



MANUAL OF OPERATIONS

I. ADMINISTRATION

I.A. ELECTION OF OFFICERS

Nominees for officers of the Association shall be proposed by the Nominating Committee as specified in the Constitution. The Nominating Committee shall verify the eligibility of each nominee. The Executive Vice President shall also verify the willingness of the nominee to accept the nomination. He/she shall prepare an election ballot, which, in addition to a listing of the nominees, shall contain write-ins for each vacant office. The Nominating Committee shall obtain biographical information from each nominee. No later than one hundred and fifty days after the Annual Meeting, the Executive Vice President shall send to each member in good standing an official election ballot, a biographical sketch and viewpoint of each nominee, and instructions. These instructions shall indicate that voting is restricted to one candidate only for each vacancy. The ballots shall declare the deadline for their return, which shall be no later than 90 days after the ballots are sent.

Completed ballots shall be tabulated. Immediately upon completion of the tabulation of the votes, the Executive Vice President will notify the President the results of the tabulation. The President will then notify each candidate receiving the greatest number of votes for a particular office that he/she has been elected to that office or seat on the Board of Directors. The President will authorize the Executive Vice President to release this information to the press at his/her discretion. The Executive Vice President shall retain and safeguard the ballots until after the elected persons are installed.

I.B. OFFICERS RESPONSIBILITIES

I.B.1. PRESIDENT

- a. In addition to the duties specified in the constitution, the President is responsible for the duties described in the bylaws, strategic plan, and those duties which may vary with the issues of the Association.
- b. The President is the most visible officer of the Association and represents the Association directly or indirectly in all affairs of the organization outside the Association.
- c. The President will be in regular communication with the Executive Vice President and other appropriate staff.
- d. The President will decide if it is appropriate to proceed with Association business or refer matters to the Board of Directors, the Executive Committee, staff or other committees.
- e. The President serves on the Headquarters Operating Committee, the Executive Committee, the Finance Committee, and may serve on any other committees of the Association at his or her discretion.
- f. The President appoints and provides a charge/timeline to all ad hoc and task groups as necessary to address the short-term issues of the Association.
- g. The President recommends the dates for the mid-year meeting of the Board of Directors.
- h. The President presides at the annual business meeting of the Association and hosts the

President's reception at the annual meeting.

- i. The President will maintain communication with all committees, sections, and divisions, updating them on the Board of Directors' actions, changes in the strategic plan, and request reports on committee activities.

I.B.2. PRESIDENT-ELECT

- a. In addition to the duties specified in the constitution, the President-Elect is responsible for the duties described in the bylaws and the strategic plan.
- b. The President-Elect is expected to attend the Board of Directors meetings at the annual meeting immediately preceding his/her term of office, as a nonvoting member to learn the responsibilities of the office from the incumbents.
- c. The President-Elect is expected to attend the mid-year meeting immediately following their election, as a non-voting member to learn the responsibilities of the office from the incumbents.
- d. The President-Elect is responsible for organizing updates to the Strategic Plan and will plan this agenda item for the Board of Directors mid-year meeting. Any substantial changes to the Strategic Plan will be communicated to the membership of the Association.
- e. The President-Elect will attend as many Association functions as possible in order to grasp the workings of the organization.
- f. The President-Elect serves on the Headquarters Operating Committee, the Finance Committee, the Executive Committee, and other committees deemed necessary by the President.
- g. The President-Elect appoints a Director for a three-year term with the approval of the Board of Directors. Such appointment should be made within 60 days after being elected to allow the new Director time to get acquainted with Board activities.
- h. The President-Elect appoints chairs and open vacancies on all Administrative and Ad Hoc Committees All such appointments should be made at least 60 days before the annual meeting of the Association and become effective when then President-Elect takes office at the meeting's conclusion.
- i. The President-Elect appoints the Program Chair for the annual meeting of the Association three years hence with approval of the Board of Directors. This appointment should be made within 60 days after election results are announced to allow the new Program Chair time to begin advanced program planning.
- j. The Executive Vice President and staff will provide new President-Elects with a briefing on the Association and background information on current issues.

I.B.3. IMMEDIATE PAST PRESIDENT (CHAIR OF THE BOARD)

- a. In addition to the duties specified by the Constitution, the Immediate Past President is chair of the Headquarters Operating Committee in even years.
- b. The Immediate Past President chairs the mid-year and annual meeting of the Board of Directors and all teleconferences and is responsible for expediting the proceedings.
- c. The Immediate Past President creates the agenda in consultation with the Executive Vice President.
- d. The Immediate Past President chairs the Executive Committee.
- e. The Immediate Past President will coordinate Board of Directors votes taken on actions between regularly scheduled meetings.

I.B.4. TREASURER

- a. In Addition to the duties specified in the Constitution, the Treasurer will chair the Finance Committee and is responsible for organizing the agenda for their meetings. The Treasurer, as chair of the Finance Committee, is primarily responsible for tracking the budget, proposing an

annual financial plan to the Finance Committee, and developing budget goals three years in advance.

- b. The Treasurer serves as an ex-officio member of the Association's Foundation and serves as a member on the Executive Committee and Headquarters Operations Committees, and other committees as requested or needed.
- c. The Treasurer will request financial analysis of the Association's programs and services, and potential new projects.
- d. The Treasurer is responsible for organizing the financial agenda for the Board of Directors' meetings.
- e. The Treasurer, in conjunction with appropriate committees and staff, assures that surplus Association funds are invested properly.
- f. The Treasurer is responsible for other duties as specified in the Strategic Plan.
- g. The Treasurer maintains regular communication with the President, Board of Directors, Finance Committee, various other committees, the Executive Vice President; staff finances director, and other staff regarding the Association's finances.

I.B.5. DIRECTORS

- a. In addition to the duties specified in the Constitution, Directors often chair or serve on committees as appointed by the President or President-Elect.
- b. Incoming Directors are expected to attend or participate in Board of Directors meetings immediately preceding their term of office, as non-voting members, to learn their responsibilities from incumbents.
- c. The Executive Vice President and staff will provide new Directors background information on current issues.

I.B.6. STUDENT BOARD REPRESENTATIVE

- a. In the same year, they serve as Vice Chair of the Student Association, the Vice Chair will also serve as a non-voting representative for a one-year term on the Board of Directors.

I.C. THE EXECUTIVE DIRECTOR

- b. The Executive Director of the Association shall carry the title Executive Vice President. He/she shall be the chief administrative officer of the Association.
- c. He/she shall maintain the headquarters of the Association, and shall purchase, hire, or contract for such services, supplies and equipment as are necessary for its operation and within the limitations of the budget fixed by the Board of Directors. He/she shall cause the accounts of the Association to be audited annually by a Certified Public Accountant.
- d. He/she will work closely with the Officers and Board of Directors to define the vision of Cereals & Grains Association and develop strategies to attain that vision.
- e. He/she shall make an annual report to the Board of Directors, including the operations of the office and such other items as the Board may from time to time direct. The office of Executive Vice President shall always carry a surety bond (blanket dishonesty coverage on all employees) equal to or greater than the maximum amount permitted in the operating fund.
- f. The Executive Vice President shall be an ex-officio member of all administrative committees of the Association. The chair of each said committee is responsible for keeping the Executive Vice President informed as to pertinent business before the committee including any meetings, which are called. The function of the Executive Vice President shall be to guide committee chairs in their responsibilities and facilitate continuity of activities and operations of the committees.
- g. The Executive Vice President may delegate any and all of the above to senior members of the staff when circumstances dictate.

