

The Chicago Section of the Institute of Food Technologists **Officer & Committee Handbook**

2012-2013



Chicago Section IFT
the First Section



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Introduction

The Chicago Section Institute of Food Technologists (CSIFT) is the oldest and the largest, most active Section of the Institute of Food Technologists (IFT). The Section boundaries encompass the northern part of the State of Illinois and include the Illinois postal zip codes 600-619, 623, 625-627, 463, and 464. The Section was officially formed on January 15, 1941, 2 years after the Institute of Food Technologists was founded. The International IFT organization is headquartered in Chicago, Illinois.

The Section is widely known for its active and dedicated leadership. The Chicago Section often hosts the IFT Annual Meeting and Food Expo when it is in Chicago.

The Section also initiated the annual Tanner Lecture Series and Suppliers' Night Expo. The Section awards several scholarships annually.

We are proud of our accomplishments and are eagerly looking forward to the future of our Section and our role in its success.

In an effort to record and document the activities of the Section, this handbook has been prepared to outline Section leader responsibilities and Section activities.

This document will be updated from time to time, and the new issuance date will be recorded on the cover. It will be produced in an adobe .pdf format, published on the Section website, and maintained in digital format by the Section's Business Office.

Section Mission

To serve the Chicago Section IFT by providing educational opportunities for members and future members by:

- increasing awareness of the vital role of food science in everyday life;
- supporting causes to advance the profession; and
- providing a forum for the exchange of ideas, knowledge and information

Section Officers & Executive Committee

Section Officers are elected annually by the membership in February-March and serve from September 1st of the current year through August 31st of the following year. However, the Section representatives to the Section Executive Committee and the Section Officers serve multiple-year terms.

The current Officers, Executive Committee Members, and Committee Chairs for the Chicago Section are listed on the Section website.

The duties of each of the Section Officers and the Executive Committee elected members are identified in the By-Laws of the Section and are summarized with additional detail on the following pages of this document.

Chair of the Section

Term of Office: One year commencing on September 1st (second year of three-year commitment).

Duties:

- Manage the affairs of the Section.
- Act as Chair and voting member of the Executive Committee.
- Preside at all meetings and ceremonies of the members.
- Appoint Committees, including Committee Chairs.
- Interface with National IFT staff.
- Invite national dignitaries.
- Draft and send letters of response from the Section on various issues, including the invitation of all 50-year Section members to the Tanner Dinner Meeting.
- Communicate with all Committee Chairs to ensure completion of events
- Set the budget.
- Oversee the Nicholas Appert Award.

Chair-Elect of the Section

Term of Office: One year commencing on September 1st (first year of three-year commitment).

Duties:

- Serve as a voting member of the Executive Committee.
- Serve as appointed Chair of the Program Committee to plan and execute the Section Monthly Meeting speaker programs, including the gathering of speaker bio and topic information and its submission to the Newsletter Chair for publication.
- Preside at Section meetings in absence of the Chair and Past Chair
- Assist the Chair as required on special projects.
- Work with the House Chair to select monthly meeting locations.
- Select meeting dates for the following year and submit to Newsletter Chair for publication in the Section Newsletter.

Section Officers & Executive Committee

Past Chair of the Section

Term of Office: One year commencing September 1st (third year of three-year commitment).

Duties:

- Serve as a voting member of the Executive Committee.
- Serve as appointed Chair of Awards Committee and Nominations Committee.
- Draft and send letters of commendation to 50-yr. members of the Section.
- Preside at Section meetings in absence of the Chair.
- Submit ballot for annual elections by January to National IFT.

Secretary of the Section

Term of Office: One year commencing on September 1st.

Duties:

- Serve as a voting member of the Executive Committee.
- Record and issue minutes of all meetings.
- Maintain copies of all contracts.
- Prepare an annual report of the organization by October 1st of the following year.
- Preside at Section meetings in absence of Chair, Past Chair, Chair Elect, and Treasurer.

Treasurer of the Section

Term of Office: One year commencing on September 1st (appointed position customarily filled for three (3) years).

Duties:

- Serve as a voting member of the Executive Committee.
- Prepare annual budget for approval by the Executive Committee.
- Supervise Business Office to receive Section funds and deposit them in the name of the Section.
- Supervise Business Office to make an account of all disbursements of the Section.
- Coordinate the transfer of signature cards annually.
- Supervise Business Office to issue all checks, signed and countersigned by two authorized officers or members.
- Submit a copy of the annual Section budget to National IFT by December 15th
- Submit monthly and audited final financial reports to the Executive Committee and to National IFT by the required dates.
- Preside at Section meetings in absence of Chair, Past Chair and Chair Elect.
- Prepare and file Section Income Tax Returns.

Section's Business Office

The Section Executive Committee may employ a contracted Business Office on an annual basis. The duties of the Business Office will vary depending on contractual or volunteer agreements, but shall in general be as follows:

- Work with the Treasurer to handle income, pay expenses, and maintain complete financial records.
- Work with the Directory Committee to prepare and distribute the Section Membership Directory.
- Organize and administer the registration for the annual Suppliers' Night. Assist the Suppliers' Night Committee with activities as necessary to execute this event.
- Prepare and execute mailings and communications as requested by members of the Section Executive Committee.
- Work with the Website Committee to update and maintain the Section Website.
- Work with the Newsletter Committee to prepare and distribute the Section Newsletter nine (9) times annually.
- Work with the Membership Committee to maintain an electronic listing of all Section Members, updating listing as members join and leave the Section.
- Handle the Section's credit card payments for income.
- Handle all telephone, fax, Internet inquiries, and the Post Office mailbox.
- Work with the House Committee to handle monthly meeting reservations, prepare attendee name badges, and other needs.
- Work with the Program Committee to prepare monthly meeting speaker badges, certificates, or award checks and plaques.
- Work with committees on Section Awards and Tanner plaque/check/tent cards.

Chicago Section IFT's current Business Office is:

International Association Management, Inc. (IAMI)
207 W. Ash Street
Lombard, IL 60148

Chicago Section IFT Telephone #: (630) 916-4960
Chicago Section IFT Mailing Address: P.O. Box 926, Lombard, IL 60148

IAMI Business Office Staff:

Lynnda Nelson: Overall Operations, Customer Service, Executive Committee, Newsletter, & Website

Marty Roth: Finances, Hospitality/House, Golf Outing, & Suppliers' Night

Membership Responsibilities

The Section includes a Membership Committee to conduct ongoing activities to retain current members and to recruit new members.

However, the responsibility for attracting new members and retaining current members is a responsibility for all Section Officers, Section Members, and Committee Chairs.

We all should be actively involved with representing the positive features of being a member of the Chicago Section IFT and promoting the benefits of membership to this organization to others and to encourage their participation in Chicago Section IFT.

The annual goals identified by our Membership Committee include five main areas of activity:

1. Recruiting new members.
2. Retaining current members.
3. Improving accuracy of our Mailing Lists (and use these for mailings).
4. Recruiting Student Members to IFT.
5. Keeping track of current membership.

Committees / Optional Subcommittees

A Committee can be one of the most productive tools with which the Section has to work. Committee members are faced with the challenge of getting involved in the work the Committee was formed to accomplish. Each member's contribution and participation on the Committee will determine the success or failure of the Committee.

Functions of a Committee

The primary function of a Committee is to contribute to the efficient operation of the Section. In most cases, Committees are concerned with communicating information and assisting Section leaders in the decision making process.

The findings of a Committee have a direct impact on the decisions made by officers and the Executive Committee of the Section. Committee work can directly influence the direction of the Section. In the cases of subcommittees, the Committee Chair shall be responsible for monitoring and reporting on the activities of the subcommittee.

Committee Chairs

Even with capable members, a Committee without strong leadership is at a disadvantage. Responsibilities of Committee Chairs are defined in relation to each specific Committee. The Chair's role will normally change as the work of the Committee changes.

However, there are general responsibilities that are common for all Committee Chairs, which include:

- Developing the Committee organization and structure.
- Scheduling meetings.
- Preparing and/or approving agendas.
- Presiding at meetings.
- Making Committee and individual assignments.
- Reviewing and approving meeting minutes.
- Overseeing the activities of the Committee.
- Preparing the Committee's budget.
- Preparing financial reports at the conclusion of each event.
- Identifying insurance needs for each event.
- Providing information for use on the Section website before and after an event.
- Providing information for use in the Section Newsletter before and after an event.
- Bring in new members to Committee to get more individuals involved.

The success achieved as a Committee Chair will depend largely upon that person's ability to preside over meetings and guide the Committee toward its defined goal.

When the Section's Chair is selecting Committee Chairs, he/she should clearly discuss expectations for the Committee, the time commitment necessary to achieve success and execute the specific duties required during the year.

Committees / Optional Subcommittees

To assist with achieving success the Committee Chair should:

- Establish goals and schedules and monitor these throughout the year
- Always begin meetings on time.
- Conduct meetings from an agenda.
- Briefly and clearly state the reason for the meeting at the beginning.
- Review the Committee's objectives relative to the Section's objectives.
- Assure that adequate minutes are maintained and distributed.
- Report the activities of the Committee to the Executive Committee.
- Attend Executive Committee meetings.

