

BY-LAWS

Engineering and Processing Division

American Association

of

Cereal Chemists, Inc.

(Proposed for discussion at the AACC National Meeting, October 13, 1991, Seattle, WA)

I. Name

This organization is certified as a Division of the American Association of Cereal Chemists, Inc., and is known as the Engineering and Processing Division, AACC.

II. A. Membership

All of the officers shall be professional or associated members; all the members shall be professional, honorary, life, or associate members of the American Association of Cereal Chemists as per the requirements of Article XI, Section 2, of the Constitution, under which the Division is chartered.

B. Life Member

Life Membership shall be granted to those persons who have reached the status of retired individuals who have been Professional Members of the National Association and/or a local Section for 20 or more years. Those persons desirous of continuing their relationship with the Association in this manner must apply in writing to the Executive Officer requesting the change in membership status.

III. Membership Dues

1. Membership dues shall be \$5.00 per calendar year, subject to change by the Executive Committee.
2. Dues are payable in advance. Members not paying their annual dues by January 2, shall be held delinquent and will be dropped from the membership roll and the mailing list of the Division.
3. Life members shall be exempt from all dues and assessments.

IV. Officers

1. The officers shall be: Chairman, Chairman-Elect, Secretary, and Treasurer. The Chairman-Elect shall succeed the Chairman.
2. Election shall be held yearly by mail ballot, such ballots to be mailed to the membership not later than April 1 of each year. The deadline for acceptance of ballots shall be June 15 of the same year. The ballots are to be opened and tallied by three tellers, one of whom shall be the Division Secretary and the other two appointed by the Division Chairman. In the event of a tie vote, the Executive Committee shall decide the election to that office from the candidates so tied. The results of the election are to be made known at the annual meeting of the division and the new officers are to take office at the conclusion of the annual meeting of the association.
3. The Chairman of the Division or his properly delegated alternate shall represent the Division on the Advisory Council of the Association and during the Annual Meeting of the Association.
4. Notices of Division elections shall be delivered promptly to the National Secretary and the Executive Vice President.

V. Purposes of the Engineering and Processing Division

The Engineering and Processing Division will provide sessions at the Annual Meetings of the American Association of Cereal Chemists, at local section meetings, and at future Engineering and Processing Division meetings, in accordance with the purposes of the Constitution and By-Laws of the AACC.

1. The Engineering and Processing Division will provide a divisional structure to represent those AACC members with an interest in the application of engineering principles to cereal processing.
2. The Engineering and Processing Division will provide appropriate educational opportunities for those with engineering responsibilities in order to enhance their understanding of the principles of cereal science.
3. The Engineering and Processing Division will provide an avenue for communication between the AACC and engineering professional societies.
4. The Engineering and Processing Division will encourage closer cooperation and communication between those with engineering responsibilities and other scientists in the cereal processing and related industries.

VI. Rules of Order

This organization shall be governed by Roberts' Rules of Order.

VII. Committees

An Executive Committee composed of the incumbent officers and the most recent past-chairman of the Division shall have the power to act and carry out the objectives of the Division. Ex-officio, but non-voting, members of the Executive Committee shall be the Chairman of the Membership Committee and the Chairman of the Program Committee of the Division. The Chairman of the Division shall be Chairman of the Executive Committee. The Chairman shall be empowered to appoint a Program Committee, a Membership Committee, and such other committees as needed to carry out the objectives of the Division. Such Committee shall be responsible to the Executive Committee.

VIII. Meetings

Meetings of the Division shall be held at least annually during the Annual Meetings of the American Association of Cereal Chemists and at any other time designated by the Executive Committee. Notices of Division Meetings shall be sent to all members of the Division and to the headquarters of the American Association of Cereal Chemists.

IX. Amendments

Any part of the By-Laws, rules and procedures may be amended upon review by the Executive Committee and approval by two-thirds majority vote of the members present at any regular or special meeting of which all members have been notified. New articles may be added by like vote if they do not conflict with existing articles or the basic principles of the Articles of Incorporation, the Constitution and the By-Laws of the American Association of Cereal Chemists, Inc.