- h. Publisher. The Executive Vice President of the Association shall be the Publisher of both *Cereal Chemistry* and *Cereal Foods World*. He/she is responsible for hiring the Editor-in-Chief and Editor.
- i. The association shall maintain memberships in appropriate professional organizations for the Executive Vice President. Such organizations would include the American Society of Association Executives, the Council of Engineering and Scientific Society Executives, and similar groups. Expenses connected with attendance of the Executive Vice President at meetings of these organizations shall be borne by the Association and shall be included in the staff travel budget.
- j. The Executive Vice President shall be authorized to accord similar privileges as above to key members of the headquarters staff. All such memberships and associated expenses shall be included in the budget.

I.D. FUNDS

I.D.1. HANDLING OF FUNDS

The funds of the Association shall be deposited only in banks covered by Federal Deposit Insurance or in investment securities approved by the Finance Committee. There shall be two or more accounts:

- a. A deposit/checking account into which all moneys received by the Association shall be deposited. This account shall be an interest-bearing account. Transfers from this account to regular checking accounts shall be made by individuals designated by the Board of Directors. Transfers shall be made online.
- b. A checking account for all operating expenditures shall be established. Deposits into this account shall be made by transfer from the general deposit account. The operating account is a checking account established to pay on-going obligations of the Association. The account shall maintain only the balance required to cover checks outstanding. Checks drawn on this account shall be signed by the Executive Vice President or an alternate on the staff approved by the Executive Vice President and the Board of Directors. Individuals signing checks cannot have responsibility for reconciliation.
- c. Cash reserves of the Association should be deposited in commercial banks and/or savings and loan associations of good reputation and having substantial holdings in government securities or other investments as approved by the Finance Committee. Cash reserves of the Association as well as other funds may be pooled with those of its administrative sister society, The American Phytopathological Society, in order to maximize accrued interest.
- d. The Association shall maintain a liability policy in the amount of three million dollars. This policy is to cover the headquarters office, the meetings of the Board of Directors, the Annual Meetings, and any special meetings of the Association.
- e. In accordance with Minnesota's enacted Uniform Prudent Management of Institutional Funds Act (UPMIFA) Cereals & Grains Association requires the preservation of fair value of the gift as of the gift date as donor-restricted endowment funds absent donor stipulations to the contrary. As a result, Cereals & Grains Association classifies as permanently restricted net assets (a) the original value of the gifts donated to the permanent endowment and (b) the original value of subsequent gifts to the permanent endowment. The remaining portion of the donor-restricted endowment fund that is not classified in permanently restricted net assets is classified as temporarily restricted net assets until those amounts are appropriated for expenditure. From time to time, the fair value of assets associated with individual donor-restricted endowment funds may fall below the level that the donors require Cereals & Grains Association to retain as a fund of perpetual duration. In accordance with Generally Accepted Accounting Principles, deficiencies of such nature are reported in unrestricted net assets.

I.D.2. STAFF TRAVEL EXPENSES

Travel by the Executive Vice President shall be approved by the Finance Committee and the Board of Directors as part of the annual budget. When emergencies require travel in excess of the budget, approval must be obtained in writing from the Treasurer. The Executive Vice President must approve and initial the expense accounts of all staff members. Likewise, the Executive Vice President must file expense accounts and have them approved by the Treasurer.

I.D.3. OFFICERS/BOARD OF DIRECTORS TRAVEL EXPENSES

The Board of Directors shall authorize the Executive Vice President to maintain an Officers and Directors liability policy in the amount of one million dollars. The premium shall be included in the annual budget.

The Cereals and Grain Association's policy for Board members' and others traveling for the Association business travel is outlined below.

- a. Invited individuals will be reimbursed for all authorized and reasonable travel expenses while conducting Association related business, where such expenses are not provided by the member's employer or another source.
- b. In the instance where travel expenses cannot be covered by the member's employer, the Treasurer is empowered to consider support on a case by case basis.
- c. Those receiving Association reimbursement are asked to use discretion to keep their expenses to a reasonable level.
- d. Upon approval, reimbursement is limited to the following personal expenses: airfare (with limitations as noted below), local transportation costs, food, and lodging. The Association does not reimburse for incidental expenses, such as phone, movie charges, or lodging and meals for others traveling with you.
 - a. Airline reservations are to be made a minimum of 21 days in advance of the meeting in order to obtain optimal air fares. Travelers are encouraged to utilize the Association's official travel agent whenever possible. If special requests are needed or preference is to make own travel arrangements, the Association will reimburse only up to an amount that is determined by the Associations official travel agency as appropriate based on available airfares. Travelers will be responsible for any additional expenses incurred on an expanded itinerary or tickets for companion travelers. The following guidance will be utilized for determining appropriate fare levels based on flight time only (not inclusive of any layover time):
 - i. For flights, up to 8 hours duration, the designated class of travel will be economy (coach), traveler may upgrade at their own expense or use of own points (miles).
 - ii. For flights, over 8 hours duration, travelers may consider premium economy as an alternative, but business class fares will not be reimbursed, however travelers may upgrade at their own expense or use of own points (miles).
 - iii. If transportation is not secured more than 21 days in advance (except in special cases or emergencies), the Association is not obligated to cover travel expenses that exceed the fare determined as appropriate by the Association's official travel agency (based on 21-day advance booking). Depending on the facts and circumstances of the airline flight change, the Association may reimburse the cost to change flights up to \$400 which includes the airline change fee. The baggage fees charged by airlines for checked bags will be reimbursed for one bag. Overweight baggage fees will not be reimbursed.
 - b. The Association will reimburse individuals for meals in conjunction with official Association business. Meals taken in lieu of Association-provided or Association-

- sponsored meals are not reimbursable.
- c. The Association will reimburse individuals for usual and customary miscellaneous expenses related to travel in conjunction with Association business. Allowable expenses in this category include: internet usage based on the hotel's access charge and reasonable usage, customary gratuities for baggage handling, etc., and ground transportation to and from airports. Designated funds specific to events or a particular meeting are not transferable between events and cannot be carried over.
 - d. For those that require support for lodging, Association staff will make the arrangements based on travel itinerary and charges will be handled directly by the Association through the master bill.
 - e. Expenses must be submitted within 30 days of completed travel using the designated expense reimbursement form. Failure to submit documentation and receipts within 30 days may cause forfeiture of reimbursement. The document must be signed and contain copies of all relevant receipts. This process ensures timely reimbursement to the traveler as well as accurate recordkeeping for the Association.
 - f. All submitted expenses are subject to review before reimbursement by the Association.
 - g. If there are questions regarding this policy, seek clarity from the Association before incurring the expense. Unapproved expenses will not be reimbursed.

I.E. LOCAL SECTIONS AND DIVISIONS

I.E.1. LOCAL SECTION CERTIFICATES

Local Sections or Divisions, which have been chartered by the Board of Directors, will receive suitable certificates, which conform to a pattern approved by the Board. A copy of said certificate will be kept on file in the headquarters office. The certificate shall bear the Association's seal and the signatures of the President of the Association.

I.E.2. MODEL BYLAWS

The constitution and bylaws of any chartered Local Section or Division of the Association must be in accordance with the uniform basic bylaws.

I.E.3. ANNUAL REPORTS TO BOARD

Each Local Section and Division is asked to submit a brief report of activities during the year and a listing of officers for the coming year to the Board of Directors. This report shall be sent by the Division Chair to the Executive Vice President no later than one month before the Annual Meeting.

I.F. STRATEGIC PLAN

The Strategic Plan is a document providing a framework for future Cereals & Grains Association direction. It exists to assess the way the Association can best serve its members, to set priorities for programs, services and activities and, to determine the resources required to implement these programs, services, and activities. It is a document subject to change as the Association changes.

It is the responsibility of the Board of Directors to revise and update the Strategic Plan at least once a year. The current Strategic Plan should also be made available to members of the Association.

