

# THE CONSTITUTION OF THE STUDENT DIETETIC & FOOD SCIENCE ASSOCIATION

## **Purpose**

The purpose of the Student Dietetic and Food Science Association (SDFSA) shall be to provide framework for meaningful student involvement, to stimulate professional interest, and to develop channels of communication between students, advisors, faculty, the Family Consumer Sciences department, and the community in the areas of Dietetics, Food Science and related fields.

## **Article I Official Name**

The official name of the organization shall be the Student Dietetic and Food Science Association (SDFSA), California State University, Northridge.

## **Article II Membership Section 1. Student Access**

*Any person currently enrolled as a student at CSUN and fulfilling the membership requirements of the organization may be a member.*

### **Section 2: Non-Discrimination Statement**

*In accordance with State law and the regulations of the California State University, SDFSA will not discriminate on the basis of race, color, religion, creed, gender, pregnancy, marital affiliation, sexual or affectional orientation, age, ethnic origin, citizenship, nationality, veteran status, or disability.*

### **Section 3: Membership Requirements**

#### *Active Membership.*

Active membership may be obtained by students of California State University Northridge and requirements are as follows.

- ◆ Pay annual membership fee
- ◆ Attend 50% + 1 meetings per semester
- ◆ Volunteer for at least 2 SDFSA events per semester
- ◆ Attend at least 2 events per semester

#### *Non-Active Membership.*

Membership may be obtained by students of California State University Northridge and requirements are as follows:

- ◆ Pay annual membership fee

Annual fee shall be payable at the beginning of the fiscal year, July 1<sup>st</sup> through June 30<sup>th</sup>, and anytime within this time period. The amount shall be determined by a majority vote of officers at the beginning of each fiscal year. SDFSA alumni will automatically become alumni members upon graduation. Any CSUN faculty may become a non-paid member.

#### Section 4: **Privileges of membership**

##### *Active Members.*

All active members will have the following privileges:

- ◆ Receive notices
- ◆ Attend meetings
- ◆ Speak
- ◆ Vote
- ◆ Present motions, resolutions, or other business
- ◆ Nominate
- ◆ Candidate for office
- ◆ Inspect the official records of the organization
- ◆ Priority volunteer opportunities for SDFSA events
- ◆ Attend SDFSA events
- ◆ Vote on constitutional amendments
- ◆ Serve on committees

##### *Non-Active Members.*

- ◆ Receive notices
- ◆ Attend meetings
- ◆ Speak
- ◆ Non-priority volunteer opportunities for SDFSA events
- ◆ Attend SDFSA events

## **Article III Officers and Advisors**

### **Section 1: Official Positions**

All officers shall attend and preside at all meetings.

#### **Executive Board**

The President shall attend and preside at all meetings and shall be the official delegate to all affiliate functions. The President sets the agenda for each meeting. The President shall convene a goals and an objectives meeting for all officers anytime after taking office and no later than the end of the first week of the fall semester. The President shall appoint all committees and the committee chair or chairs. The President shall also act as an executive officer member of each committee. The President shall keep the advisor/s informed on all of the organization's business.

The Vice President or Vice Presidents shall attend and preside at all meetings in the absence of the President and coordinate the programs for the organization. The Vice Presidents shall also be responsible for all of the organization's elections and the tabulation of election results.

The Secretary or Secretaries shall record the minutes at all meetings and keep them available as a permanent record of all meetings. The Secretary or Secretaries shall maintain and provide a record of member participation in organization's activities. Secretaries must also keep track of membership standings.

The Treasurer shall deposit all moneys and keep a record of moneys received and allocated, to and from the organization. The Treasurer shall submit an annual report of receipts and expenditures with vouchers. The treasurer must attend all University required meetings and must serve as the liaison between SDFSA and Associated Students regarding budgetary concerns. The Treasurer shall meet with the Executive Board at the end of the year to review the finalized budget.

#### **Non-Executive Board**

The Historian or Historians shall have the responsibility of keeping a historical narrative of the organization members and events; coordinates activities with campus newspaper; and publicizes all activities on and off campus. They shall plan and coordinate publicity regarding all of the organization's events.

The Newsletter Editors shall be responsible for the publishing of the organization's newsletters.

The Chief Communications Officer shall be responsible for communicating events, opportunities, and legislation to members through e-mail and at meetings. The CCO is also responsible to keep the membership informed of opportunities and activities of interest and benefit to the members.

Fundraising Officers shall plan for, organize, and supervise the fundraising events, keeping receipts of all money spent and earned for fundraising, and shall turn over all earned funds to the Accounting Treasurer to be deposited to the SDFSA bank account. Additionally they are responsible for collecting donations from the community.

The above mentioned officers shall constitute a board which shall be responsible for the organization's business. Decisions may be reached by a simple majority of the board.

## Section 2: **Officer Qualifications**

All officers shall be elected, and must be CSUN students in good standing. Students will be active in this organization at least one semester prior to serving in office. An active member who has served for a minimum of two semesters is qualified to run for President or Vice President.

All officers are required to meet the following minimum requirements.

***Minimum Academic Qualifications***— All officers must be matriculated and enrolled at California State University, Northridge with a minimum overall 2.5 grade point average each term (term is defined as Fall and Spring semester). The student must be in good standing and must not be on probation of any kind.

***Incumbent Unit Load***—***Undergraduate*** students in the role of all officers are required to earn six (6) semester units per term while holding office. Graduate students must earn (3) semester units per term while holding office.