The composition of each Committee is specific to the needs of the Committee. It is likely that the incoming Section Chair will work with the selected Committee Chair to appoint Section Committees. Some members of each Committee will automatically be members as a result of their position as an Officer of the Section.

When selecting members, it is important to find individuals that are willing to serve and clearly understand what is expected of them. Filling Committees with individuals who do not clearly understand their role or the expectations of their role and commitment they are making will only result in a lack of success of the Committee.

To provide for continuity and for the development of future leaders, it is important that Committees are made up of a balance of successful, experienced members with members that are new to the Section. New members provide a fresh outside perspective, while experienced members provide guidance and history.

It is always to the Committee's benefit to appoint members who are knowledgeable and interested in the Committee's area of activity. The Chair should provide the Committee with background and leadership to help the Committee function successfully.

Section Standing Committees

- Finance Committee
- Nominating / Awards Committee

Section Committees

These Committees of the Chicago Section shall be appointed as needed:

- Audit Committee
- Golf Outing Committee
- Historian
- Hospitality Committee
- Host Section Committee
- House Committee
- Long-Range Planning Committee

Committees / Optional Subcommittees

- Marketing Committee
 - * C-Far
 - * Minuteperson
 - * Newsletter
 - * Social Media
 - * Sponsorship
 - * Website
- Membership Committee
- New Professionals Committee
- Professional Development Committee
 - * Career Guidance/Continuing Education
 - * Employment
 - * Members-in-Transition
 - * Technical Programs
- Program Committee
- Scholarship Committee
- Sergeant-at-Arms (includes By-Laws)
- Suppliers' Night Committee
- Tanner Lecture Committee

Unless otherwise noted in the Section By-Laws or Committee organization, Committee Chairs and members are appointed for a term of one year. Committee Chair appointments are made by the incoming Chair generally in May to August for the following fiscal year.

While it is not necessary to have all member appointments made at this time, it is desirable to have Committee Chairs appointed in time to start functioning on September 1st.

The incoming Committee Chairs should develop a Work Plan for the activities of their committee. Work Plans should be based on achieving the goals of the Section. The final duty of each Committee Chair is to submit a written report summarizing the activities of the Committee for the year. Forms for each of these duties follow this page.

Description of Committees/Subcommittees

Following the Work Plan and Annual Report forms is a summary of each of the Committees of the Chicago Section IFT. A specific summary page is provided for each of the Section's Committees/Subcommittees.

Committee Work Plan

The Purpose of this form is to guide the goal setting exercises of each Committee of the Chicago Section IFT. Each Committee Chair is asked to lead their Committee in a planning exercise to determine their goals and timelines for accomplishing their plans through the year.

This form is to be completed and submitted to the Section Chair by September 30th for discussion at the October Executive Committee meeting.

Committee Name	
Committee Chair	
Committee Members	
Planned activities for the year	<ol style="list-style-type: none"> 1. 2. 3.
Budget/funds needed	
Goals: (quantify), e.g., hold two meetings, add 100 new members, send out 10 press releases, increase attendance X %	<ol style="list-style-type: none"> 1. 2. 3.

Annual Committee Report

The purpose of this form is to provide a structure for the final report to be completed by each Committee of the Chicago Section IFT. This form is to be completed and submitted to the Section Chair after each event, but no later than by June 30th for inclusion in the Section Annual Report. Committee Chairs may attach additional information that logs the activities and achievements of the Committee for the fiscal year.

Committee Name	
Committee Chair	
Committee Members	
Activities and numbers attending	<ol style="list-style-type: none"> 1. 2. 3. 4. 5.
Goals: (quantify), e.g., held two meetings, added 100 new members, sent out 10 press releases, increased attendance X %	<ol style="list-style-type: none"> 1. 2. 3. 4. 5.
Budget Accomplishment Report	

Audit Committee

Purpose:

To at least annually review the financial records of the Section.

Duties:

- Prepare a written report, conforming to IFT standards and good bookkeeping practices attesting to the financial condition of the Section during August of each year prior to the final transfer of the Section books to the new Treasurer. Once every two (2) years, an independent audit is conducted.
- Examine all canceled checks and account for numerical sequence and endorsements.
- Review all monthly bank statements and reconciliations
- Examine documents supporting disbursements.
- Verify cash disbursements where both reasonable and appropriate.
- Verify total Assets equal the sum of total Liabilities plus net Assets on the Statement of Financial Position.
- Verify that “unrestricted” net assets include only funds which have been designated by the Executive Committee for a specific purpose or need or reflected as undesignated, if no Executive Committee action has taken place.
- Verify that all major revenues and expenses are properly classified on the Statement of Activities.
- Verify that all major revenues and expenses are recorded as “gross” amounts vs. “net” surplus or deficit from an activity.
- Verify all unrelated business income (advertising) and corporate sponsorship revenues are properly classified on the Statement of Activities.
- Review and certify the annual Section financial report as prepared by the Section Treasurer.
- Provide a written report of the Annual Audit for inclusion in the Annual Financial Report.
- Make a verbal report to the Executive Committee at the September monthly meeting.

Structure:

- Committee Chair appointed by the incoming Section Chair
- At least one additional member recruited.
- Committee Chair and member shall be active members of Chicago Section IFT.
- The Section Treasurer and any other Officer or Members having check signing authority should not serve on this Committee.

Meetings:

- The Committee shall meet, at a minimum, during August to conduct the annual audit. The Committee, at its option, can meet in February to conduct a mid-year audit.

Awards/Nominating Committee *(Standing)*

Purpose:

To oversee and administer all Section (except the Nicholas Appert Award) awards for the Chicago Section IFT.

To develop a slate of Section officers for the Executive Committee's approval and the membership's vote.

Duties:

- To solicit annual award nominations by Newsletter articles starting in December of each year.
- To select Section recipients for awards from submittals to the Committee.
- To host the Annual Awards Ceremony and to present the Section recipients with mementos and /or financial awards.
- To develop a list of service award recipients and recognize them at a monthly meeting for 50 or more years of membership.
- To update the awards records with new winners annually.
- To provide information for publication on the Section website and in the Section Newsletter.
- Ascertain from existing Officers their willingness to continue serving the Chicago Section.
- Review candidates for positions that might become vacant should an Officer not be willing or able to serve during the following year, and also for the position of Section Treasurer.
- Submit the slate of Officers and Executive Committee member candidates to the Executive Committee in January for approval.
- Submit the next year's slate of Officers and Executive Committee members to the membership via e-mail, mail, or electronic voting system for approval, followed by announcement of winners at the monthly meeting in March.
- Submit approved slate to National IFT.

Structure:

- Committee Chair automatically is the Past Chair of the Section.
- Selection of up to 3 Past Chairs as members.

Meetings:

- Optional Organizational Meeting in November.
- The Committee will meet, as often as necessary, in person or via phone conference, to complete the slate of candidates during January.
- Awards Selection Meeting in Winter-Spring.
- Section Presentation Meeting, usually in May .

Finance Committee (Standing)

Purpose:

To serve as advisors to the Executive Committee and the Section as to all Section financial matters, to assist the Treasurer and Section Chair in preparation of the Annual Budget, and to recommend to the Executive Committee when and how to invest all non-operating funds.

Duties:

- Serve as advisor to the Treasurer and Business Office staff on maintenance and monthly reporting of all financial status reports.
- Work with Treasurer and Section Chair to develop an Annual Budget during first two (2) months of the fiscal year.
- Work with Treasurer to assure proper distribution and investment of income and disbursement of funds dedicated to Tanner Lecturer Fund and to Scholarship Fund.
- Convene Finance Committee to decide recommended investments for surplus non-operating funds and provide recommendations to the Executive Committee for vote before investment.
- Oversee Annual Audit of funds and all financial records.

Structure:

- Committee Chair appointed by the Section Chair.
- Committee Chair shall appoint/recruit additional members as needed from the Section general membership.

Meetings:

- Meetings shall be held as needed to conduct above duties.

Golf Outing Committee

Purpose:

To plan and execute the golf outing that provides both an opportunity for networking and fundraising for the Section scholarship program.

Duties:

- Choose a venue that offers appropriate capacity and amenities to host the event.
- Request preliminary approval from Section Executive Committee, including plans and deposit required.
- Identify and present a budget to the Executive Committee at the February meeting.
- Execute and host the golf outing.
- Coordinate any raffle or other sponsorship activities as necessary to generate funds for scholarships.
- Coordinate with the Section Business Office regarding the implementation and approval of golf outing related email blasts, newsletter announcements, and website content.
- Submit a financial report for the September Executive Committee meeting

Structure:

- Committee Chair appointed by the Section Chair
- Committee Chair shall appoint/recruit additional members as needed from the Section general membership.

Meetings:

- Meetings are held as needed.

Historian

Purpose:

To compile and maintain significant documents, artifacts, photographs and people information related to the Section. Identify and assemble an organized body of material reflecting the essence of the Section and its activity record.