I.G. FOUNDATION

The Foundation is administered by a Board of Directors composed of a Chair, and at least 7 but no more than 9 appointed voting members and three ex-officio non-voting members. The Cereals & Grains

Association Treasurer, Professional Development Panel Chair, and the Executive Vice President, or his/her designee from among the headquarters staff, shall serve as the three ex-officio, nonvoting members of the Foundation Board.

- At least four of the voting members of the Foundation Board are appointed by the Cereals & Grains Association Board.
- At least three of the voting members are appointed by the Foundation Board.
- At least one appointed member of the Foundation Board should be no more than ten years into his/her professional career.
- Foundation Board members are appointed for a three-year term on a staggered basis.
 - Replacement of any vacancy or unfulfilled appointment on the Foundation Board shall be appointed by the Board of Directors or the Foundation Board, depending on which Board originally made the appointment to serve the three-year term or to complete the unfulfilled term, respectively.
- The Foundation Board shall put forth a name, from the appointed voting Foundation Board members, to the Cereals & Grains Association Board of Directors for approval to serve as the Chair of the Foundation Board for a term of five years. The Foundation Board Chair may serve no more than two consecutive terms.

I.H. REGIONAL OFFICES

Regional offices may be established to service the needs of international members. The Executive Vice President is authorized to purchase services, which include marketing of all Cereals & Grains Association products, book storage and shipping, accounting, site arrangements for short courses, and representation at industry exhibits.

II. COMMITTEES

II. A. ADMINISTRATIVE COMMITTEES

II.A.I. ANNUAL MEETING PROGRAM TEAM

The Annual Meeting Program Team shall consist of sixteen members as follows:

- The current program chair, incoming program chair, seven focus area chairs and seven vice chairs representing the Association's scientific initiatives.
- The Association President-elect shall designate the individual who will serve as program chair the year following his/her presidential year.
- It is desirable that the program chair have some previous experience serving on the program team. The Annual Meeting Program Team's charge is to focus not solely on a single year's program but to develop an environment of continuous content improvement from which the current year's program is a byproduct. Although the assistance of divisions, sections, panels, affiliate organizations, committees, and individual members will be sought by the team; it is the program team's charge to develop the main areas of focus for the program and symposia in an effort to generate a program that maintains the highest caliber from meeting to meeting. The meeting must be consistent in focus and quality and be flexible in process to be able to adapt to meet the current needs of the members and customers.
- The program team is made up of the following titles:
 - Program Chair
 - Program Vice-chair (serves as chair for the following year's meeting)
 - Scientific Focus Area Chairs

- Scientific Focus Area Vice-chairs (serving as chair of the focus area for the following year's meeting)

This schedule allows each vice-chair to assist the chair the year prior to taking on the role of chair for their assigned meeting. The goal of this rotation is to provide consistency from year to year in an effort to create the best possible program for the meeting attendees.

II.A.2. BOOK ACQUISITIONS COMMITTEE

The Book Acquisitions Committee is responsible for book acquisitions and review of proposals for delivery to the Association's book publishing partner.

The Book Acquisitions Committee shall consist of a chair and at least one representative from each of the Association's Divisions. Each of the division chairs shall appoint their respective representatives to serve three-year terms. The Book Acquisitions Committee chair may appoint ad hoc committee members to serve specific expertise needs.

The Book Acquisitions Committee has authority and responsibility to:

- Decide how best to meet the strategic goal of the Cereals & Grains Association being the premier provider of scientific information in the cereals area.
- Identify book topics of interest to our audiences, identify qualified authors/editors to produce these titles, and solicit book proposals for the Committee's review.
- Communicate regularly with other committees, soliciting suggested topics and titles from the Scientific Advisory Panel and other groups as well as ensure that publications meet members' needs.

II.A.3. EXECUTIVE COMMITTEE

The Executive Committee of the Association shall be a continuing committee, consisting of the President, President-Elect, Treasurer, and Chair of the Board. The term of office is three years upon accession to the office of President-Elect and Treasurer. The President shall serve as Chair of this Committee. The Executive Committee shall have the responsibility of supervising the administration of policies established by the Board of Directors. It shall have the authority of setting guidelines for the implementation of Board of Directors' policies by the Executive Vice President. It shall meet as often as necessary, between regular Board of Directors meetings, to carry out the functions delegated to it by the Board. The Executive Committee shall not have the authority to establish broad policies for the Association. Action by the Committee is subject to review and ratification by the Board of Directors. In order to conduct the business of the Committee, three of the four members must be present, and all votes must be unanimous.

II.A.4. DIVISION LEADERSHIP COUNCIL

The Division Leadership Council (DLC) serves as the nexus of the Association's Divisional activity to enhance the overall science leadership of the Association by leveraging expertise within the divisions and encouraging collaboration amongst the divisions as well as with other bodies within the Association to meet Board priorities. The DLC will drive Division action plans, identify collaborations, share annual reports, achieve science priorities directed by the Board, provide division officer training materials, and mentor division leaders.

- a. **Organization:** The Board of Directors will appoint the DLC Chair, with input from the DLC, for a term of three years, with ability to reappoint for one extra term. The DLC Chair cannot simultaneously be a current division chair and it is preferred that the DLC Chair have previous experience serving as a chair of a division. Members of the DLC will include the current chair of each of the Association's Divisions, with rotation matching the chair term of the division.
- b. **DLC Chair Responsibilities:** The DLC Chair will preside at all meetings of the DLC, setting the agenda and ensuring action plans are implemented. The DLC Chair will represent the DLC to the Board of Directors providing reports twice per year and will also maintain cross communication with the Scientific Advisory Panel and the Approved Methods Technical Leadership Chair. The DLC Chair will utilize the collaborative site on the Association website for tracking of action plan progress and archives.
- c. **DLC Member Responsibilities:** The DLC Members will provide expertise/action for Cereals & Grains Association science priorities, create yearly science action plan and report on progress to DLC Chair, ensure their division has an engagement activity at least twice per year, and update division mission statement/bylaws to be in alignment with DLC efforts.
- d. **Meetings:** The DLC will normally hold two in-person meetings, one in conjunction with the annual meeting for updates and collaboration and one at the Association's headquarter office for yearly planning. Divisions will be responsible for providing travel support for their chair (or designated alternate) to participate, unless special funding request is required. Conference calls will also be held regularly with at least two calls planned in addition to the in-person meetings to ensure efforts are on track. Vice Chairs of divisions will be invited to participate in conference calls. The DLC may hold other meetings at the discretion of the DLC Chair.
- e. **Reports:** Each division chair will prepare yearly progress reports outlining the division's activities and future plans and will submit to the DLC chair prior to each annual meeting of the Association. The DLC Chair may request interim progress reports where needed. The DLC Chair will submit a yearly report to the Board of Directors on behalf of the DLC.

II.A.5. FINANCE COMMITTEE

The Finance Committee of the Association shall be a continuing committee, consisting of the Treasurer, President, President Elect, and two other members of the Board of Directors, who shall be appointed by the President to serve terms of two years each. Terms shall be rotated so one new member is appointed each year. The Executive Vice President is an ex-officio member of the committee without voting privileges; the President, considered a member of all committees, thus also serves on the Finance Committee. The Treasurer shall chair the Finance committee. The Finance Committee shall meet and review a preliminary financial report of the Association as prepared by the Executive Vice President. Based upon this report, the Committee shall consider the budget as proposed by the Treasurer and Executive Vice President and make suitable recommendations to the Board of Directors. At this meeting, the committee also may review the salary schedule of the Association staff and the purchase of any major equipment as recommended by the Executive Vice President and/or the Headquarters Operations Committee. The Finance Committee may conduct its business by mail if a meeting is not feasible.

