shall notify all members, at least 30 days before the next announced Annual Business Meeting, that the proposed amendment(s) will be open for discussion and voting at that meeting.
 2. These Bylaws may be amended by majority affirmative vote of the voting members present at the Annual Business Meeting.