Duties:

- Periodically (annually) document and present a history of the Section over the previous activity year.
- Document historical events and activities by taking photos at major Section activities.
- Make recommendations to the Section Executive Committee regarding significant historical information to be maintained in the Section archives.
- Identify and promote participation in significant historical public-related events.
- Serve as a key advisor to the Section Secretary regarding historically appropriate items for short-term and long-term preservation and retention.
- Provide input, as necessary, as the “institutional memory” of the Section.
- Periodically provide historical facts, materials, and articles for inclusion in the Section Newsletter.
- Report to the Executive Committee on any issues of historical significance.
- Identify special projects related to Section history
- Provide information for publication on the Section website and in the Section Newsletter.
- File historical records in Section storage facility

Structure:

- Committee Chair appointed by the Section Chair.
- The Historian is usually designated as one or two of the most senior members of the Section possessing a demonstrated knowledge of the Section “institutional memory”.
- The Historian will occasionally seek out other members to assist in the development and/or execution of history-related projects or programs.

Meetings:

- Meetings are held as needed.
- Attend all meetings and activities of the Section to document them from photos and printed materials, or arrange for documentation by a substitute member.

Hospitality Committee

Purpose:

To serve as a welcoming service to new Section members and guests at any Section meeting or activity.

Duties:

- Welcome and encourage participation by members at local Section meetings through activities such as conduct raffles, festive table decorations, announcement of new members present at meetings, etc., to encourage attendance.
- Welcome and make new or potential Section members aware of benefit, activity, and membership opportunities.
- The Chair should make certain that he/she is aware of changes/additions to Section membership
- Coordinate student/member activities of Student Night Program such as Speed Networking and Resume Writing / Interviewing Session. Put article in newsletter requesting volunteers in January and February. **See detailed directions for Student Night.**
- Coordinate with Membership Committee to host Welcome Booth at Suppliers' Night.
- Have 2 hospitality committee members available 15 minutes before cocktail hour (4:45 PM) at the registration table during the monthly dinner meetings to welcome new attendees and introduce them to other members and meet and greet regular attendees. Also pass out raffle tickets, set out table centerpiece document on each table that gives details on the speaker and dinner meeting—put in plastic document stands.
- Conduct raffle at each dinner meeting and take picture of winners for the newsletter. Also get names as well.

Structure:

- Committee Chair appointed by Section Chair.
- Committee Chair shall appoint/recruit additional members as needed from the Section general membership.

Meetings:

- Meetings are held as needed for planning of events—first meeting in June or July

Host Section Activities Committee

Purpose:

To provide locally based volunteer IFT Members from the Chicago Section IFT to assist the IFT in many of the activities at the IFT EXPO when it is held in Chicago.

Duties

- Organize the Committee in the fall of the year prior to IFT's Annual Meeting in Chicago, and seek willing Chicago Section IFT members to serve as members of the National IFT HSA (Host Section Activities).
- Organize several specific duty Committees (e.g., Transportation, Greeters, Hospitality, Field Trips, Family Area, etc.).
- Schedule work assignments of these volunteers for working during IFT Annual Meeting EXPO.
- Source field trips to food companies outside the Convention Center and provide hosts to accompany these field trips.
- Prepare a final report on all Subcommittee activities for IFT, for use by next year's HSA.

Structure:

- Committee Co-Chairs appointed by Section Chair.
- Committee Co-Chairs will appoint/recruit Subcommittee Chairs and volunteer members from Section's general membership.

Meetings:

- Planning meetings will be held periodically during year prior to Annual Meeting in Chicago.

House Committee

Purpose:

To provide the service to the Section membership to source, contract, and pay for a monthly meeting place, including diners.

To handle meeting registration, name badges, and all related financial matters.

Duties:

- Select location, negotiate best price on behalf of the Section, sign contract, select menu, and rent AV required by the Program Committee
- Work with Business Office to collect meeting registrations, dinner payments, prepare attendee name badges, and handle all funds (income and payments) including payments to venue.
- Work with the Business Office to handle meal guarantees of meeting attendance at meeting places.
- Ensure all AV equipment is up and ready for the speaker prior to 5:00 PM.
- Ensure there is a separate room for EXCOM meeting set up and with water by 3:00 PM on meeting days
- Staff the registration table and handle registration duties at meeting place entrances beginning a minimum of one hour prior to the dinner. (approximately 4:00 PM-6:15 PM)
- Oversee Business Office fund reports and advise Section Executive Committee on profit or loss situations.
- Coordinate all meeting needs with Program Committee and Hospitality Committee.

Structure:

- Committee Chair appointed by the Section Chair.
- Committee Chair appoints/recruits additional members as needed from Section general membership.

Meetings:

- Hold meeting of entire Committee prior to first Section monthly meeting to train members.
- Hold additional meetings, only if needed
- Hold menu tastings when needed

Long Range Planning Committee

Purpose:

Create and develop long-range concepts or programs for the improvement of the Section's activities.

Duties:

- Compose a Committee of Section members representing varied career interest, new members, members with long-term Section activity knowledge, and different classes of members (e.g., member, professional, emeritus, student).
- Develop and maintain a long-term strategic plan.
- Review potential new or revised program proposals from the Committee members or directed from the Executive Committee.
- Recognize limitations on new programs, based on member interest and availability, as well as budgetary requirements.
- Submit all accepted concepts to Executive Committee for approval.

Structure:

- Committee Chair appointed by Section Chair.
- Additional Committee members appointed/recruited by Committee Chair from Section general membership (see Duties item #1 above).

Meetings:

- Meetings are held as needed.

Marketing Committee

Purpose:

To actively market and promote Chicago Section IFT's mission as well as meetings, events, and activities through various media outlets including, the section website, newsletter, email blasts, IFT Food Technology Magazine, IFT website and any other relevant media. This committee works closely with all other committees as the public marketing relations committee.

Subcommittees include:

- C-FAR
- Minuteperson
- Newsletter
- Social Media
- Sponsorship
- Website

Duties:

- Set up subcommittees as needed to plan and execute special functions under the umbrella of the Marketing committee.
- Coordinate and guide the activities of the various subcommittees.
- Seek various relevant media outlets and actively promote section activities to general membership and public.
- Work closely with the Section's business office and other committees such as Program, House, Hospitality, Scholarship, Supplier's Night, Golf Outing and New Professionals to release a cohesive uniform message on behalf of the Section.
- Act as the Communication Liaison for Committees to the Section Office.

Structure:

- The Section Chair appoints the Committee Chair who works and coordinates with the Section Business Office and other committees as needed.
- The Marketing Committee is subdivided into various subcommittees which together constitute the Marketing committee.
- The Committee Chair appoints and recruits additional members from Section general membership, as needed.

Meetings:

- The Committee will meet as necessary in person, via conference call or web-based conference tools.

C-FAR: Marketing Sub-Committee

Illinois Council on Food and Agricultural Research Committee

Purpose:

To represent the Chicago Section IFT as an organizational member of the Illinois C-FAR, an organization that administers public funding for food and agricultural research.

Meetings:

- Attendance at one annual meeting is required for Committee Chair
- Working group representative (s) are required to participate in working group meetings, typically following the general schedule:
 - ◇ **November:** WG representatives receive External Competitive Grants Program pre-proposals for review and evaluation
 - ◇ **December / January:** A potential All-WG meeting
 - ◇ **February:** WG meeting held in conjunction with the Annual Meeting
 - ◇ **March:** WG meeting to review

*Working group meetings are not currently being held due to lack of State funding.

Duties:

- **Contact:** Receive and communicate various CFAR membership information, including dues renewal invoices. This individual is also responsible for keeping the CFAR office apprised of any change(s) in their representatives. The *Contact* is encouraged to promote involvement in CFAR activities by their members. He or she is encouraged to attend the annual meetings of CFAR and other business-related meetings of the membership that may be called. The *Contact* may also serve as the *Voting Delegate*, *Communications Contact*, and/or as a *Representative* to one of the five Working Groups.
- **Voting Delegate:** Vote on behalf of the Chicago Section IFT on membership-wide issues. The *Voting Delegate* shall attend the annual meetings of CFAR and other business-related meetings of the membership that may be called. The *Voting Delegate* may also serve as the *Contact*, *Communications Contact*, and/or as a *Representative* to one of the five Working Groups.
- **Communications Contact:** Coordinate efforts with the CFAR Communications Director to keep Chicago Section IFT informed on CFAR initiatives and research activities. The *Communications Contact* may also serve as the *Contact*, *Voting Delegate*, and/or as a *Representative* to one of the five Working Groups.
- **Representative(s) to the Five Working Groups (WGs):** Chicago Section IFT may identify an individual to serve on each of the five WGs. While naming a representative to each WG is not required, representation within each area of research is encouraged to ensure full membership benefit and input into CFAR research. Working groups include *expanding agricultural markets*, *rural economic development*, *agricultural production systems*, *human nutrition and food safety*, and *natural resources and environment*. The Committee Chair may also serve as a working group representative.

Structure:

- The Marketing Committee Chair appoints the Subcommittee Chair.
- Subcommittee members are appointed by the Marketing Committee Chair or the Subcommittee Chair.
- At least one additional member may be recruited to serve as working group representative(s).
- Committee chair and member(s) of committee must be active member(s) of the Chicago Section IFT.
- Committee Chair is asked by C-FAR to make at least a 3-year commitment as chair.

Minute person: *Marketing Sub-Committee*

Purpose:

To distribute key Section information, especially upcoming monthly meetings, to the general membership via the internet.