II.A.6. HEADQUARTERS OPERATIONS COMMITTEE

The Headquarters Operations Committee is a continuing Committee. Its function is to establish policy for and oversee the operation of the headquarters building, including all matters relating to the employment of the staff. Members of the Committee shall consist of the Chair of the Board, President, President-Elect and Treasurer of the Cereals & Grains Association and of the American Phytopathological Society (APS).

The Chair of the Committee shall alternate between the organizations on odd and even years. APS shall have the chair on the odd years and Cereals & Grains Association on the even years. To simplify the organization of the Committee, both organizations have agreed that the Chair of the Board/Past President of each society shall assume the Chair of the Committee and shall retain that chair until the end of the prescribed term, even though the person may no longer hold office in his or her organization. The Committee shall meet at least once each year or on call by the Chair of the Committee to act on interim matters. The Committee shall have the authority to act on behalf of the Board of Directors in matters related to staff salary schedules, staff benefits, number of staff positions and capital expenditures. Cereals & Grains Association members of the Committee shall consider the overall budget restrictions of the Association before approving expenditures not previously discussed with the full Board of Directors.

In the event the Committee is not able to agree, due to a tie vote, the question is referred to the respective governing bodies of the two organizations and a vote taken on the basis of proportional representation of the two groups.

II.A.7. NOMINATING COMMITTEE

The Nominating Committee consists of a Chair who is a past President of the Association, and six members, four serving three-year terms (a past President, a current Board member, and two members-at-large). Terms will be staggered so that new members are selected each year. The two additional members, selected from outgoing Board members, will serve one-year terms. Members shall be appointed by the President-Elect who must strive to appoint committee members representative of the diverse Association membership. Should a person be nominated (name put forth and willing to stand) for the Board and be serving on the Nominating Committee, the President-Elect shall appoint a temporary substitute to the Nominating Committee. The committee will identify potential candidates and will also solicit nominations from the Sections, Divisions, Committees, and the general membership. The deadline for accepting nominations is due April 12 preceding the year of election.

Duties of the Nominating Committee:

- Establish criteria whereby potential candidates for Association officer positions should be evaluated. *(For the President-elect position, individuals must have served on the board of directors or held other Association high-level leadership positions and have been a member for at least 5 years, preferably 10 years).*
- Identify potential candidates and solicit nominations from the Sections, Divisions, Committees, and general membership.
- Ensure that at least one candidate is nominated for each position.
- Confirm that each candidate nominated has agreed to serve if elected.
- Communicate to each candidate the expectations for board participation.
- Share with each candidate the board travel policy as outlined in the Manual of Operations (Section I.D.3).

II. A. 8. PROFESSIONAL DEVELOPMENT PANEL

The Professional Development Panel is responsible for achieving goals and objectives within the Strategic Plan and setting overall policy in the areas of professional development, mentoring programs, networking, recognition of member achievement, volunteerism, programs for life-long leadership programs, and education and career development.

Given its connection with student and early career efforts, the Professional Development Panel has the responsibility of reviewing all Foundation scholarship and fellowship applications for funding support, and selecting awardees, including the Cecil F. Pinney Travel award. The Chair will provide evaluation guidelines to the panel members so that applications can be evaluated in a fair and equitable manner. Under the guidance of the Chair, panel members will deliberate and agree on a list of awardees. The Chair will report the list of awardees to the Foundation Board. The Professional Development Panel Chair will serve as a non-voting member on the Foundation Board.

The panel shall consist of a Chair plus six (6) committee members, each serving a three (3) year term.

II.A.9. SCIENTIFIC ADVISORY PANEL

The Scientific Advisory Panel is responsible for identifying and monitoring scientific and public interest issues facing cereal and cereal-related industries world-wide, making recommendations to the Board of Directors or other Panels concerning any Cereals & Grains Association response.

In addition to the chairs, a minimum of nine panel members and a representative of the Board of Directors shall serve as members. Technical Program Chairs for current and future annual meetings shall serve as non-voting members.

II.B. AWARDS

II.B.1 POLICIES AND PROCEDURES

The Board of Directors has established the following policies and procedures for the administration of the Awards Program.

- a. The Board of Directors has responsibility for all matters of policy governing the Awards Program including the acceptance/approval of new awards, approval of changes in rules and regulations of existing awards, and approval of changes in operating procedures of the award juries.
- b. Awards may be honorary (presentation of an appropriate plaque, medal, certificate, or similar item) and/or monetary and awarded annually or at intervals as specified by the donor and approved by the Board of Directors.
- c. Awards must be established for a period of three or more years.
- d. The field in which the award is established must be recognized as important to cereal science and technology, including pulses, and/or the Association. It must be sufficiently broad that an adequate number of qualified candidates will be assured throughout the life of the award.
- e. Not more than one award shall be made to the same individual in any one year unless specifically approved by the Board of Directors.
- f. Any member of the Association shall have the privilege of nominating a candidate for any of the awards, except that no member of an award jury may provide a recommendation letter for the award on which he/she is serving as a juror. In the case of the Alsberg-French Schoch Memorial Lectureship, nominations may be submitted by any qualified person, whether or not a member of the Association.
- g. No award will be made when no nominations have been received or when, in the opinion of the jury, there is not a suitably qualified candidate.
- h. All awards approved by the Association will be presented during the annual meeting of the Association. The time and manner of presentation of awards will be determined by the Board of Directors and the President.

II.B.2 AWARD DESCRIPTIONS

a. **Fellows:**

- **PURPOSE:** To recognize Association members who have made meritorious contributions to the field of cereal science and technology. Such contributions are not limited to research, but may include such areas as industrial achievement, leadership, education, administration, communications or regulatory affairs. Any member who has made such a contribution and has been a member for at least ten (10) years is eligible.
- The number of Fellows selected in any one year will not exceed 0.1% of the current membership. (rounded down). The honor does not have to be bestowed each year.
- This award shall consist of a suitably inscribed award.

b. **Alsberg-French Schoch Memorial Lectureship:**

- Established by the Corn Refiners Association and permanently administered by the Cereals & Grains Association.
- The Corn Refiners Association shall be notified of the recipient by the Executive Vice President prior to the Cereals & Grains Association Meeting.
- **PURPOSE:** This lectureship shall be awarded to an individual whose contributions to fundamental starch science are deemed most worthy of recognition.
- The award shall consist of a suitably inscribed award with the opportunity to present a brief award lecture on some phase of starch science at the Cereal & Grains Association meeting in the year the award is given.
- The lectureship shall be awarded at intervals of not less than two years or more than four years.

c. **Carl Wilhelm Brabender Award**

- **SPONSOR:** C. W. Brabender Instruments, Inc. and Brabender OHG.
- The award shall be presented alternately by the Association and the Arbeitsgemeinschaft Getreideforschung (AG).
- **PURPOSE:** This award shall be presented to outstanding workers in the field of applied rheology, specifically those engaged in the milling and baking industry. The object of the award is to provide a worthy candidate with the opportunity of visiting scientists and laboratories in other parts of the world than his/her own, for the purpose of increasing the awardees knowledge and experience in the field.
- C.W. Brabender Instruments provides the suitably inscribed award and travel grant.
- The Awardee shall present an award address at the Cereals & Grains Association Meeting or at one of the three Annual Meetings of the AG at which the award is given.

d. **Edith Christensen Award for Outstanding Contributions in Analytical Methods**

- This award consists of a suitably inscribed award. The award can, but is not required, to be given annually.
- **PURPOSE:** This award recognizes scientific contributions in analytical methodology, and service to the society. Awardees will have the option to present a lecture during an annual meeting of the Association at which the award is presented.

e. **Excellence in Teaching Award**

- The award consists of a suitably inscribed award.
- **PURPOSE:** This award shall be given to honor an Association member and a current teacher who has made a significant contribution to cereal science and technology

through teaching.

