

**THE CONSTITUTION**  
**OF THE**  
**STUDENT DIETETIC AND 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, no organization shall 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

Membership may be obtained by students, alumni, and faculty by paying the annual membership fee. This fee shall be payable at the beginning of the fiscal year, which is June through May, and anytime within this time period. The amount shall be determined by a majority vote of officers at the beginning of each fiscal year.

Section 4: Privileges of membership

To receive notices; to attend meetings; to speak; to vote (voting privileges shall be restricted to CSUN students), to present motions, resolutions, or other business; to

nominate; to be a candidate for any office and to inspect the official records of the organization. These privileges apply only to active, honorary, and alumni members.

### **Article III     Officers and Advisors**

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

The President or Presidents shall preside at all meetings and shall be the official delegate to all affiliate functions. The President or Presidents shall appoint all committees and act as an executive officer member of each committee. The President or Presidents shall also keep the advisor/s informed on all of the organization's business.

The Vice Presidents shall preside at all meetings in the absence of the President or Presidents and coordinate the programs for the organization's meetings. The Vice President 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 send correspondence and notices as required by the organization.

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, and shall serve as a member of the budget committee.

The Historian shall have the responsibility of keeping a history of the organization members and events.

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

The Ways and Means officer shall be in charge of all fundraising events.

The Publicity officers shall plan and coordinate publicity regarding all of the organization's events.

The FCS C.C. Representative shall inform the organization of all activities conducted by the Family and Consumer Sciences.

The Fundraising Treasurer 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.

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 the President and Vice President offices.

The president, vice president and treasurer are required to meet the following minimum requirements:

***Minimum Academic Qualifications**— The president, vice president and treasurer must be matriculated and enrolled at California State University, Northridge with a minimum overall 2.0 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 president, vice president and treasurer are required to earn six (6) semester units per term while holding office. Graduate and credential students in the role of president and treasurer must earn three (3) semester units per term while holding office.*

***Incumbent Maximum Allowable Units**—Undergraduate students in the role of president, vice president and treasurer are allowed to earn a maximum of 150 semester units or 125 percent of the units required for a specific baccalaureate degree, whichever is greater. Graduate and credential students in the role of President and Treasurer 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.

A CSUN faculty or staff advisor will be chosen at the first meeting of each new semester (or academic year).

The university advisor will be required to sign all campus documents.

A. Advisor Responsibilities.

- **Oversee all SDFSA activities**
- **Act as consultant on all SDFSA-related matters**
- **Provide signature, as required, for all official documents**
- **Act as liaison between administration, faculty, and organization**

B. Method for selecting your advisor

- **Appointed by Department Chair and confirmed by a vote of the Department faculty**

## **Article IV Elections**

### Section 1: Time of Elections

Elections shall be held late in the spring semester and the new officers shall assume their duties at the beginning of summer.

### Section 2: Election procedures

Describe the following:

- A. Nominations will be accepted by self-nomination during the meeting the date of elections.
- B. Votes shall be cast by secret ballot.
- C. The candidate receiving a majority 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 Vice President. 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, a special election shall be held. Special election procedures shall be the same as specified for a general election.

### Section 4: Recall Election

A petition of  $\frac{2}{3}$  of the total number of members shall be cause for a recall election. The offense must be in writing and submitted by a member. A recall election shall be held the next regular business meeting after presentation of the recall petition and shall be conducted as a special election. Recall will require a favorable vote of  $\frac{2}{3}$  of the total voting membership.

## **Article V Meetings**

### **Section 1: Logistics**

The day and time of regular meetings shall be determined by the majority of the membership at the first regular meeting of the term.

### **Section 2: Frequency**

Regular meetings shall be held at least once every two weeks and shall be determined by the majority of the active membership.

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

Special meetings shall be called by the President or Presidents, with approval by the 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: Quorum**

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

### **Section 5: 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 accuracy 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, alumni, and faculty by paying the annual membership fee. This yearly fee shall be payable at the beginning of the fiscal year or anytime within a year.

**Article VII Committees**

**Section 1: Standing Committees**

Presently the organization does not have any existing standing committees.

**Section 2: Selection of Standing Committees**

Presently the organization does not have any existing standing committees. If circumstances should arise necessitating the standing committees, the SDFSA Executive Board will implement appropriate rules and regulations for electing and forming those committees and its 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**

Approval by  $\frac{2}{3}$  of the voting members present at a regular meeting shall pass a proposed change. The change 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.*