X. Distribution of Funds on Dissolution

In the event of dissolution of this Division and the discharge of its debts and the settlement of its affairs, any funds and property of this Division remaining thereafter shall be conveyed by the direction of the Division Executive Committee to another qualified non-profit organization, or if no action is taken by the above mentioned, shall be conveyed to the American Association of Cereal Chemists for its general purposes or with the written consent of the Board of Directors for the American Association of Cereal Chemists, shall be conveyed to another qualified non-profit organization(s) dedicated to the perpetuation of objects similar to those of the American Association of Cereal Chemists, provided such selected organization(s) at the time of the Division's dissolution shall be exempt under Section 501 (C) (3) of the Internal Revenue Code of 1954 as amended or under such successor provision of the Code as may be in effect at the time of this Division's dissolution.

AACC ENGINEERING AND PROCESSING DIVISION
-Responsibilities of Officers and Committees-

CHAIR

1. Takes over leadership of Division following the AACC Annual Meeting.
2. Appoints a Program Committee of three members for the following Annual Meeting.
3. Appoints a Membership Committee of three members.
4. Represents the Division on the Association Advisory Council. Meeting of the Advisory Council is usually after the Annual Meeting.
5. Correspond with the membership via division newsletter between the Annual Meeting and January 15 of the following year to:
 - solicit nominations for the next year's officers,
 - distribute minutes of the preceding meeting of the Division,
 - solicit ideas regarding future symposia,
 - and inform members of any other actions or discussions of importance from the Annual Meeting.
5. Insure a slate of candidates for Division Officers has been prepared by the Membership Committee by March 15.
6. Make sure that ballots are distributed to all eligible members by April 1.
7. Appoint a committee of three National AACC members to tally the ballots, one of whom will be the Division Secretary/Treasure.
8. Notify all candidates via phone regarding the results of the election by August 1.
9. Correspond with the membership via Division Newsletter by one month prior to the Annual Meeting, regarding the results of the election, informing the membership of symposia and special events of interest at the up-coming Annual Meeting, and informing the membership of the agenda for the Divisional Meeting.
10. Chair the Annual Divisional Meeting.
11. Serve as Chair of the Executive Committee.

CHAIR-ELECT

1. Executes the responsibilities of the Divisional Chair in cases where the Chair is unable to complete his/her duties.
2. Prepares a recommendation for approval at the Divisional Meeting regarding symposia for presentation at the following Annual Meeting. He/she may wish to select his/her Program Committee before becoming Chair in order to help with the preparation of this recommendation.
3. Assist the Chair in communication with engineering societies and engineering divisions of other scientific societies.
4. Serves as a member of the Executive Committee.

SECRETARY/TREASURER

1. Serves as a member of the Executive Committee.
2. Serves as a member of the Membership Committee.
3. Tallies ballots from the annual election.
4. Prepares a financial report for the annual Divisional Meeting.
5. Prepares minutes of the annual Divisional Meeting and submits them to the former Chair-elect (New Chair) for distribution.

PAST-CHAIR

1. Serves as a member of the Executive Committee.
2. Assists the Chair in communication with engineering societies and engineering divisions of other scientific societies.
3. Explores educational opportunities which should be sponsored by the Division and makes recommendations to the Executive Committee.

PROGRAM COMMITTEE

1. Responsible for coordination of any and all symposia, technical sessions, or special events that are sponsored/co-sponsored/hosted by the Division.
2. Selects or approves of all speakers for symposia and informs the National Annual Meeting Program Committee Chairman of plans in a timely manner.
3. Will consist of three members selected by the Divisional Chair.

MEMBERSHIP COMMITTEE

1. Prepares a list of candidates for Divisional election.
2. Prepares ballots for distribution to members.
3. Nominates candidates for National AACC Office.
4. Works with National AACC office staff and National AACC Officers to build up membership.
5. Will consists of the Secretary/Treasure and two members selected by the Chair.

EXECUTIVE COMMITTEE

1. Composed of Past-Chair, Chair, Chair-elect and Secretary/Treasure.
2. The committee is empowered to execute the objectives of the Division.
3. They will perform or delegate via committee all duties not expressly given to other committees or individual officers.