- The award can, but is not required to, be given annually.

f. Honorary Memberships Award

- This shall consist of an appropriately printed and framed certificate and lifetime honorary membership in the Association.
- PURPOSE: These awards recognize nonmember individuals who have rendered unusual service to the Association or to the science of cereals and related materials.

g. Phil Williams Applied Research Award

- The award shall consist of a suitably inscribed medal that is framed with the opportunity to present a brief award lecture science at the Cereal & Grains Association meeting in the year the award is given.
- PURPOSE: The award is presented for a significant body of distinguished contributions to the application of science in the cereals area.
- Recipients will be accorded the status of Fellow (if not already one) for the contributions leading to the award.

h. Texture Technologies Quality Research Award

- This two-part award includes recognition for both Cereals & Grains Association published research and oral or poster presentations. The Best Paper Award will be selected from *Cereal Chemistry* or *Cereal Foods World* from the previous year. The Best Presentation Award will have presented an oral or poster at the current year Cereals & Grains Association Meeting. Submitted papers and posters will be judged by the Rheology Division of Cereals & Grains Association.
- Each award consists of an engraved plaque and a \$1,000 award honorarium.
- PURPOSE: To provide Cereals & Grains Association with a tool to encourage outstanding research involving texture measurement. The award may be awarded annually to two authors who write and present quality research which broadly involves instrumental texture analysis. The objective of the award is to increase awareness among professors and students of the importance of publishing impactful research in sufficient, high-quality detail that allows researchers to replicate and build upon their work.

i. Thomas Burr Osborne Medal Award

- This consists of a suitably inscribed medal that is framed. Recipients will be accorded the status of Fellow (if not already one). The recipient shall present an address at the Association's Annual Meeting at which the medal is presented.
- PURPOSE: This medal shall be awarded to an individual whose research in the field of cereal chemistry has contributed significantly to the progress of the science.

j. William F. Geddes Memorial Award

- PURPOSE: This award shall be given to a member of the Association who has made outstanding contributions in service and/or leadership to the Association. The award was created to honor the zeal and unselfish industry of the individual member and to emphasize the importance of his/her contributions to the work of the Association. The recipients name will be kept secret until the unveiling at the Cereals & Grains Association meeting.
- The award consists of an illuminated scroll, containing the following text: "The William

F. Geddes Memorial Award [year] presented to [name] by Cereals & Grains Association in recognition of outstanding service, loyalty, and devotion to the principles and objectives of the Association and its membership."

- The award shall be presented annually.

k. Young Scientist Research Award

- **PURPOSE:** The award will be given to an individual for outstanding contributions in basic and applied research to cereal science with the expectation that contributions will continue. Recipients must be no older than 40 years by June 1 of the year of nomination, should not already be a recipient of, or candidate for, the Biotechnology Division Bruce Wasserman Young Investigator Award.
- The award consists of a suitably inscribed award and the awardee will be encouraged to present a lecture at the Cereals & Grains Association Meeting of the year in which the award is given.

II.B.3 THE AWARD JURIES

- a. **General:** The chair and members of the award juries, must be members of the Association, and shall be appointed by the President-elect. Separate juries shall be established to determine the recipients of each of the awards administered or sponsored by the Association. The procedures and policies for appointment and operation of the juries shall be as, described herein. The Board of Directors may establish other juries as needed.

The juries shall be responsible for encouraging nomination of suitable candidates, reviewing the nominations that are submitted to them, and selecting a nominee for the award in accord with the specified policies and procedures. The chairs of each individual award jury are authorized to appoint a temporary substitute juror on any awards jury whenever any member of an awards jury feels that they cannot conscientiously serve, or a member of an awards jury is a candidate for an award for which the jury is responsible. It is the responsibility of the Chairs of each Award Committee to inform the Executive Vice President of either of these situations, when they occur, and to report the substitution to the President-elect.

Each individual award chair shall be responsible for the oversight of the Association Awards Program, ensuring that the program functions effectively and that award winners are selected in accord with the specified policies and procedures. Each Award Chair shall promptly submit the names of the nominees and a brief description of the nominee for the awards to the President and Executive Vice President for transmission to the Board of Directors for approval.

The preparation and distribution of news releases announcing all Association awardees is the responsibility of the Executive Vice President. Such announcements will appear in the first available issue of *Cereal Foods World* following the presentation of the awards at the Cereals & Grains Association Meeting. For those awards for which an address is presented at the Cereals & Grains Association Meeting at which the award is given (Alsberg-French-Schoch Memorial Lectureship, Carl Wilhelm Brabender, Edith Christensen, Phil Williams Applied Research, Thomas Burr Osborne Medal, and Young Scientist), the awardee will submit an abstract in accordance with the established deadline. The chair of the respective jury may introduce the awardee prior to the address.

- b. **Composition:** Each jury shall have a chair and jury members that are appointed for three years such that one-third of the jury will be appointed each year by the President-Elect.
- c. **Special Considerations:** The composition of the jury and administration of certain awards are as follows:
- **Jury 1:** reviews the Excellence in Teaching, Fellows, and the Young Scientist Research Award nominations and selects awardees.
 - **Jury 2:** reviews the nominations for the Thomas Burr Osborne Medal, Alsberg-French-Schoch, and the Phil Williams Applied Research Award and selects awardees.
 - Jury members should include one previous Alsberg-French-Schoch lecturer, and a representative designated by the Corn Refiners Association that will serve as ex-officio.
 - **Approved Methods Technical Committee:** reviews the nominations for the Edith Christensen Award and selects the awardee.
 - **Rheology Division:** reviews the nominations and selects the awardees for both the Texture Technologies Quality Research Awards and the Carl Wilhelm Brabender Award.
 - **Board of Directors:** Provides nominations and selects the awardee only after unanimous consent of the Board of Directors for the William F. Geddes Memorial Award and Honorary Memberships.
- d. **Publicity and Nominations:** The Executive Vice President shall periodically publish in Cereal Foods World prominent notices calling for nominations for each award and noting submission deadlines and preferred format. Nominations, made by any member of the Association, must be sent to the Executive Vice President.
- e. **Processing of Nominations:**
- Nominations for all Cereals & Grains Association awards must be submitted to the Executive Vice President and the chair of the appropriate award committee on or before January 31.
 - Immediately following the deadline, the Executive Vice President will send to the respective jury chairs copies of all nominations.
 - Should a person be nominated for an award and be serving on the jury responsible for that award, the Executive Vice President shall notify the applicable jury chair. The jury chair shall recommend appointing a temporary substitute juror for that jury to the President-elect.
- f. **Selection Procedures:** For all awards each juror will have the opportunity to vote on the first ballot for the proposition that none of the nominees is worthy of consideration. A majority of such votes on the first ballot will terminate further consideration by the jury and no award will be made that year. In case of an equally split vote, the chair of the jury shall cast the deciding vote. Also, on the first ballot each juror will have the opportunity to vote for the proposition that a particular nominee is unqualified on the basis of clearly disqualifying factors. If there are a majority of such votes, that nominee will be removed from further consideration. In case of an equally split vote, the chair of the jury shall cast the deciding vote.

Each juror shall then rank first, second, and third choices for nominees presented on the first ballot and return the ballot to the jury chair.

Upon receipt of all ballots the jury chair will weight each first choice as three (3), each second

choice as two (2), and each third choice as one (1).

Totaling the ballots by this weighting procedure, the chair will declare as award nominee the person receiving the greatest number of points. In the event of a tie score, or if the chair doesn't feel that the scoring is sufficiently discriminating to give a clear-cut winner, a second ballot may be sent to the jurors. This may be done by telephone, if the jury chair believes it advisable and equitable.

The names of one or more of the lowest scoring nominees should be eliminated from the second ballot and again jurors should rank their first, second and, if there is one, third choices among the remaining nominees. Using the same 3, 2, 1 weighting procedure, the chair should then be able to determine an award nominee. The chair shall have no vote, except to break a tie in the balloting procedure.