Also, to seek at least one member to act as liaison to one or more corporations having substantial membership representation.

Duties:

- Assist the Business Office in distributing one or more email special reminders of upcoming monthly meetings and registration deadlines.
- Select a Committee member from corporations having large numbers of Section members to act as a “personal contact reminder” of meetings and other information.

Structure:

- The Marketing Committee Chair appoints the Subcommittee Chair.
- Subcommittee members are appointed by the Marketing Committee Chair or the Subcommittee Chair.
- Seek Committee members from corporations with large numbers of Section Members.

Meetings:

- Have telephone conference before September meeting to clarify member duties.
- Hold additional meetings, if needed

Newsletter: *Marketing Sub-Committee*

Purpose:

To seek, collect, edit and print Section related news items for distribution in a monthly(Sept-May) Section Newsletter to all Section members.

Duties:

- Promote monthly deadlines and where to submit news articles either verbally (preferably) or by written report at the Section Executive Meeting and in each monthly issue.
- Proof-read and edit all information submitted for accuracy, appropriateness, content, brevity, and typographic correctness. *Note, submissions should be print ready. Major writing and editing should be performed by person submitting the article.
- Arrangement should be made with Business Office at the start of the year on who will create the electronic newsletter in Constant Contact.
- Assist Business Office with layout, final proof-reading, and distribution via e-mail to all Section members.
- Assure final copy is also submitted to Section's website as well as IFT's website section for Section's Newsletters
- Distribute Newsletters two or more weeks prior to Section's monthly meeting to assure timely notice and reservation time.

Structure:

- The Chair and/or Marketing Committee Chair appoints one or two Subcommittee Chairs.
- Subcommittee members are appointed by the Chair and/or Marketing Committee Chair or the Subcommittee Chair(s).
- Additional members, especially proof-readers and special edition section are recruited by the Subcommittee Chair(s), as needed.

Meetings:

- Telephone conference meeting held in early August to plan schedules and work assignments of Committee members.
- Conduct monthly planning meeting with Business Office staff member preparing and distributing monthly newsletter
- Additional meetings, as needed.

Social Media: *Marketing Sub-Committee*

Purpose:

To use social media to strengthen networking between Section members, build a virtual community and market the Section and its member benefits.

Duties:

- Maintain, monitor and promote CSIFT group on LinkedIn.
- Maintain, monitor and promote CSIFT Facebook page.
- Identify and implement additional social media venues (e.g. Twitter, phone apps) and stay informed about new developments in the area of electronic communications.

Structure:

- The Marketing Committee Chair appoints the Subcommittee Chair.
- Subcommittee members are appointed by the Marketing Committee Chair or the Subcommittee Chair.

Meetings:

- Meetings are held as needed.

Sponsorship: *Marketing Sub-Committee*

Purpose:

To market general sponsorships for the CSIFT to various organizations within and outside the CSIFT region. Sponsorship opportunities include Suppliers' Night, the Golf Outing, general monthly meeting sponsorship, newsletter advertisers and sponsors, and website sponsors including membership directory search function.

Duties:

- Develop sponsorship materials for presentations and mailings.
- Develop sponsorship section on CSIFT website with various options and opportunities for brand and logo recognition.

Structure:

- The Marketing Committee Chair appoints the Subcommittee Chair.
- Subcommittee members are appointed by the Marketing Committee Chair or the Subcommittee Chair.

Meetings:

- Meetings are held as needed

Website: *Marketing Sub-Committee*

Purpose:

To monitor the Section's current Internet website and advise the Executive Committee on future electronic communications needs.

Duties:

- Serve as a liaison between the Section's website service, the Section's Business Office, and the Section's Executive Committee. (General administration and maintenance of the website is provided by the Section's business office.)
- Assure the Section's website information is current and correct.
- Identify and implement improvements and enhancements of the website resulting in additional benefits to the Section's members (e.g. improved search functions or databases).
- Identify and implement additional opportunities to recognize sponsors and place advertisements.

Structure:

- The Marketing Committee Chair appoints the Subcommittee Chair.
- Subcommittee members are appointed by the Marketing Committee Chair or the Subcommittee Chair.

Meetings:

- Meetings are held as needed.

Membership Committee

Purpose:

To serve as the liaison to the membership, by recruiting new members and maintaining relationships with new and existing members.

Duties:

- Maintain the official membership roster, with assistance of Business Office.
- Develop “New Member” programs designed to encourage recruitment of new members.
- Develop and maintain the Section recruitment brochure.
- Provide information for publication on the Section website and in the Section Newsletter.
- Coordinate with the Hospitality Committee to organize and staff the Section Membership booth at the annual Suppliers’ Night EXPO.
- Contact new members and welcome them to the organization.
- Contact expired and dropped members to determine if they are willing to remain with the organization.
- Make recommendations for adjustment of membership fees to the EXCOM
- Assist in the production of the Membership Directory to ensure the entries are up to date and accurate
- Coordinate the National Membership status with local Section roster
- Assure that IFT and Section membership status and transfer of Dues (funds) are up to date.
- Distribute new member interests to the Chair to distribute to relevant committee chairs

Structure:

- Committee Chair appointed by the Section Chair.
- Committee Chair shall appoint/recruit additional members as needed from the Section general membership.

Meetings:

- Meetings are held as needed.

New Professionals Committee

Purpose:

To provide venues and forums for new food industry professionals to meet and network with their peers to advance their personal and professional goals while increasing active involvement in the Chicago Section IFT.

Duties:

- Actively recruit new professionals within the Committees network to participate in both New Professionals and Chicago Section IFT events.
- Schedule at least one New Professionals event per quarter.
- Represent the New Professionals at Chicago Section IFT events.

Structure:

- The New Professionals Committee is formed of a Chair and 1-3 Committee Members.

Meetings:

- Meetings are held as needed.

Professional Development Committee

Purpose:

To offer a wide variety of activities and services to section members to enhance their professional development throughout different career stages.

Subcommittees include:

- Career Guidance/ Continuing Education
- Employment
- Members-in-Transition

Duties:

- Set up subcommittees as needed to plan and execute special functions under the umbrella of the Professional Development committee.
- Coordinate and guide the activities of the various subcommittees.
- Plan and organize technical meetings covering relevant technical topics and hosted at sponsored venues usually early morning.
- Plan and organize webinars covering relevant technical topics

Structure:

- The Section Chair appoints the Committee Chair who works and coordinates with the Section Business Office and other committees as needed.
- The Professional Development Committee is subdivided into various subcommittees which together constitute the Professional Development committee.
- The Committee Chair appoints and recruits additional members from Section general membership, as needed.

Meetings:

- The Committee will meet as necessary in person, via conference call or web-based conference tools.

Career Guidance / Continuing Education

Professional Development Sub-Committee

Purpose:

To identify, promote, sponsor, and coordinate education and training opportunities of interest to Chicago Section IFT and the Food Science profession.

Duties:

- Explore partnering opportunities with other local, public-related organizations such as universities, high schools, and other professional technical organizations.
- Organize attendance of students at Suppliers' Night and Student Night events
- Chair the IFT Annual Meeting Speaker Room Committee when the annual meeting is in Chicago.

Structure:

- The Professional Development Committee Chair appoints the Subcommittee Chair.
- Subcommittee members are appointed by the Professional Development Committee Chair or the Subcommittee Chair.

Meetings:

- Meetings are held as needed, primarily by telephone or email.

Employment

Professional Development Sub-Committee

Purpose:

To maintain a service whereby contact may be made between prospective employers and Section members seeking employment.

Duties:

- Establish group of several Section members willing to be readily available to receive information about job opportunities from potential employers and about members seeking employment.
- Designate a Coordinator to summarize this information monthly and submit in copy-ready format to the Section Newsletter editors for distribution to all Section members.
- Assure all available potential employer or employee contact information is available to all Employment Subcommittee members so they can all promptly respond to inquiries.
- All listed opportunities should be kept updated as often as it is known these opportunities are filled.

Structure:

- The Professional Development Committee Chair appoints the Subcommittee Chair.
- Subcommittee members are appointed by the Professional Development Committee Chair or the Subcommittee Chair.

Meetings:

- Meetings are held as needed, primarily by telephone or email.

Members-in-Transition

Professional Development Sub-Committee

Purpose:

To serve our Section members who are unemployed, underemployed, and otherwise in transition.

Duties:

- Plan, schedule and conduct educational activities, workshops and/or other events that provide job search skills to Section members.
- Solicit potential speakers/workshop presenters for the committee's activities.
- Prepare marketing materials and announcements for the committee's activities,
- Coordinate the committee's activities with other Chicago Section IFT committees and resources.

Structure:

- The Professional Development Committee Chair appoints the Subcommittee Chair.
- Subcommittee members are appointed by the Professional Development Committee Chair or the Subcommittee Chair.

Meetings:

- Meetings are held as needed, either in-person or by telephone.

Program Committee

Purpose:

To identify topics and speakers for Section monthly meetings.

Handle arrangements and hosting of speakers and coordinate speaker arrangements with House Committee.

