

GREAT LAKES CONFERENCE ON FOOD PROTECTION

CONSTITUTION

Preamble

This organization's mission is to encourage uniformity in the enactment and enforcement of laws affecting food, drugs, cosmetics, devices and consumer products, through a commitment to good communication, cooperation, and harmonization among its members. To accomplish this mission, we foster a participatory process for law and policy development. We encourage and support programs that contribute to food safety and consumer protection. We assist members by providing training initiatives and educational opportunities that will ensure the health and safety of consumers.

Article I.

Name

The official name of this nonprofit organization is the Great Lakes Conference on Food Protection, hereinafter referred to as the Conference.

Article II.

Objectives

Section 1.

The objectives of the Conference are the following:

- (a) To encourage uniformity in enactment and enforcement of laws affecting foods, drugs, cosmetics, devices, and consumer products at all levels of government;
- (b) To encourage and support programs that contribute to consumer protection consistent with the broad purpose of said laws;
- (c) To assist members in their technical work through support of training to ensure uniformity of inspection and analytical techniques; and
- (d) To communicate and cooperate with other associations and groups of food, drug, consumer product, and public health officials.
- (e) To be an informational resource relative to the objectives contained in this document.

Section 2.

This Conference is organized exclusively for charitable, educational, and scientific purposes within the meaning of section 501(c)(6) of the Internal Revenue Code. No substantial part of the activities of the Conference shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Conference shall not participate in, or intervene in (including the publishing or distribution of statements), any political campaign on behalf of, or in opposition to, any candidate for public office. Notwithstanding any other provision of these articles, the Conference shall not carry on any other activities not permitted to be carried on by an association exempt from federal income tax under section 501(c)(6) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

Section 3.

No part of the net earnings of the Conference shall inure to the benefit of, or be distributed to, its members, officers, or other private persons, except that the Conference shall be authorized and empowered to pay reasonable compensation for services rendered, and to make payments and distributions in furtherance of the objectives set forth in this Article.

Article III.

Officers and Board of Directors

Section 1.

The officers are a President, Vice-President, Secretary,

and Treasurer.

- (a) The President shall preside at all meetings and appoint such committees as may be authorized or required. He or she shall appoint persons determined by majority vote of the Board of Directors to fill vacancies occurring between regular elections. He or she shall have the power to sign contracts on behalf of the Conference.
- (b) The Vice-President shall act in the capacity of President in the absence of the President. The Vice-President shall accede to the Presidency after serving one year as Vice-President, or in the event the Presidency is vacated. The Vice-President is vice-chair of the annual meeting committee. Election for Vice-President shall be held annually.
- (c) The Secretary shall keep a record of each meeting of the Conference, and shall issue notices as may be directed by the President. He or she shall maintain a list of the membership of the Conference. Election for Secretary shall be held every two years.
- (d) The Treasurer shall be the custodian of the funds of the Conference, and pay all authorized bills. Election for Treasurer shall be held every two years.

Section 2. (a) The Board of Directors shall consist of the Conference's officers, and the two immediate past Presidents. The Board of Directors shall be the policy making body of the Conference, and shall meet at the Annual Meeting, and at such other times as the President may deem appropriate.

(b) Chairs of standing committees are non-voting ex-officio members of the Board of Directors.

Section 3. **REMOVAL.** A member of the board may be removed by the board for cause, which includes absence from two or more board meetings in any year of the member's term without excuse. A board member may be removed from office on a majority vote of the remaining board members in office at a regular or special meeting of the Board of Directors called for the stated purpose of voting on the removal of such director; however, any board member to be removed shall have the right to attend such meeting and to present any evidence which the board member may wish to present at such meeting.

Article IV.

Membership Rights and Privileges

Section 1. Conference membership shall consist of the following three classes of membership:

- (a) Members are state, county, municipal, and federal officials charged with enforcement of food, drug, cosmetic, device or product safety laws, ordinances or regulations, including, but not limited to, the state of Michigan, and other professionals in related activities, public or private, or in institutes of higher learning.
- (b) Student members are non-voting members interested in promoting the objectives of the Conference.
- (c) Emeritus members are non-voting, non-due-paying members granted that status by the Conference.

Section 2. Other rights and privileges of the classes of membership shall be defined as prescribed in the Conference Bylaws.

Article V.