Upon selection of an award winner, and no later than March 1 each award jury chair shall send the name of the winner(s) to the Executive Vice President, who in return will forward to the Board of Directors for approval on or before March 15.

The names of all award winners will be kept confidential until released by the Board of Directors. Following the approval by the Board of Directors of the jury selections, the award juries will be notified of the approval. At that time, each award chair will contact the award recipient and notify them of the results. Awards that have an award lecture associated with them are required to submit an abstract in accordance to the abstract submission deadline for that year to the Cereals & Grains Association.

Nominations of individuals not selected to receive an award for which they have been nominated will be maintained by the Executive Vice President in a confidential file. These will be submitted to the appropriate award jury, with new nominations, the next two times the jury considers nominations for the award. Individuals making the nominations may be contacted and requested to update a nomination, if that is deemed necessary or advisable.

II.B.5 CHANGES IN POLICIES AND PROCEDURES

Changes can be entertained from any Association member by contacting the Association. The Board of Directors has final authority for changes in Policies and Procedures.

II.C. APPROVED METHODS TECHNICAL COMMITTEE

The Approved Methods Technical Committee (AMTC) is responsible for maintaining an active, appropriate, and scientifically sound program for developing analytical methodology, analytical method guidelines and associated materials and activities for the cereal industry. With the assistance of the headquarters support staff, the committee's function is to coordinate the planning, organization, and execution of the individual technical committees' activities to outline future directions for the Approved Methods Program; and to determine which methods are accepted for publication in the *AACC Approved Methods of Analysis*.

Wherever possible, the AMTC is to ensure minimal duplication of effort with the methods development activities of other societies and to promote joint methods development and collaborative ring-testing. It

is anticipated that the Association will work closely with other organizations to establish methods that are internationally recognized and accepted.

II.C.1. ORGANIZATION

The president-elect of the Association appoints the AMTC chair for a term of three years. Subject to performance evaluation, further three-year terms may ensue by mutual consent of the then president-elect and the AMTC chair. The AMTC chair may appoint a vice chair of the AMTC to balance expertise in the leadership group. This appointment will have a term of three years and further three-year terms may be agreed. The AMTC chair or vice chair will preside at all meetings of the AMTC and, jointly with the headquarters support staff, will act as a liaison between the technical committees and the Cereals & Grains Association Board of Directors. The voting membership of the AMTC will consist of the AMTC chair, the AMTC vice chair and the chairs or co-chairs of all current technical committees, with each technical committee having one vote. Others serving *ex-officio* without vote will include the representative of the Statistical Advisory Committee (SAC), the current chair of the Association's Check Sample Committee (CSC), and headquarters support staff.

II.C.2. CHECK SAMPLE COMMITTEE

The Check Sample Committee (CSC) is included in the AMTC. The purpose of this committee is to monitor the Association's Check Sample Program to assure that the program is providing the best possible range of samples and services to its subscribers in a timely manner. The CSC is responsible for reviewing the current programs and advising the headquarters staff as to the type of samples and analyses that should be offered. The committee will also assist in establishing the quality assurance for the program. The Committee will consist of at least ten members with different cereal industry technical expertise.

II.C.3. APPOINTMENTS

The chair of the AMTC will appoint the chairs of all individual technical committees, the Statistical Advisory Committee (SAC) and will advise the executive vice-president of all appointees. The AMTC SAC reviews plans for, and the results of, collaborative studies on methods to be considered for AMTC approval. Technical committee chairs will be appointed for a term of up to three years but may be appointed for additional terms if appropriate in view of the current committee activities. All appointments will take effect or terminate at the conclusion of the Association's annual meeting.

The AMTC chair will appoint the members of individual technical committees after consultation with the respective committee chairs. Regular or full members must be able to and intend to participate actively in the methods work and collaborative studies of the committee and attend most or all committee meetings. The number of such members on any one technical committee will not normally be less than eight or more than twenty. Associate members may observe and share in committee deliberations where their expertise is appreciated and receive any notices or other information shared with members between meetings, but they do not have voting privileges on matters brought before the committee. Any number of associate members may be appointed. They are not obligated to regularly attend committee meetings or participate in collaborative studies. They may move to regular or full voting membership if recommended by the technical committee chair and appointed by the AMTC chair. Each technical committee member will be appointed for a term of three years and if active, members may be eligible for reappointment. All appointments will take effect or terminate at the conclusion of the Association's annual meeting. A committee chair may terminate the appointment of any regular or

associate member considered to be inactive, on the basis of criteria such as lack of response to two consecutive pieces of correspondence that would normally require response or failure to attend two or more consecutive meetings of the committee.

Technical committee chairs should attend technical committee meetings including conference calls and web-based communications and will be responsive to the AMTC chair and headquarters support staff. They should establish continuing dialog throughout the year via email, web-based communications or phone with technical committee members. Technical committee chairs should direct their committee members to generate new action items (collaborative studies, guidelines, technical workshops etc.) expeditiously and promptly. In addition, committee members may be asked to participate in special projects to assist in overall improvement of the published methods, an example of this would be development of enhancements to support the published methods. Goals of each technical committee are to act on new methods development and to update and revise existing methods. Technical committees should foster scientific dialog among their members. Technical committees should engage in the sponsorship of Cereals & Grains Association symposia and forums on technical topics of interest. The Cereals & Grains Association President-elect, upon recommendations of the AMTC chair, may replace technical committee chairs who do not meet those requirements. The AMTC chair may establish a technical committee when a need is demonstrated, and it is determined that active members are likely to be found within the Association. Upon consultation with the president-elect of the Association, the AMTC chair may abolish a technical committee due to inactivity or lack of member interest.

Technical committee membership will preferably be accorded to members of the Association, including authorized employees of corporate members. However, where persons with expertise in a technical committee's area are needed and willing to serve as regular members of the committee, they may be appointed to the committee regardless of their membership status. Any technically qualified persons may serve as collaborators if invited to do so by the person directing a collaborative study, whether it they are members or not of the Association.

II.C.4. MEETINGS

The AMTC will normally hold two meetings in conjunction with the Association's annual meeting—one prior to the individual technical committees' meetings and one following all scheduled technical committee meetings. The AMTC may hold other meetings at the discretion of the AMTC chair. Individual technical committee meetings should be held in conjunction with the annual meeting of the Association. However, with the approval of the AMTC chair, they may be scheduled throughout the year or in conjunction with other scientific meetings. The AMTC chair, in cooperation with the Association's headquarters staff will make the arrangements for committee meetings at the annual meeting. Each technical committee will conduct most of its operations electronically.

II.C.5. REPORTS

Each technical committee chair will prepare regular progress reports outlining that committee's activities and future plans and will submit it to the AMTC chair and headquarters support staff on request and prior to the Association's annual meeting. The AMTC chair or headquarters support staff may request interim progress reports.

Additional information may be requested to support the publication of technical newsletters and the Association's methods and check sample marketing programs. The headquarters staff will be responsible for accurately recording action items of the AMTC meetings and maintaining accurate files

of actions taken. Technical committee chairs will submit summary reports, including meeting attendance and updated member contact information, at the concluding meeting of the AMTC during the Association's annual meeting or within seven days by email.

Individual technical committee chairs will keep the AMTC chair and headquarters support staff advised regularly of committee matters, such as the proposed addition/termination of members to the committee, work plans, and future projects/directions, by copying them on all pertinent correspondence. The files of the headquarters support staff are the official files and should be kept current. Individual committee chairs are also responsible for maintaining more-detailed, up-to-date, complete committee files. Upon completion of their terms, committee chairs are responsible for forwarding all committee materials to the incoming chairs.