Duties:

- Each year, prior to preparing the CSIFT Program, to provide a robust program with dynamic content and prevent repetition; review the rolling Past Speakers List.
- Establish dates for monthly meetings and submit for publication in monthly Newsletter.
- For each meeting, submit for publication in the Newsletter a “content ready” article to include items requested from the speaker: their bio, photo, abstract, title of presentation and a write up of their presentation. After the meeting, prepare a meeting “re-cap” article for the next Newsletter. These articles must be submitted in accordance to the Newsletter Committee guidelines.
- Seek and confirm topics and speakers for all Section monthly meetings during the summer prior to the September meeting.
- Work three (3) months in advance to confirm dinner speakers.
- Handle all arrangements and hosting of monthly meeting speakers (including travel, meeting information, AV equipment needs, preparation of topic summary and brief biography and photograph of speaker for advance publication in Newsletter). Name badge and plaque or certificate awards shall be coordinated with Business Office.
- Work with House Committee in securing venues for all meetings except the September Kick-off, the December Holiday Party, and the May Tanner Lecture.
- Coordinate speaker equipment needs with the House Committee.
- Seek suggestions of Executive Committee Members and/or other Section members for potential speakers and speaker presentation topics.
- Maintain annual Program Committee Meeting List (excel document).
- Maintain and update ongoing Speakers List as a pool of expert speaker’s for use during future Section meetings.
- Utilize IFT Distinguished Lectureship Program (DLP) Speakers as needed.

Structure:

- Committee Chair position is automatically the responsibility of Chair-Elect Officer.
- Committee Chair appoints/recruits additional Section members from general membership.

Meetings:

- Meetings are held as often as needed.

Scholarship Committee

Purpose:

To coordinate all activities related to the soliciting of applications for and the awarding of Section Scholarships to be distributed annually.

Duties:

- Advertise for potential recipients, when appropriate.
- Review applicants and choose recipients.
- Invite recipients to attend the Student Night.
- Request Scholarship Awards from Business Office, when due.
- Provide information for publication on the Section website and in the Section Newsletter.

Structure:

- Committee Chair appointed by the Section Chair.
- Additional Committee members may be appointed/recruited by the Committee Chair.

Meetings:

- As determined by the Committee Chair.

Sergeant-at-Arms *(By-Laws Committee)*

Purpose:

To annually, or as needed, determine that the Section By-Laws are current and, as necessary, develop modifications to the By-Laws for approval by the Section Membership.

Duties:

- Conduct a review of the Section By-Laws during the first quarter of each fiscal year and report to the Executive Committee in December the results of the review and the need for any amendments.
- Should amendments be determined necessary, the Committee shall develop the appropriate changes and submit proposed amendments to the Section Executive Committee by April for review, comment and approval.
- After Executive Committee approval, amendments shall be submitted to the Section membership and copied to the National IFT for approval by May. Note: Due to scheduling of local and national meetings, this process may take more than a year.

Structure:

- Committee Chair appointed by Section Chair
- One or more member(s) with Section experience appointed/recruited by Committee Chair.
- One member new to the Section Committee structure shall be appointed.

Meetings:

- The Committee shall review the By-Laws during the first quarter of each year and meet via phone conference call to determine the adequacy of the Section By-Laws.
- A report should be developed summarizing this meeting and submitted to the Executive Committee at the December meeting.

Suppliers' Night Expo Committee

Purpose:

To coordinate all activities associated with the annual Chicago Section IFT Suppliers' Night EXPO.

The EXPO is held every November.

Subcommittees include:

- Attendee Registration
- Exhibitor Show Guide
- Hospitality / Housing
- Innovation NOW! Forum
- Volunteers

Duties:

- In discussion with the Chicago Section Executive Committee, determine the type and nature of the event and/or events that will make up the annual Section Suppliers' Night EXPO.
- Negotiate and/or review all EXPO contracts and planned expenditures
- Reserve the Suppliers' Night EXPO location one (1) year in advance.
- Determine the appropriate location and venue for the chosen series of events making up the EXPO.
- Prepare an annual budget and provide periodic reports to the Section Executive Committee regarding the proposed financial status of the event.
- Coordinate and review EXPO related mailings, brochures, program, advertisements and other written materials for handling by the Business Office.
- Coordinate efforts for all types of registrations, both prior to the event and during the event.
- Recruit and train sufficient volunteers for EXPO events.
- Set up subcommittees as needed to coordinate, plan, and staff chosen events at Suppliers' Night to help promote the EXPO.
- Promote the EXPO at other organization functions.
- Draft EXPO related articles to be included in press releases, newsletters, and website.
- Prepare and submit final report that includes financials to Executive Committee within two (2) months of Suppliers' Night.
- Assure that all submittals, approvals, permits, etc., needed for the event are obtained on a timely basis

Structure:

- The Section Chair appoints the Section Suppliers' Night Chair or Co-Chairs who work and coordinate with the Section Business Office and any committees as needed.
- Committee Chair(s) appoint/recruit additional members of Committee and Subcommittees from Section general membership, as needed.

Meetings:

- Meetings are held as needed.

Attendee Registration: *SN Expo Sub-Committee*

Purpose:

To coordinate all activities associated with the registration of daily attendees at the Chicago Section IFT Suppliers' Night EXPO.

Duties:

- Coordinate development and mailing of EXPO attendee brochure and related mailings with the Section Business Office.
- Coordinate efforts for attendee registrations, both prior to the event and during the event (e.g., name badges, listing of pre-registered attendees, etc.).
- Develop and implement plans to increase attendance and to encourage participation by all Section members and other Chicago area food companies.
- Provide on-site registration assistance at event.
- In cooperation with the Section's Business Office, provide a summary listing of all daily registrations within thirty (30) days after the event and update mailing lists for the next year.

Structure:

- The Suppliers' Night EXPO Committee Chair appoints the Attendees Subcommittee Chair.
- Subcommittee members are appointed by the Section Suppliers' Night EXPO Chair and the Attendee Registration Subcommittee Chair.

Meetings:

Meetings are held as needed.

Exhibitor: *SN Expo Sub-Committee*

Purpose:

To coordinate all activities associated with the Exhibitors for the Chicago Section IFT Suppliers' Night Expo.

Duties:

- Coordinate and review Suppliers' Night EXPO exhibitor related mailings, brochures, programs, advertisements and other written materials with the Section's Business Office.
- Coordinate efforts for exhibitor registration, both prior to the event and during the event, with the Section's Business Office.
- Develop and implement plans to increase exhibitor participation to maximize the use of available exhibitor floor space.
- Coordinate floor layout with the Convention Center and the Section's Business Office.
- Provide on-site assistance on the day of the event to help with move-in of the exhibitors, and to handle space reservations for the next year.
- Coordinate efforts for exhibitor sponsorships including the Exhibitor Guide
- Prepare a summary report that includes a listing of the exhibitors and the number of spaces purchased for the event as part of the financial summary report.

Structure:

- The Suppliers' Night EXPO Chair appoints the Exhibitor Subcommittee Chair.
- Subcommittee members are appointed by the Suppliers' Night EXPO Chair and the Exhibitor Subcommittee Chair.

Meetings:

Meetings are held as needed.

Hospitality/Housing: *SN Expo Sub-Committee*

Purpose:

To serve as local lodging and entertainment coordinators for annual Chicago Section IFT Suppliers' Night Expo.

Duties:

- Research, negotiate, and secure convenient and economical lodging accommodations for Chicago Section IFT Suppliers' Night convention attendees and exhibitors.
- Solicit local dining and entertainment venues for incentives or discounts to Supplier s' Night attendees and exhibitors
- Coordinate food and beverage choices (cocktail hour, drink stations/bar, etc.) with the convention center in compliance with annual budget and collective decisions of supplier night committee.
- To share information with Newsletter and Program Committees to be communicated with Chicago Section IFT members, potential exhibitors and attendees.

Structure:

- One or two Committee volunteers appointed by Section Chair
- Committee chair appoints/recruits additional members as needed

Meetings:

- Conference calls held as needed.

Innovation NOW! Forum: *SN Expo Sub-Committee*

Purpose:

To manage the education component of the annual Chicago Section IFT Suppliers' Night Expo.

Duties:

- Determine a theme for the Forum.
- Solicit potential speakers for the Forum.
- Review applications and choose the speakers for the Forum based on the selection criteria.
- Communicate with those selected to present as needed.
- Coordinate the day of the Forum activities.
- Conduct review of Forum day activities.

Structure:

- One Committee Chair appointed by Chair of Suppliers' Night Expo
- Committee chair appoints/recruits additional members as needed

Meetings:

- Conference calls held as needed.

Volunteers: *SN Expo Sub-Committee*

Purpose:

To recruit Section member volunteers to assist during the Suppliers' Night EXPO.

Duties:

- Recruit Section members as volunteer staff to assist Suppliers' Night EXPO Committees and Subcommittees in their varied activities (e.g., attendee registration, exhibitor pre-registration, etc.).
- Thank all member volunteers for their time and efforts.
- Report to Suppliers' Night EXPO Chair on estimated volunteer needs for next year.

Structure:

- The Suppliers' Night EXPO Chair appoints the Volunteers Subcommittee Chair.
- Both Chairs may appoint/recruit additional members, if needed.

Meetings:

Meetings are held as needed

Tanner Lectureship Committee

Purpose:

To select qualified nominations for the annual Tanner Lectureship, and to select and promote the award recipient for the May meeting.