Meetings of Membership

Conference meeting and training dates, location, and frequency shall be prescribed by Conference Bylaws.

Article VI.

Election Procedures

The election of officers shall be conducted prior to or at the annual meeting. Election procedures shall be as prescribed by Conference's Bylaws.

Article VII.

Newsletter

A Conference Newsletter may be produced and supplied to the membership. Appointment of an editor and payment of operating costs shall be as prescribed in the Conference's Bylaws.

Article VIII.

Committees

The President shall annually appoint the chairperson or co-chairs of all standing committees as may be established by the Board of Directors.

Article IX.

Bylaws

Section 1.

The Board of Directors shall have the power to make prudent Bylaws, as they may deem proper for the management of the affairs of the Conference, providing such Bylaws are not in conflict with the Constitution.

Section 2. The Bylaws may be amended or new Bylaws adopted by an affirmative vote of the majority of the Board of Directors.

- (a) At the annual business meeting, a member may call for a vote on a change made in the Bylaws during the past year. An opposing vote by a majority of the members in attendance shall cause the change to be rescinded.
- (b) A change in the dues shall not be effective until an affirmative vote of a majority of the members in attendance at the business meeting.

Article X.

Amendments to the Constitution

Section 1. Amendments to the Constitution may be proposed by the Board of Directors, or submitted by petition with the endorsement in writing by at least ten percent of the membership validated by the Secretary.

Section 2. A proposed amendment to the Constitution shall be submitted in writing to the Secretary at least 30 days prior to the Annual meeting. The Secretary will announce the proposed amendments at the opening session of the Annual Meeting. Amendments will be voted on at the business meeting of the Annual Meeting. The Constitution will be amended upon an affirmative vote of a majority of the members in attendance at the annual business meeting.

Article XI.

Dissolution

Upon the dissolution of the Conference, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(6) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

In witness thereto, the above document represents the official version of the Constitution approved by a vote of the membership on the, in accordance with procedures defined in the Constitution of the Conference.

President Sean P. Dunleavy Date _____
Sean Dunleavy

Secretary Jef Nord Date 3/14/2017
Jennifer Nord

Treasurer Matt Horning Date 3/14/2017
Matt Horning

GREAT LAKES CONFERENCE ON FOOD PROTECTION BYLAWS

Rule I. Membership Rights and Privileges

Section 1. Conference membership begins at the time of payment of membership fee. Persons paying registration for the Annual Meetings are members of the Conference automatically. Membership begins on the first day of the Annual Meeting and ends the day prior to the next Annual Meeting. Persons who cannot attend the Annual Meeting may become members of the Conference by applying using forms provided.

Rule II. Meetings of Membership

Section 1. The Board of Directors shall set meeting places and dates for the membership of the Conference, including the Annual Meeting. The Annual Meeting shall be in the spring and, as much as feasible, coordinated with the spring meetings of other related organizations.

Section 2. The revenue of the Conference may recover all costs associated with sponsoring workshops or meetings.

Section 3. A quorum shall consist of a majority of the members registered for the meeting.

Rule III. Election Procedures

Section 1. The election of officers shall be conducted at the Annual Meeting.

Section 2. The Board of Directors shall submit to the President the names of qualifying candidates who are available and willing to serve as nominees to fill expiring terms at least 30 days prior to the Annual Meeting. If no nominations are received, write-in candidates will be given an opportunity to lobby members during the Annual Meeting.

Section 3. Ballots, paper and/or electronic, bearing an alphabetical listing of nominees shall be distributed to the voting membership prior to the election. A brief biographical sketch of each nominee shall accompany the list of nominees. Ballots must be returned by the designated deadline. Provisions shall be made on the ballot form for write-in nominations. The Outgoing President and one additional Board Member, not up for reelection, shall verify each returned ballot against the current membership list. Ballots will be saved for 30 days and then deleted or destroyed.

Section 4. Election of officers shall be by a simple majority of those voting members casting ballots.

Rule IV. Newsletter

A newsletter may be produced and supplied to the membership. Operating costs shall be borne by the Conference, subject to approval of the Board of Directors. The President, upon recommendation of the Board of Directors, shall appoint the editor.

Rule V. Headquarters

Correspondence addressed to the Conference shall be sent to the Secretary. Their address, and that of all members of the Board of Directors, shall be included in each copy of the Newsletter.

