Colorado Association for Food Protection

CONSTITUTION AND BYLAWS

2/5/17
Colorado Association for Food Protection

CONSTITUTION

ARTICLE I
ASSOCIATION

There is hereby created the Colorado Association for Food Protection, Inc., a tax-exempt organization formed exclusively for scientific purposes within the meaning of Section 501 (c)(3) of the Internal Revenue Code, which shall hereinafter be referred to as CAFP. CAFP is chartered as an affiliate of the International Association for Food Protection, Inc., hereinafter referred to as IAFP.

ARTICLE II
OBJECTIVES

The objectives of CAFP will be to:

1. Provide a forum for professionals in the area of food safety and quality.
2. Assist members in their technical work and professional development.
3. Disseminate information regarding the protection of the food supply.
4. Promote sanitary methods and procedures for the development, production, processing, distribution, preparation and serving of food.
5. Promote methods and procedures for supervision and inspection of the production, processing, distribution, preparation and serving of food.
6. Promote the development and adoption of uniform equipment and quality standards to improve the sanitary handling of food.
7. Cooperate with other professional groups in the improvement and promotion of food safety.
ARTICLE III
MEMBERSHIP

Section 1. The classes of membership in CAFP shall be Regular, Student, and Honorary Members.

Section 2. The qualification of the several classes of members, the dues of each, the manner of becoming a member, and their rights and privileges shall be prescribed in the Bylaws, except as otherwise provided in this Constitution.

ARTICLE IV
OFFICERS AND EXECUTIVE BOARD

Section 1. The officers of CAFP shall be a President, a Vice President, a Secretary, and a Treasurer who shall hold these offices for one-year, or until their successors are elected or appointed, as provided in the Bylaws.

A. The President of CAFP must be a member of IAFP in good standing throughout his or her term as CAFP’s President.

B. Upon the termination of each term (September 1 - August 30), the Vice President, and Secretary shall automatically succeed to the offices of President, and Vice-President respectively. The first elected officials will serve in office from the formation of the Affiliate until August 30 of the next year.

C. The Secretary shall be elected as defined in the Bylaws.

Section 2. The Executive Board shall consist of the officers of CAFP and the Affiliate Council Delegate (Immediate Past President).

A. The Immediate Past President will serve a one-year term as CAFP Affiliate Council Delegate to IAFP.

B. The Treasurer will serve two-year terms.

C. The Treasurer shall be elected as defined in the Bylaws.
ARTICLE V
MEETINGS

Section 1. Each year CAFP shall hold an Annual Business Meeting.

A. A quorum to conduct business for any meeting shall be determined to consist of the voting members present.
B. In the event of a tie vote, the presiding officer will be permitted to vote.

ARTICLE VI
AMENDMENTS

Section 1. Any member may propose amendments to the Constitution by submitting them in writing to the Secretary, at least 60 days before the next announced Annual Business Meeting.

A. The Secretary shall notify all members at least 30 days before the Annual Business Meeting that the proposed amendments will be open for discussion at that meeting and that a vote will be taken.
B. Within 60 days following a majority affirmative vote of the members present at the Annual Business Meeting, the proposed amendments shall be submitted to the entire membership of CAFP for a ballot vote.
C. All members voting on such amendments shall, within 45 days after issuance of such notification, register their vote in writing with the President, on ballots furnished by CAFP.
D. The ballots shall be opened, recorded and filed, and the President shall report the results to the CAFP membership.
E. If the proposed amendments pass by a two-thirds affirmative vote of those members who register their vote with the President, the amendments shall become a part of the Constitution on the date the President issues notice.

ARTICLE VII
BYLAWS

Section 1. The CAFP parliamentary procedure shall be governed by Bylaws adopted by majority vote of voting members in attendance at a duly called meeting.
COLORADO ASSOCIATION FOR FOOD PROTECTION

BYLAWS

SECTION I
MEMBERSHIP AND DUES

A. Regular Members:

1. Regular members of CAFP shall be those persons who are engaged in food or environmental inspection, or the laboratory control of, or the administration of such function, or engaged in research or education work relating to any aforesaid function or otherwise interested in the objectives of CAFP.
2. Regular members may attend meetings of CAFP and shall be entitled to vote and hold office.
3. Associate members would be those persons that do not belong to IAFP as national organization and desire to be members only of CAFP.

B. Student Members:

1. Students pursuing undergraduate or graduate degrees in colleges or universities are entitled to membership in CAFP.
2. Student members may not hold office in CAFP, but may serve on committees, and as appointed representatives of CAFP.