Duties:

- Promote solicitation of qualified nominations for Tanner Lectureship Award recipient, starting in October-December.
- Select award winner by March 1st .
- Obtain needed bibliography and summary of topic to be presented.
- Promote event on Section's website and in Section's monthly Newsletter.
- Coordinate with Section's Business Office to prepare award payment, engraved plaque, and printed program brochures.
- Coordinate with House Committee to select appropriate venue and to plan menu and reception hors d'oeuvres.
- Host the speaker before and during Tanner Lecture event at Section's May monthly meeting event, including introduction of speaker.
- Host a Tanner luncheon on the day of the event, including Tanner Awardee and Tanner Committee members.
- Submit final expense report to the Section's Business Office to reimburse all expenses incurred during the event.

Structure:

- Committee Chair appointed by Section Chair.
- Committee Chair appoints/recruits additional Committee members from Section general membership.

Meetings:

Meetings are held as needed.

Section Budgeting

1. As the budget is developed during the early fall Executive Committee meetings each year, there should be a goal of “reducing costs for the Section” as a minimum for most Section events. Fortunately, two major events (Suppliers’ Night and Golf Outing) and Annual Section Dues provide a net income. Each event should be reviewed during the Budget Review process to determine if appropriate fees are being charged.
2. The budget shall be developed in accordance with the following schedule:
 - Initial request for budget information in August.
 - Submission of requests to Treasurer by September.
 - Treasurer submits draft budget to Executive Committee in October.
 - Approval by Executive Committee in November.

Committee Accountability

Chairs of each Committee shall have budgeting responsibility and accountability for each event.

Each chair should be responsible for:

- Developing the event budget for the following year with adequate detail.
- Calculating the net profit or loss for the event.
- Informing the incoming Chair of the budget and expectations for the event.
- Presenting significant changes (like adjustment of fees) to the Executive Committee.
- Providing a financial summary of any event activity

Insurance Issues

The Section's Business Office has Bond/Honesty Insurance. Minor accidents and insurance claims are covered through blanket coverage from the National IFT.

Insurance information is available upon request, with authorization from the Section Chair.

Rules Governing Sections of IFT

Information related to Rules Governing IFT Sections is available from the IFT office in Chicago, Illinois.

Section Boundaries

Membership in the Chicago Section IFT, as recognized by the parent organization, IFT, is restricted to the boundaries of Illinois postal zip codes 600-619, 623, 625-627, 463, and 464. However, the Chicago Section IFT accepts local membership from any interested person from any other location who pays a full Member's annual dues.

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A: Section Officers & Executive Committee Members

2012-2013 Chicago Section IFT Officers

Chair	Vijay Arora	Kraft Foods	847-646-5146	varora@kraftfoods.com
Chair-Elect	John Chambers	DMH Ingredients	847-742-3031	jchambers@dmhingredients.com
Past Chair	Uwe Nienaber	Kraft Foods	847-646-4623	uwe.nienaber@kraftfoods.com
Treasurer	John Smith	Cantalier	847-651-1474	jsmith@cantaleir.com
Secretary	Sanford Wolgel	Consultant	846-512-9427	swolgel@aol.com

Executive Committee Members

Name	Company	Phone	Email	Term Expires
William Becht	Dempsey Corp	630-322-9622	bill@dempseycorporation.com	8/31/2014
John Budin	Silliker Corporation	312-938-5261	john.budin@silliker.com	8/31/2013
Mike Carson	Van Hees Ingredients	847-909-8100	mcarson@vanheesinc.com	8/31/2015
Laura Colby	Kraft Foods	847-646-3293	laura.colby@kraftfoods.com	8/31/2014
Laura Gray	Winona Foods	920-593-6184	lgray@winonafoods.com	8/31/2015
Matt Hutchinson	Morton Salt	847-783-5146	mhutchinson@mortonsalt.com	8/31/2013
Ann Johnson	Great Kitchens	815-306-7182	ajohnson@gkitchens.com	8/31/2014
Jan Miller	IDF	262-3528250	jmiller@idf.com	8/31/2013
Sue Monckton	Consultant	630-784-0708	smonck10@gmail.com	8/31/2014
Linda Perucca	Kraft Foods	847-646-3821	lperucca@kraftfoods.com	8/31/2014
Manaj Shah	Consultant	847-245-7228	ms0680@gmail.com	8/31/2015
Timothy Stubbs	Sara Lee	847-682-4667	timothy.stubbs@saralee.com	8/31/2015

B: Section Committee Chairs

Committee	Name	Company	Telephone	Email
Auditing	Thomas Gush	Alfred L. Wolff, Inc.	630-365-9649	thomasgush@earthlink.net
Awards/ Nominating	Uwe Nienaber	Kraft Foods	847-646-4623	Uwe.nienaber@kraftfoods.com
Finance	Luci Landberg Maass	Emeritus	630-655-0338	ocmerf@yahoo.com
Golf Outing	Mike Hosler	Mission Flavors	630-941-8554	michael.hosler@missionflavors.com
	John Fenstermacher	Dairiconcepts	847-426-2972	jfenstermacher@dairiconcepts.com
Historian	Dean Duxbury	Emeritus	630-834-5256	dux1@sbcglobal.net
Hospitality	Keith Schafer	Barilla	224-238-3125	keithmman1@hotmail.com
Host Section Activities	Linda Perucca	Kraft Foods	847-646-3821	lperucca@kraftfoods.com
House	Matt Hutchinson	Morton Salt	847-783-5146	mhutchinson@mortonsalt.com
Long-Range Plan	Jerry Bard	Emeritus	847-821-1267	geraldbd@comcast.net
Marketing	Bill Becht	Dempsey Corp.	630-322-9622	bill@dempseycorporation.com
Membership	Laura Colby	Kraft Foods	847-646-3293	Laura.colby@kraftfoods.com
New Profes- sionals	Mike Carson	Van Hees Ingredi- ents, Inc.	847-909-8100	mcarson@vanheesinc.com
Professional Development	Vacant			
Program	John Chambers	DMH Ingredients	224-523-6367	jchambers@dmhingredients.com
Scholarship	John Budin	Silliker	312-938-5261	john.budin@silliker.com
Suppliers' Night	Jim Anderson	Caravan Ingredi- ents	708-579-5050	janderson@caravaningredients.com
Tanner	Zuoxing Zheng	Kraft Foods	847-646-3388	zzheng@kraftfoods.com
Sergeant-at- Arms	Laura Colby	Kraft Foods	847-646-3293	laura.colby@kraftfoods.com

C: Past Chicago Section Chairs

1941	Ellery H. Harvey	1976	Gerald Cooper
1942	G. Victor Hallman	1977	William Klinker
1943	Milton E. Parker	1978	Charles Beck
1944	Milton L. Laing	1979	Roy Hiavacek
1945	John T. Knowles	1980	Charles Radanovics
1946	Roger V. Wilson	1981	Thomas Topalis
1947	C.C. Ziegler	1982	Luci Landberg
1948	E.S. Stateler	1983	Charles Bates
1949	Charles L. Smith	1984	Leah Lyon
1950	Rohland A. Isker	1985	Donald Davies
1951	Berton S. Dark	1986	Rudolph Ellinger
1952	Virgil O. Wodicka	1987	Louis J. Bianco
1953	George E. Brissey	1988	David M. Strietelmeier
1954	Stan F. Brockington	1989	Fred Maass
1955	John M. Jackson	1990	Deborah Becker
1956	William J. Mutschler	1991	Hank Warmbier
1957	Clarence K. Wiseman	1992	Dean Duxbury
1958	Clifford F. Evers	1993	Mary O'Connor
1959	George W. Beach	1994	Patrick Sullivan
1960	Herbert E. Robinson	1995	Robert Dean
1961	Dorothy Ann Huber	1996	Art Siedler
1962	Louis G. Buettner	1997	Linda Kragt
1963	Bruce Morgan	1998	Donna Gorski Berry
1964	Gale Ammerman	1999	Erica Reiner
1965	James Albrecht	2000	Norman Singer
1966	Richard D. Trelease	2001	David LeVally
1967	William A. Brittin	2002	Linda Perucca
1968	C. Richard Myers	2003	Sue Monckton
1969	Joseph W. Hanley	2004	Joe Stout
1970	John Murphy	2005	Tricia Giron
1971	Eric Engel	2006	Matt Hutchinson
1972	Richard Schranz	2007	Dan Best
1973	Robert Meidel	2008	Anna Lovis
1974	F. Glen Connick	2009	Diane Dawson
1975	James Vetter	2010	Pamela Vaillancourt
		2011	Uwe Nienaber

D: Past Section Award Winners

D1: Chicago Section IFT Chair's Achievement Award

Purpose: To recognize an outstanding achievement in Food Science by honoring the person or persons responsible; offered every other year.

Eligibility: Chicago Section Members only.

Award: The award shall consist of a \$250 honorarium, an inscribed plaque, and expenses of the awardee to the meeting at which the award is presented.

Deadline for receipt to the immediate past Chairman is not later than March 30th.