II.C.6. METHOD DEVELOPMENT

It will be the responsibility of each technical committee to decide whether or not a method has the potential of becoming a useful Association's procedure or whether a particular scientific area warrants further investigation in terms of methodology development. If an appropriate technical committee does not exist for development of a specific area of methodologies, one may be formed by the AMTC chair and a committee chair appointed by the president-elect.

- a. Collaborative Studies:** Proposed AACC Methods will be submitted to collaborative study. Collaborative studies are required for all new and original methods as well as for existing methods to which a significant revision or modification has been proposed. The technical committee chair and statistical advisory committee member determined by the SAC chair will establish proper statistical design, analytical protocols, guidelines, and procedures for collaborative studies that are in compliance with Cereals & Grains Association and AOAC International requirements. The SAC statistician will perform a prior review of each collaborative study to assure compliance with those guidelines and will inform the technical committee chair of the proper analytical procedures for the results of the study.

When the AMTC chair is notified by a technical committee chair, that a collaborative study to develop a new AACC Method is actively organizing, the AMTC chair will offer assistance in locating sufficient international participants for the study. Before beginning the collaborative study, the technical committee chair should forward the full protocol and design of the study to the SAC statistician assigned to the study and to the AMTC chair to assure compliance with the appropriate statistical design established by Cereals & Grains Association and AOAC International guidelines.

AOAC International Official Methods of Analysis (OMA), AOCS methods, or ASTM methods do not need a collaborative study to be adopted unless they have been approved without such a study or a substantive change is made. Other international methods or standards may meet these criteria and will be considered on a case by case basis. The technical committee can recommend a method for approval without a collaborative study, provided such a study has been conducted by another scientific body and meets the criteria of the Association's standards for official status. Collaborative studies will be designed to meet the requirements as outlined in current guidelines for collaborative study procedures of the AOAC International. All proposed collaborative study designs must be put in writing to the AMTC chair and vice chair and be reviewed by the members of the individual technical committee plus the SAC statistician. It is important that the technical committee chair considers other scientific organizations that might

be interested in the study.

However, when quick availability is essential and the time normally required for collaborative study is prohibitive, a method that is considered by a technical committee to be scientifically sound and vital for the fulfillment of a need may be presented to the AMTC without inter-laboratory evaluation, for adoption as a Proposal method. If and when the technical committee responsible for a Proposal method has demonstrated the usefulness and reliability of the method through collaborative effort, the method will be presented to the AMTC for adoption as an Approved method.

In reporting the results, a statement concerning accuracy should be made, such as comparison with an established method or recovery data. The between- and within-laboratory variability must be reported, using a minimum of laboratories and samples as defined by current AOAC International guidelines. A statistical evaluation must be included, and this must be reviewed by the SAC representative statistician.

Upon completion of the study, the members of the technical committee will evaluate the results. If the committee feels that the method has been developed to a point where it will serve a useful purpose and give reliable results, the technical committee will vote to accept the results of the collaborative study and to present this method to the AMTC for approval.

Enhancements to the method, for example photos, calculators, videos etc. should be considered for inclusion at this stage. Proposed enhancements must be submitted to the Enhancement Review Committee (ERC). The members of the ERC will be members of the AMTC. The ERC will be chaired by the AMTC vice chair.

- b. Writing the Method:** The method will be written in the Association's format as shown in the *Methods Manual* and accompanied by a *Cereal Foods World* report article that provides the background, application and other relevant details (including the statistical tables) about the method. The detection limit and a statement concerning the precision should be included, if appropriate. Normally, the specific equipment and reagents used in a method and its equivalents are included in the Supplier Index of the *AACC Approved Methods*. If the method is equipment-based, at the recommendation of the technical committee and approval of AMTC chair, the equipment will be named in the method. It is not the responsibility of a technical committee to study new equipment unless the committee feels there is a need for such a study.
- c. Classification and Publication of Methods:** When an individual technical committee has voted to adopt a new method of analysis or a revision of an existing method that has been developed or modified through a collaborative effort to the point where, in the opinion of the technical committee, it will serve a useful purpose and give reliable results, the technical committee will present this method to the AMTC. The proposed method and the statistical analysis will be presented to all members of the AMTC in writing (e.g. by email) with any supporting evidence of its usefulness and reliability.
- d. Approved Method:** The proposed method will then be considered for adoption by the AMTC. The process of presenting a proposed method to the AMTC for approval can be done at any time of the year, to complete the vote before the annual meeting of the Association; it must be submitted 30 days prior. The AMTC chair can conduct a vote of the AMTC on the proposed method electronically at any time.

If the proposed method is adopted by the AMTC, it will be published online in the *AACC Approved Methods of Analysis 11th Edition*. In addition, a PDF file of the method will be prepared for non-subscription sales. The technical committee chair will submit the report of the collaborative study to the editor of *Cereal Foods World*, Cereals & Grains Association for publication as a research contribution after appropriate peer review. The SAC statistician will review the manuscript before it is submitted. The report will include the method principles, design and the statistical results of the study. The report should provide the basic principles but not include the actual method. It should include a reference to the method number of the new approved method.

The works of the technical committees of the Association are confidential materials and are not available to anyone for use to further their own purposes. Only the published portion of committee work is reproducible and then only on application to the editor of the journal in which it is published.

In special circumstances, the collaborative study and report may be published again in other journals with appropriate publication approvals. The technical committee responsible for the Approved method of analysis will continue to study the method. If any appreciable change in the method is considered desirable, a revision of the Approved method will be recommended in the same manner as was used for the original method. Adoption and publication of the revised method will be accomplished in the same manner as for the original Approved method.

- e. **Proposal Method:** A Proposal method is a method brought by a technical committee to the AMTC when quick availability is essential, and the time normally required for collaborative study is prohibitive (see III.C.5.a). If it is adopted, it will be published as a Proposal method in the 11th Edition of the *AACC Approved Methods*. If, after three years, the method has not been collaboratively tested and accepted by the AMTC as an approved method, it will be deleted.
- f. **Deletion:** The technical committee having responsibility for a method may recommend it for deletion if the committee determines that the method is obsolete, unworkable, or has been replaced by a superior method. With the approval of the AMTC, the method will be placed in "proposed deletion" status. Deletion of the method will be by a majority vote of members of the AMTC. If the decision is to delete, the method will be deleted in the *AACC Approved Methods 11th Edition* and moved to the archive methods section with the reason for deletion. The Cereals & Grains Association headquarters will maintain a permanent file of methods deleted prior to 2000 with the date of deletion and the reason for deletion. Copies of deleted methods will be made available for bibliographic purpose at an appropriate fee.

II.C.7. COOPERATION WITH OTHER SOCIETIES

Cooperation among scientific societies with common interests is to be encouraged.

III. PUBLICATIONS

III.A. Cereal Chemistry: The Association shall publish a scientific bi-monthly journal known as *Cereal Chemistry*, under the jurisdiction of the Board of Directors, operating under the following policies.

III.A.1. PUBLICATION POLICY

The name of this publication shall be *Cereal Chemistry*. There shall be six issues per year. The objective is to provide members of the Association and others with scientific knowledge of cereals, cereal products, related materials, and technical applications thereof, by publication of original research contributions.

III.A.2. EDITORIAL POLICY

The Editorial affairs of *Cereal Chemistry* shall be administered by the Editor in Chief, who may serve up to two consecutive three-year terms and is selected by the Association's Board of Directors. The Editor in Chief oversees the operation of the journal and is ultimately responsible for its content. The Editor in Chief has the ultimate authority to accept or reject a manuscript. The Editor in Chief is also responsible for continuously improving the journal quality. He/she shall be assisted by a Board of Editors (the Editor in Chief will serve as Chair), comprised of at least three senior editors and a suitable number of associate editors representing different geographical areas and different areas of scientific expertise, in reviewing manuscripts submitted for publication. Members of the Board of Editors shall serve terms of three years and may serve a second term upon request. The Editor in Chief shall select and recommend new senior and associate editors from a pool of prospective members, including ones suggested by Divisions and Technical Committees. Senior and associate editors will be approved by the Editor in Chief.