C. Honorary Members:

1. The Honorary Membership shall be composed of persons who, on account of their substantial contributions to the objectives of CAFP, have been approved by the Executive Board to hold this class of membership.
2. Honorary members shall not be required to pay dues, but are entitled to vote, hold office, and may attend meetings of CAFP and be accorded the privilege of the floor.

D. The Executive Board is authorized to set dues as may be necessary to achieve the objectives of CAFP and shall notify members of the amount of dues.
E. Any person desiring membership in CAFP shall submit an application to the Secretary. It is the responsibility of the Executive Board to ensure that applicants meet the eligibility requirements for membership.

F. Any person, having once become a member, may continue membership in CAFP so long as the annual membership dues are paid, except as provided in Section III,F,8 of these Bylaws.

1. Any member who shall fail to pay dues by the required date shall be placed on the inactive list.
2. Such member may be reinstated within 90 days thereafter, upon payment of dues.
3. Any member who is delinquent in dues after 90 days will be dropped from the inactive list.
   3.1 Membership may be renewed by filing an application and payment of annual dues.

H. Collection of dues:

1. The Treasurer shall collect annual membership dues for each member paying directly to CAFP.
2. CAFP may authorize the Executive Director of IAFP to bill their members for both CAFP and IAFP dues. In such case, the Executive Director of IAFP will forward to CAFP, within 30 days of collection; the dues paid for CAFP membership.

SECTION II
MEETINGS

A. Each year, CAFP shall hold an Annual Meeting/Symposium to provide education to its members in the area of food safety.

B. The Executive Board shall meet at the Annual Meeting.

C. CAFP shall hold an Annual Business Meeting.

1. The Executive Board may call other official meetings of CAFP, by duly announcing any called meeting at least 60 days prior to the date of the meeting.
2. A quorum to conduct business at an Annual Business Meeting shall consist of the voting members present.

D. Robert’s Rules of Order shall govern the procedures at all meetings.

E. Voting by proxy shall not be permitted.

F. When, at the discretion on the Executive Board, it is considered advisable to conduct a vote by mail ballot, a majority of the votes cast will be necessary to carry the proposition unless otherwise stated in the Constitution and Bylaws.
SECTION III
DUTIES OF OFFICERS AND THE EXECUTIVE BOARD

A. The President shall:
   1. Preside at all meetings of CAFP and the Executive Board.
   2. Appoint all committee chairpersons and members, unless otherwise directed by the Constitution and Bylaws.
   3. Perform such other duties as usually devolve upon the presiding officer or are required of this officer by the Constitution and Bylaws.

B. The Vice President shall:
   1. Perform the duties of President in the President’s absence and succeed to President when the President’s term expires.
   2. Plan and coordinate the Annual Meeting.
   3. Perform such other duties as usually devolve upon this officer or are required of this officer by the Constitution and Bylaws.

C. The Secretary shall:
   1. Perform the duties of the Vice President, in the Vice President’s absence, and shall succeed the Vice President when the Vice President’s term expires.
   2. Record and keep accurate minutes of CAFP’s Annual Business Meeting and the Executive Board meetings and keep them for permanent reference.
   3. Issue notices of all meetings.
   4. Conduct correspondence pertaining to the affairs of CAFP.
   5. Be responsible for assembling and transmitting to the publication editor all papers and other matters worthy of publication.
   6. Perform such other duties as usually devolve upon this officer or are required of this officer by the Constitution and Bylaws.

D. The Treasurer shall:
   1. Keep a list of the members, collect all moneys due to CAFP, and give receipt therefore.
   2. Record the amount of each payment, with name and address of payer.
   3. Faithfully care for all moneys entrusted to his or her keeping, paying out the necessary expenses of CAFP and giving a quarterly accounting thereof to the Executive Board. (Receipts for expenses shall be retained for five (5) years.)
   4. File with the President of CAFP, a surety bond in an amount sufficient to cover the anticipated moneys to be entrusted to this office with a minimum bond equivalent to five thousand dollars ($5,000). (Bonding expense to be borne by CAFP.)
   5. Give a detailed statement of the financial condition of CAFP at the Annual Business Meeting.
   6. Perform such other duties as usually devolve upon this Executive Board member or are required of this Executive Board member by the Constitution and Bylaws.
E. The Affiliate Council Delegate shall:

1. Represent CAFP at IAEP Annual Meeting.
2. Act for and on behalf of CAFP as liaison officer to IAEP.
3. The Affiliate Council Delegate must be a member of IAEP in good standing throughout his or her term as CAFP Affiliate Council Delegate.
4. Perform such other duties as usually devolve upon this Executive Board member or are required of this Executive Board member by the Constitution and Bylaws.