Past Awardees

1975	Arnold W. Johnson
1979	Arthur J. Siedler
1986	William A. Golomski
1988	John W. Erdman
1992	George Inglett
1994	Lou Bianco
1996	Norman Singer
1998	George Muck
2000	James R. Schultz
2002	Charles Sizer
2004	Hans Blaschek
2006	Barbara Klein
2008	Vijay Arora
2010	Shelly J. Schmidt
2012	Richard Mateles

D: Past Section Award Winners

D2: Ellery H. Harvey Service Award

(Formerly Chicago Section IFT Chairman's Service Award)

PURPOSE: To recognize an outstanding CSIFT Member who has distinguished himself or herself in the service of the Chicago Section IFT; presented every year.

ELIGIBILITY: Chicago Section Members only, excluding jury and elected officers for the year.

AWARD: The award shall consist of a \$200 honorarium, a scroll and expense of the Awardee to the meeting at which the award is presented.

Deadline for receipt to the immediate past Chairman will not be later than March 30.

AWARDEES

1975 Elwood F. Caldwell
1976 Dorothy Ann Huber
1977 Robert E. Taylor
1978 Donald L. Davies
1979 James A. Freck
1980 Luci Landberg
1981 Stan Tolin
1982 Byron Shinn
1983 Joachim Staackmann
1984 Charles Radanovics
1985 F. Glenn Connick
1988 Ralph S. Wirebaugh
1989 Gerald Cooper
1990 Dean Duxbury
1991 Linda Kragt
1992 David Strietelmeier
1994 Charles Lourich
1995 Joseph Stout
1996 William Klinker
1997 David LeVally
1998 Fred Maass
1999 Krista Ruhnke
2000 Kristine Campbell
2002 Pat Sullivan
2003 Joy Engels
2004 Tricia Giron
2005 Linda Perucca
2006 Susan Monckton
2007 Mona Reinhard
2008 David Mehnert
2009 Matthew Hutchinson
2010 Daniel Best
2011 Anna Lovis & Atul Khare
2012 Jan Miller

D: Past Section Award Winners

D3: The Nicholas Appert Award

1942 William V. Cruess	1977 Richard L. Hall
1943 Samuel C. Prescott	1978 Jasper Guy Woodroof
1944 C.E. Browne	1979 F.J. Francis
1945 A.W. Bitting	1980 Evan F. Binkerd
1946 C.H. Bailey	1981 Bernard S. Schweigert
1947 C.Olin Ball	1982 Clinton O.Chichester
1948 C.A. Elvehjem	1983 S.S. Chang
1949 Roy C. Newton	1984 John Powers
1950 Thomas M. Rector	1985 Alina S. Szczesniak
1951 A.E. Stevenson	1986 Marcus Karel
1952 Edward M. Chace	1987 Elmer H. Marth
1953 Victor Conquest	1988 Owen Fennema
1954 Charles N. Frey	1989 Fergus Clydesdale
1955 Charles G. King	1990 Myron Solberg
1956 Bernard E. Proctor	1991 Raymond J. Moshy
1957 Emil M. Mrak	1992 Irving J.Pflug
1958 William F. Geddes	1993 Wilbur A. Gould
1959 Berton S. Clark	1994 Roy L. Whistler
1960 Ernest H. Wiegand	1995 Philip E. Nelson
1961 Helmut C. Diehl	1996 Michael P. Doyle
1962 Arnold Kent Balls	1997 Rudolph Heiss
1963 Kari F. Meyer	1998 Theodore P. Labuza
1964 Gail M. Dack	1999 Robert G. Cassens
1965 Harold W. Schultz	2000 Aaron L. Brody
1966 Maynard A. Joslyn	2001 Adolph S. Clausi
1967 Michael J. Copley	2002 Daniel F. Farkas
1968 Donald K. Tressler	2003 Dietrich Knorr
1969 Edwin M. Foster	2004 Larry Beuchatr
1970 Samuel A. Goldblith	2005 Gustavo V. Barbosa-Canovas
1971 Reid T. Milner	2006 George E. Inglett
1972 John C. Ayres	2007 Todd R. Klaenhammer
1973 Hans Lineweaver	2008 Gilbert A. Leveille
1974 George F. Stewart	2009 Darrel Lund
1975 Ernest J. Briskey	2010 R. Paul Singh
1976 Amihud Kramer	2011 Malcolm Bourne
	2012 Casimir Akoh

D: Past Section Award Winners

D4: Past Fred W. Tanner Lectureship Awardees

- 1963 B.S. Platt, Ph.D., Ch.B., Dir., Human Nutrition Research, Medical Research Council, Mill Hill, London.
- 1964 John Kuprianoff, Sc.D., Dir., Federal Institute for Food Preservation. Karlsruhe Germany.
- 1965 Lloyd Beidler. Ph.D., Professor of Biophysics at Florida State Univ., Tallahassee, FL.
- 1966 S.M. Partridge, Ph.D., Head, Department of Protein Chemistry, Meat Research Institute, Cambridge, England.
- 1967 Frederick J. Stare, M.D., Ph.D., Chairman, Department of Nutrition, Harvard School of Public Health, Boston, MA.
- 1968 Fred S. Thatcher, Ph.D., Chief, Division of Microbiology Research Laboratories. Food & Drug Directorate, Ottawa, Ontario, Canada.
- 1969 Emil M. Mrak, Ph.D., Chancellor, University of California, Davis, CA.
- 1970 Morley R. Kare, Ph.D., Professor of Physiology and Director of the Monell Chemical Senses Center, University of Pennsylvania, Philadelphia, PA.
- 1971 James R. Vickery, Ph.D., Commonwealth Scientific and Industrial Research Organization, Division of Food Preservation, Australia (retired).
- 1972 E.M. Foster, Ph.D., Director, Food Research Institute and Professor of Bacteriology, University of Wisconsin, Madison, WI.
- 1973 Calvin A. Lang, Sc.D., Director, Biological Aging Program and Professor of Biochemistry, University of Louisville School of Medicine, Louisville, KY.
- 1974 Rose Marie Pangborn, M.S., Prof. Food Science & Technology, Univ. of California, Davis.
- 1975 Jean Mayer, Ph.D., Sc.D., Professor of Nutrition, Department of Nutrition, Harvard School of Public Health, Boston, MA.
- 1976 Steven R. Tannebaum, Ph.D., Professor of Food Chemistry, Massachusetts Institute of Technology, Cambridge, MA.
- 1977 Alexander M. Schmidt, M.D., Vice Chancellor for Health Services, University of Illinois Medical Center, Chicago, IL.
- 1978 Aaron M. Altschul, P.D., Professor and Head, Department of Community Medicine and Internal Health, Georgetown University School of Medicine, Washington, D.C.
- 1979 Thomas Jukes, Ph.D., Professor, Medical Physics, Univ. of California, Berkeley, CA.
- 1980 Sylvan H. Wittwer, Ph.D., Director of the Agricultural Experiment Station, Michigan State University, East Lansing, MI.
- 1981 L.J. Filer, Jr., M.D., Ph.D., Professor in Pediatrics, University of Iowa. Iowa City IA.
- 1982 Walter Mertz, M.D., Director of Beltsville Human Nutrition Research Center, U.S. Dept. of Agriculture, Beltsville, MD.
- 1983 David Kritchevsky, Ph.D., Associate Director, The Wistar Institute, Philadelphia PA.
- 1984 David A. McCarron, M.D., Director, Hypertension Program, Oregon Health Sciences University, Portland OR.
- 1985 Fergus M. Clydesdale, Ph.D., Professor of Food Science and Nutrition, University of Massachusetts, Amherst MA.
- 1986 Michael Doyle, Ph.D., Asst. Professor, Food Research Institute, Univ. of Wisconsin, Madison, WI.
- 1987 Richard Hall, Ph.D., VP Science and Technology, McCormick & Co., Hunt Valley, MD.
- 1988 Douglas L. Archer, Ph.D., Director, Division of Microbiology, U.S. Food & Drug Administration, Washington, DC.
- 1989 Gilbert Leveille, Ph.D., VP. Research & Technology, Nabisco Brands, East Hanover, NJ.
- 1990 Alina S. Szczesniak, Sc.D., former Principal Scientist, General Foods Corporation.
- 1991 John E. Kinsella, Ph.D., Dean of the College of Agricultural & Environmental Sciences, University of California, Davis.
- 1992 Marcus Karel, Ph.D., Professor of Food Science, Rutgers - The State University.
- 1993 Susan Schiffman, Ph.D., Professor of Medical Psychology, Duke University, Durham NC.
- 1994 Roy L. Whistler, Ph.D., D.Sc., Hillenbrand Distinguished Professor of Biochemistry Emeritus, Purdue University, West Lafayette, IN.