***Incumbent Maximum Allowable Units***—***Undergraduate*** students holding office are allowed to earn a maximum of 150 semester units or 125 percent of the units required for a specific baccalaureate degree, which ever is greater. Graduate students holding office are allowed to earn a maximum of 50 semester units or 167 percent of the units required for the graduate or credential objective, whichever is greater. Student holding more than this number of units, including students pursuing a double major, will no longer be eligible.

## Section 3: **Terms**

All officers shall be elected for a term of one year. Should a vacancy in any office occur, it shall be filled by special election. Special election procedures shall be the same specified for general election procedures under Article IV, Section II.

#### Section 4: **Advisor**

Faculty member/s of the Family and Consumer Sciences Department at CSUN, who teach in the area of Dietetics and Food Science, shall be asked to serve as advisor/s for the organization.

The advisor shall be consulted on matters coming before the association, but shall not be voting members of the board.

The advisor shall receive all privileges as stated in Article II, Section IV, except that of candidacy.

### **Article IV**

A CSUN Faculty or Staff advisor will be chosen by the executive board prior to the start of each school year.

As required by Associated Students, the organization's advisor will sign all campus documents as needed.

The Advisor will be required to fulfill the following tasks.

- ◆ Provide expertise and guidance in regards to SDFSA activities and other related matters.
- ◆ Provide signature, as required, for all official documents
- ◆ Act as liaison between administration, faculty, and organization

Method for selecting your advisor:

- ◆ Chosen by the SDFSA executive board
- ◆ Approved by Department Chair

### **Elections**

#### Section 1: **Time of Elections**

Elections shall be held in the penultimate meeting of the Spring semester. Newly elected officials will assume their positions on the last day of official classes, not including finals week.

#### Section 2: **Election procedures**

A. Nominations: Members may nominate any active member, as described in Article II Section II. Members may also nominate themselves.

B. Votes shall be cast by a secret ballot.

C. The candidate receiving a majority of 50% +1 of the active membership will be declared the winner.

D. In the event that none of the candidates running for the same office are able to obtain a majority of the vote, a run-off election will be called by the current Vice Presidents. Run-off election procedures shall be the same as those specified for a general election.

### Section 3: **Special election procedures**

Should a vacancy in any office occur, the current Vice Presidents shall call a special election to be held. Special election procedures shall be the same as specified for a general election.

### Section 4: **Recall Election**

A recall election shall take place if a petition, signed by  $\frac{2}{3}$  of the voting membership is submitted. The petition must include a cause for recall which will be presented to the active membership during an official meeting. The impeached officer shall be given an opportunity to counter the arguments against him or her. The recall initiative shall require a  $\frac{2}{3}$  approval from the active membership.

## **Article V Meetings**

### Section 1: **Logistics**

Officers shall determine the meeting times and dates prior to the beginning of the each semester.

### Section 2: **Frequency**

Regular meetings shall be held at least once every two weeks and shall be determined by the officers.

### Section 3: **Special Meetings**

Special meetings shall be called by the President, with approval by the executive board. The membership shall be notified about special meetings by special announcements posted on bulletins belonging to the Student Dietetic and Food Science Association or via email. Members will be notified/bulletins will be posted 72 hours in advance.

### Section 4: **Officers Meetings**

Executive officers shall meet regularly to discuss organization business. Executive officers will be required to attend this meeting.

All officers are required to attend the first meeting of the semester.

All officers are required to attend the goals and objectives meeting prior

#### Section 5: **Quorum**

Quorum for regular and special meetings shall be a majority of the active membership.

#### Section 6: **Rules of Procedure**

The rules of procedure for this organization shall be Robert's Rules of Order.

### **Article VI Finances**

#### Section 1: **Account**

*This organization, pursuant to its charter obligation, shall maintain an agency account with the Associated Students for the official conducting of University business.*

#### Section 2: **Usage**

*All monies of this organization shall be deposited in, and disbursed from this account following procedures outlined by the Associated Students, Inc.*

#### Section 3: **Dispersal of Funds**

*Should this organization become inactive, including the failure to apply for university recognition annually, the agency account will be handled in accordance with the procedures of the Associated Students.*

#### Section 4: **Fiscal Year**

The fiscal year of this organization shall be July 1-June 30 (This is the fiscal year for the State of California and the Associated Students, Inc.).

#### Section 5: **Dues**

Membership may be obtained by students paying the annual membership fee. This yearly fee shall be payable at the beginning of the fiscal year or anytime within a year, or one half of the annual fee may be paid by semester.

## **Article VII Committees**

### **Section 1: Standing Committees**

This organization has the ability to create standing committees to carry out the goals and objectives of SDFSA.

### **Section 2: Selection of Standing Committees**

The President shall appoint all committees and the committee chair or chairs. The President shall also act as an executive officer member of each committee. Only active members can become committee members.

## **Article VIII Amendments**

### **Section 1: Submission of Amendments**

Proposed constitutional amendments or changes shall be presented to the organization in writing two meetings before it may be voted on.

### **Section 2: Approval of Amendments**

Updated 2012

Active members will have a one week comment period to read and review proposed constitutional changes. Voting will take place through an online poll, open once the comment period has ended. The change or changes shall be put into effect immediately unless otherwise stipulated in the amendment.

### **Section 3: Notification of Amendment**

*Pursuant to Executive Order 969 any substantive change or amendment must be submitted to the Matador Involvement Center within 90 days.*

## **Article IX Ratification**

### **Section 1: Procedure for Ratification**

*Upon ratification by a 2/3 vote of the membership, and approval from the Matador Involvement Center and the Associated Students, Inc., this Constitution shall become the official governing document of the organization.*