F. The full management of the affairs of CAFP shall be in the hands of the Executive Board as provided in the Constitution and Bylaws. The duties of the Executive Board shall be:

1. To direct the administrative work of CAFP, including all matters connected with its collaboration with other groups/institutions and its professional development.
2. To act as trustee of CAFP property.
3. To set the time and place for the Annual Meeting.
4. To act for and on behalf of CAFP in any administrative, financial, educational, or other capacity as CAFP may direct.
5. To act on its own initiative between meetings and report such action at the next Annual Meeting.
6. To make proper appointments to fill any vacancy that may occur among the officers between CAFP meetings.
7. To recommend the replacement of an officer at the Annual Meeting because of inability or inactivity or for other causes which may be in the best interest of CAFP.
8. To recommend expulsion of members from membership for cause by two thirds of all Executive Board votes cast. In no case, shall revocation be recommended without giving the member written notice of the contemplated action at least one month before action is taken. An opportunity for a hearing in person and/or rebuttal in writing must also be granted prior to expulsion.
9. To employ personnel, as the situation demands, and set their compensation and duties.
10. To execute the policies of CAFP and report to the members at the Annual Business Meeting, any action taken that was not specifically authorized.
11. To set the amount of annual dues and the registration fee for the Annual Meeting.
12. To approve members considered for Honorary Membership.
13. To give special recognition to deserving individuals.
SECTION IV
COMMITTEES AND THEIR DUTIES

A. The following standing committees of the Association shall exist:

1. Membership
2. Constitution, Bylaws and Nominating
3. Program
4. Public Relations and Social Media
5. Audit

B. Each standing committee shall consist of not less than three (3) members (including the chairperson). Members serve a minimum of one-year term and until their successor has been appointed. Reappointment is permitted.

C. Committee chairpersons shall be appointed by the President to serve a minimum of one-year term and until their successors have been appointed. Reappointment is permitted.

D. A majority of a committee’s members present shall constitute a quorum and shall be sufficient to decide any issue.

E. Committees will meet at the CAFP Annual Meeting and at other times as required.

F. The chairperson of each committee shall set the time and place to meet and shall notify each committee member at least 48 hours before such meeting.

G. Each committee shall perform duties as prescribed in this Constitution and Bylaws and other duties as assigned by the President and the Executive Board.

H. Each committee shall assist other committees in the performance of their duties within the field assigned.

I. Defined duties of each committee are as follows:

1. The Membership Committee shall recruit additional members for the Association and encourage active participation of all members.
2. The Constitution, Bylaws and Nomination Committee shall study and make recommendations concerning proposed changes to the Constitution and Bylaws. Each year this committee shall nominate at least two candidates for the office of Secretary. Every other year, the Committee shall nominate at least one candidate for the office of Treasurer.
   2.1 The committee shall be chaired by the Immediate Past President.
   2.2 The committee shall ascertain that the members nominated are eligible for office as provided in Section I of the CAFP Bylaws.
   2.3 The election process:
      2.3.1 CAFP members may suggest candidates to the chairperson of the committee not later than 60 days preceding the election date.
2.3.2 The committee chairperson shall notify the President of the names of the nominees not later than 30 days preceding the election date.

2.3.3 Nominations may be made at the Annual Meeting.

2.3.4 Voting takes place at the Annual Meeting as determined by the Executive Board.

2.3.5 Only one (1) vote per eligible member will be allowed.

2.3.6 Upon conclusion of the vote, candidates receiving a majority of the votes will be considered duly elected.

2.3.7 The President will report voting results.

3. The Program Committee shall properly plan and coordinate the Annual Meeting for CAFP to provide educational opportunities for members. The President-elect shall chair this committee.

4. The Public Relations Committee shall do all things necessary to publicize the activities of the Association and the food safety profession. This shall include publishing and distribution of a semi-annual newsletter to each member. Email is preferred.

5. The Audit Committee shall consist of two auditors appointed by the Executive Board. The Audit Committee shall audit and certify the financial status of CAFP. The audit committee shall notify the election results. This committee shall present a report to the membership at the Annual Business Meeting.

J. The President may at his or her discretion, or when so instructed by the Executive Board; appoint additional committees as are necessary. However, whenever possible all work should be performed by the appropriate body outlined within these Bylaws. Any such special committee shall function under the rules set forth in Section IV of these Bylaws.

SECTION V
FISCAL YEAR

A. The fiscal year of the Association shall begin on the first day of January and end on the last day of December each year.

SECTION VI
AMENDMENTS

A. Any member may propose amendments to these Bylaws by submitting them in writing to the Secretary at least 60 days before the date of the next announced meeting.

1. The Secretary shall notify all members, at least 30 days before the next announced meeting that the proposed amendment(s) will be open for discussion and voting at the next meeting.

2. These Bylaws may be amended by majority affirmative vote of the voting members present.