The Chair of the Board of Editors shall be the Editor-in-Chief, and he/she shall supervise the activities of the Board. Senior and Associate Editors shall be regular members of the Association.

Reviewers of technical manuscripts shall consist of the Board of Editors, other selected reviewers, and the editorial staff. Manuscripts shall be reviewed, primarily for scientific content, but also weighed for significance to those involved in the field of cereal science and technology by the reviewers and a member of the editorial board with appropriate scientific expertise. In no case will a paper be published that is based on unsound principles. The editor coordinating the review recommends either rejection or acceptance of manuscripts, with the Editor-in-Chief making all final decisions.

III.B. CEREAL FOODS WORLD

The Association shall publish a monthly scientific journal known as *Cereal Foods World*, under the jurisdiction of the Board of Directors, operating under the following policies.

III.B.1. PUBLICATION POLICY

The publication objective is to provide members of the Association and others with current information on topics related to cereal grains and grain-based products. *Cereal Foods World* shall contain advertising pertinent to the cereal grain field such as equipment, supplies, raw materials, and ingredients. All advertising copy shall be subject to the approval of the editorial staff.

The Association will maintain and provide online access to back issues of *Cereal Foods World*.

III.B.2. EDITORIAL POLICY

Editorial affairs of *Cereal Foods World* shall be administered by an executive editor, who is an employee of the Association.

Technical material acceptable for publication in *Cereal Foods World* is generally presented in one of the following formats: feature articles, technical reviews, research articles, special reports, webcasts, or proceedings.

The journal will also contain non-technical material featuring news related to Cereal & Grains Association affairs in particular and to cereal grain research and technology in general. Particular attention will be paid to the Association affairs of international, divisional, or regional scope and to news of Association members or others prominent in the cereal grain or related fields. Suitability of material for publication is determined by the executive editor.

III.C. MEMBERSHIP DIRECTORY

An up-to-date directory of all members will be published and maintained on the Cereals & Grains Association website. This directory shall list all Association members, with mailing address, affiliation, phone and fax numbers, e-mail addresses, and other pertinent information. Specialized directories can also be provided.

III.D. AACC APPROVED METHODS

The Association shall publish standardized approved analytical methods appropriate for use in laboratories associated with the cereal industry. The editorial responsibility for the *AACC Approved Methods* shall rest with the Approved Methods Committee Chair acting within the framework of the following policy, as defined in Section III.C:

- *AACC Approved Methods* is a compilation of the best available methods to meet the needs of the cereal scientist recognizing that the cereal scientist requires accurate and reliable methods that may be practically applied.
- Sensitivity, accuracy, reproducibility, speed, and ease of determination are all valid factors to be weighed when considering methods. In deciding on the practicability of a method, it will be necessary to evaluate its application.
- When evaluating a method for the Approved Methods, we must first recognize the need and, then, select the best method for that need. If the cereal laboratory has more than one need in testing for a particular quality or substance, then there will probably be more than one method to test for the quality or substance. Approved Methods, then, is keyed to the needs of the cereal scientists, not to the substance being determined. This may result in more than one method for a particular determination but where there is duplication, each must serve a given need.

III.E. BOOK AND OTHER PUBLICATIONS

The Association shall publish in book form or other media as appropriate, information and materials of interest to its members and other related food science/technology professionals. These publications shall be produced on a self-supporting basis within financial guidelines established by the Board of Directors and under the business administration of the Executive Vice President. The Executive Vice President shall be responsible for production, sales, and distribution of these publications as well as the preparation of associated budgets.

III.E.1. PRICING

The Executive Vice President is authorized to set selling prices of all Cereal & Grains Association publications and services in keeping with the general policies of the Board of Directors and requirements of the annual budget.

IV. MEETINGS

IV.A. GENERAL POLICIES

Meetings will be held for the general purpose of advancing and encouraging scientific and technical research in cereal grains and related materials, their processing and utilization. The meetings shall serve this purpose by facilitating discussions among Association members and allied personnel. Meetings may also serve as an opportunity for conducting business of the Association. All business meetings of the Association shall be conducted according to "Robert's Rules of Order," latest revision when not inconsistent with the Bylaws of the Association.

IV. B. ANNUAL MEETINGS

IV.B.1. TIME AND PLACE

The Board of Directors shall fix the time and place for the Annual Meetings of the Association upon recommendation of the Executive Vice President. Annual meetings may be held in any geographical location. It is the responsibility of the Executive Vice President to select and contract with appropriate hotel and/or convention centers and make other preliminary arrangements with regard to physical facilities as might be necessary.

The Annual Meeting site shall be rotated on a geographical basis each year so that members in various parts of the country have an opportunity to attend at minimum travel expense.

IV.B.2. LOCAL ARRANGEMENTS

The Executive Vice President and his/her staff are responsible for the arrangements necessary to conduct a successful annual meeting. Such responsibilities include but are not limited to: site and hotel selection, budgeting, assistance with the technical program, meeting room(s) allocation, exhibit sales and arrangements, preparation of awards, special events, and any activity occurring at the meeting site that is the responsibility of Cereals & Grains Association.

IV.C. OTHER ASSOCIATION MEETINGS

In addition to the Annual Meeting, the Association may hold other meetings, national, regional, or local. In addition to these meetings, the Association may hold short courses, seminars, workshops and clinics. Responsibility for the conduct of these other meetings may rest with the host or sponsoring group or with the headquarters staff. On request, and on mutual agreement as to the part responsible for associated expenses, the headquarters office of the Association will lend its assistance to any Division or Local Section holding a regional meeting.

V. RELATIONS WITH OTHER ORGANIZATIONS

V.A. POLICY GUIDELINES

V.A.1. In all proposed cooperative activities with international organizations, the key guiding principle will be "is it in the best interest of Cereal & Grains Association and its members."

V.A.2. The Executive Vice President of the Association will act as the initial contact with organizations and will report to the President and Board of Directors on all contacts. The Executive Vice President will also be responsible for developing proposals in conjunction with the Executive Committee for formal ties with organizations and submitting these proposals to the Board of Directors for approval.

V.A.3. Officers of the Association and those of other organizations will be encouraged to meet in conjunction with one of the organization's scheduled meetings. The purpose of these meetings will be to review all existing and proposed cooperative activities and to mutually seek additional areas where cooperation can benefit both organizations.

V.A.4. Jointly sponsored technical meetings/symposia/programs will be encouraged when they clearly benefit the Association. Cooperating organizations will be encouraged to propose jointly sponsored activities, which may be held internationally as well as in the United States. Organizations will be invited, when appropriate to participate in the Cereals & Grains meeting program.

V.A.5. Jointly sponsored technical publications will be encouraged when they clearly benefit the Association. Cooperating organizations may be invited to publish an occasional column and articles in *Cereal Foods World*. Cereals & Grains Association will expect to publish similar kinds of information in the cooperating organization's publications. For both organizations, information may be technical in nature or informational about the organization and its activities.

V.A.6. All proposed cooperative activities, involving commitment of significant resources, will be brought before the Cereals & Grains Association Board of Directors for consideration and action.

V.B. USE OF CEREALES & GRAINS ASSOCIATION NAME AND/OR LOGO

Any product, program, or service that bears the Cereals & Grains Association name or logo must meet the high-quality standards of the society. Permission to use the Association name or logo will not be granted for use by other organizations or individuals without the approval of the Board of Directors. Use will be granted only when there is direct participation in the event by the Association staff or members, and those involved are satisfied that the event will meet those standards.