Rule VI. Committees

Section 1. The President shall annually appoint all standing committees as may be established by the Board of Directors, and such other committees as deemed necessary and desirable by the Conference.

Section 2. The following standing committees are created:

- (a) Auditing - Audits the Treasurer's report and certifies its accuracy before presentation to the membership.
- (b) Awards - Identifies and nominates for awards those individuals deserving of awards as established by the Conference.
- (c) Councils - Three Councils provide forums for deliberating the impact of food-related laws and regulations (Council I); developing various administrative, education, and certification guidelines and procedures (Council II); and discussing the science and technology of food safety Issues (Council III).
- (d) Grant - Prepares and submits requests for grant funding along with the Board of Directors. Works with the Treasurer to ensure proper reporting back to the granting authority as requested.
- (e) Issues - Reviews submitted issues to ensure correct form and format is used, the form is completed correctly, and then assigns issues to Council as appropriate.
- (f) Media and Public Affairs - Generate publicity for the activities of the Conference, promote attendance at the Annual Meeting, and maintain the Conference website.
- (g) Membership - Develops and executes membership drives, new member initiatives, and publications to promote membership in the Conference. This committee also develops membership application forms.
- (h) Scholarships - Supports scholarship distribution by advertising, preparing the application form, reviewing scholarship candidates, sending approval and reimbursement letters to scholarship award winners. Works with the Treasurer and Board of Directors to disperse funds and record their dispersal.
- (i) Training and Conference Planning Committee - Plans the program and makes the arrangements for the Conference Annual Meeting. The Vice President, who shall be vice-chair of the committee, shall appoint the Committee. Develops training programs to be offered under the sponsorship of the Conference. Shall identify potential topics and speakers.

Rule VII. Council Duties and Responsibilities.

Section 1. The three councils have the following names and duties:

- (a) Council I, Laws and Regulations - Deliberates on Issues pertaining to laws, regulations, and model codes governing the safety of food.
- (b) Council II, Administration, Education, and Certification - Deliberates on Issues relating to program evaluation, education, training, and certification as well as Issues regarding the GLCFP Constitution and Bylaws, procedures, and memoranda of understanding.
- (c) Council III, Science and Technology - Deliberates on Issues of food science and technology related to food safety.

Section 2. Each council shall have a chair. The council chair may only vote to break a tie. The term for a council chair-expires at the end of the Annual Meeting.

Section 3. Each council shall consist of all GLCFP members in good standing present at the Annual Meeting. All members in good standing are voting members of every Council.

Section 4. Councils shall deliberate on all assigned Issues. Council chairs shall report the recommended actions of their council to the assembly of members.

Rule VIII. Rules of Order

Annual and Board meetings shall be conducted in accordance with Roberts' Rules of Order, except as otherwise specified.

Rule IX. Dues

Section 1. The annual dues for members are \$25.00.

Section 2. The annual dues for student members are \$10.00.

Rule X. Expenditures

All expenses incurred by individuals for, or in the name of, the Conference, shall have prior approval. The Board of Directors has the sole responsibility for such approval. The President of the Conference shall chair all Board deliberations, except when expenses for the President are being considered; in which case the Vice President shall chair the Board meeting.

Epidemic Addendum

On March 11, 2020, the Novel Coronavirus disease, COVID-19, was declared a pandemic by the World Health Organization. On March 13, 2020, the United States declared a national emergency concerning the Covid-19 outbreak. The Board of Directors acted to postpone the 2020 Annual Meeting originally scheduled to begin on May 20, 2020. The Executive Board members continued to serve in their capacity until the 2021 Annual Meeting which was held virtually October 21, 2021. The Board of Directors took administrative actions necessary to maintain working efficiency of the Conference during the pandemic.

Membership met during the virtual Annual Meeting on October 21, 2021, to elect Executive Board members whose terms expired in 2020. With the postponement of the Annual Meeting some Executive Board members will have had lengthened or reduced terms.

In witness thereto, the above document represents the official version of the Bylaws approved by a vote of the Board on the 8th day of April 2022, in accordance with procedures defined in the Constitution of the Conference.

 Rachel Stiening, President, 4/8/22

 Claudia Terrell, Vice President, 4/8/22

 Brandon Morrill, Past President, 4/8/22

 Jennifer Nord, Secretary, 4/8/22