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- 1995 Owen Fennema, Ph.D., Professor of Food Chemistry, Univ. of Wisconsin, Madison, WI.
 - 1996 Robert T. Fraley, Ph.D., President, Ceregen Unit of Monsanto Co.
 - 1997 Alan W. Holmes, Ph.D., O.B.E., Scientific Editor, European Food and Drink Review.
 - 1998 Arthur I. Morgan, Jr., Ph.D., U.S. Agricultural Research Service, Philadelphia, PA.
 - 1999 Philip Nelson, Ph.D., Dir., Food Sciences Institute & Head of Food Science Dept., Purdue University.
 - 2000 Gary K. Beauchamp, Ph.D., Dir., Monell Chemical Senses Center, University of Pennsylvania.
 - 2001 Milos Kalab, Ph.D., Southern Crop Protection and Food Research Centre, Guelph, Ontario, Canada.
 - 2002 Samuel Palumbo, Ph.D., Research Microbiologist, USDA, Eastern Regional Research Center.
 - 2003 Terry E. Acree, Ph.D., Professor, Cornell University.
 - 2004 Dr. Louise Slade & Dr. Harry Levine, Kraft Foods Fellows, Kraft Foods, East Hanover, NJ.
 - 2005 Donald B. Thompson, Professor of Food Science, Pennsylvania State University.
 - 2006 Beverley J. Kroll, M.A., Chairman, Board of Trustees, Peryam & Kroll Research Corporation, Chicago, Illinois.
 - 2007 Theodore Labuza, Ph.D., Department of Food Science, University of Minnesota.
 - 2008 Todd R. Klaenhammer, Distinguished Professor of Food Science, Dept. of Microbiology and Genetics, North Carolina State University.
 - 2009 Larry R. Beuchat, Ph.D., Distinguished Research Professor, Center for Food Safety, University of Georgia, Griffin, GA.
 - 2010 Steven J. Schwartz, Ph.D., Professor of Food Science & Technology, Ohio State University, Columbus, OH
 - 2011 Gary List, Ph.D., President of G.R. List Consulting , retired Lead Scientist from the U.S. Department of Agriculture
 - 2012 Richard W. Hartel, Ph.D., Professor of Food Engineering, University of Wisconsin-Madison

E: Chicago Section IFT By-Laws

**BY-LAWS of the
CHICAGO REGIONAL SECTION,
INSTITUTE OF FOOD TECHNOLOGISTS**

Chartered January 21, 1941

Revised April 2011

Article I—Name, Headquarters and Territory

Section 1. Name

The name of this organization shall be the Chicago Section, a subsidiary organization of the Institute of Food Technologists. Hereinafter, these shall be referred to as "SECTION" and "INSTITUTE", respectively. The Chicago SECTION shall be incorporated under the "general Not for Profit Corporation Act" of the State of Illinois. In the event of any conflict between the By-Laws of this SECTION and the Constitution and By-Laws of the INSTITUTE, the latter shall prevail.

Section 2. Headquarters and Territory

The headquarters of the Chicago SECTION of the INSTITUTE shall be located within the greater Metropolitan area of Chicago and the SECTION geographical boundaries. The territory of the SECTION shall include the following postal zip codes first three (3) digits: 600-619, 623, 625-627, 463, and 464.

Section 3. Governance

The SECTION shall be governed by five (5) officers and twelve (12) elected representatives, termed "Executive Committee Members".

Section 4. Goals of the SECTION

The Goals of the SECTION shall be:

- a. The advancement of the profession of food technology and the maintenance of high professional standards among its members.
- b. The formation of closer professional and personal relations among the members.
- c. The furtherance of the aims and purposes of the INSTITUTE.
- d. The promotion of cordial and helpful relations with the faculties and students of nearby institutions giving courses in Food Technology.

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Article II – Obligations to the INSTITUTE

Section 1.

Activities of the SECTION and its members are subject to the provisions of the INSTITUTE Constitution and By-Laws.

Section 2.

The SECTION shall not have the authority to act for or in the name of the INSTITUTE, and shall not incur any financial obligations in the name of the INSTITUTE except when authorized by the INSTITUTE.

Article III—Membership

Section 1. Membership Categories

- a. Chicago SECTION Member - any member of the Chicago SECTION employed in a food-related occupation in commerce, academia or government that is registered and in good standing with the SECTION.
- b. Chicago SECTION Emeritus Member - any member of the INSTITUTE or SECTION that is officially retired from a food-related occupation in commerce, academia or government.
- c. Chicago SECTION Student Member - any full-time student pursuing a course of study relating to a food-related occupation in commerce, academia or government

Section 2. Limitations

The number of Chicago SECTION members not also belonging to the INSTITUTE, shall be limited to twenty-five percent (25%) of the total membership of the SECTION as provided for in the Constitution of the INSTITUTE, unless approved on a contingency basis by the Executive Committee.

Section 3. Dues

All members, except Emeritus members, must pay SECTION dues in accordance with Article IV, Section 1

Article IV – Income and Disbursements

Section 1. Dues Structure

- a. The SECTION Executive Committee shall establish and approve the dues structure in the year preceding that in which the dues are to become effective.
- b. Dues for Chicago SECTION Student members shall be half of those for SECTION Members.
- c. Emeritus Members shall be exempt from paying SECTION dues.
- d. Changes to the annual dues structure for the membership categories shall be approved by a two-thirds (2/3) vote of the SECTION Executive Committee. After Executive Committee approval, dues changes are then subject to ratification by a majority of the SECTION members present at the succeeding month's regularly scheduled business meeting of the Chicago SECTION.

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Section 2. Surplus Funds

Unless otherwise specified, any surplus funds in excess of normal operating requirements, plus a reasonable reserve approved by the Executive Committee shall be used at the discretion of the Executive Committee to further the goals of the SECTION as outlined in Article I, Section 4.

Section 3. Other Income Sources

- a. The "Fred W. Tanner Memorial Lectureship Capital Fund" (Tanner Capital Fund) shall be established to award outstanding scientific advancement in the food science area. This fund may consist of federally insured checking or savings account bank deposits, federally insured certificates of deposit, fully registered bonds or other obligations of the US government or an instrumentality thereof, fully registered corporate bonds rated A or better by Moody's and/or any combination of the foregoing. No capital withdrawals may be made from this fund for any purpose whatsoever, but the distribution of investments within the fund may be altered from time to time upon vote of the Executive Committee. The Finance Committee shall at all times be aware of the composition and the value of the fund and shall advise the Executive Committee in connection with it. Capital additions to the fund may be made by vote of the Executive Committee.
- b. The "Fred W. Tanner Memorial Lectureship Operating Fund" (Tanner Operating Fund) shall be established. All interest or investment income arising from the Tanner Capital Fund shall be paid into the Tanner Operating Fund. The balance in this fund shall be held in the form of federally insured checking or savings account bank deposits. The entire amount in the fund shall be available for expenses connected with the Tanner Lectureship each year subject to approval by the Executive Committee. In case that the amount in this fund should exceed three thousand dollars (\$3,000), payments may be made from it for purposes other than the Tanner Lectureship provided that the balance is not thereby reduced below three thousand dollars (\$3,000). Payments for other purposes shall be made only by majority vote of the Executive Committee. In case that interest or investment income from the Tanner Capital Fund is insufficient to replenish the Tanner Operating Fund, funds from CSIFT's general operating fund may be deposited into the Tanner Operating Fund by majority vote of the Executive Committee.
- c. The "Chicago Section IFT Student Scholarship Investment Fund" (Scholarship Investment Fund) shall be established to award scholarships in food science and related fields. This fund may consist of federally insured checking or savings account bank deposits, federally insured certificates of deposit, fully registered bonds or other obligations of the US government or an instrumentality thereof, fully registered corporate bonds rated A or better by Moody's, or any combination of the foregoing. No capital withdrawals may be made from this fund for any purpose whatsoever, but the distribution of investments within the fund may be altered from time to time upon vote of the Executive Committee. The Finance Committee shall at all times be aware of the composition and the value of the fund and shall advise the Executive Committee in connection with it. Capital additions to the fund may be made by vote of the Executive Committee.
- d. The "Chicago Section IFT Student Scholarship Operating Fund" (Scholarship Operating Fund) shall be established. All interest or investment income arising from the Scholarship Investment Fund shall be paid into the Scholarship Operating Fund. The balance in this fund shall be held in the form of federally insured checking or savings account bank deposits. The entire amount in the fund shall be available for distribution and administration as scholarships to full-time students within the SECTION boundaries, majoring in Food Science as a first choice or to a suitable alternate candidate. The scholarships administered must be approved by a majority vote of the Executive Committee. In case that interest or investment income from the Scholarship Investment Fund is insufficient to replenish the Scholarship Operating Fund, funds from CSIFT's general operating fund may be deposited into the Scholarship Operating Fund by majority vote of the Executive Committee.
- e. All excess or unused income from these funds shall be reinvested within the specific funds from which they are so derived.

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Section 4. Disbursement

Any disbursement in excess of the sum of one thousand dollars (\$1,000) must have two authorized signatures, with such signature authority to be determined by the Executive Committee.

Article V—Officers and Other Elected Representatives

Section 1. Officers

The officers of the SECTION shall be: Chair, Chair-Elect, Past-Chair, Secretary, and Treasurer. The officers shall be responsible for administering and executing the activities of the SECTION within the framework of the policies established by the SECTION Executive Committee, and as defined in the By-Laws.

Section 2. Executive Committee Members

In addition to the officers, the Executive Committee shall consist of twelve (12) elected Executive Committee Members and may include Student Members.

Section 3. Eligibility

- a. The Chair, Chair-Elect, Past Chair, Secretary, Treasurer, and Executive Committee Members must be Members of the SECTION and also Members of the INSTITUTE.
- b. No individual may hold more than one (1) elected position at a time.
- c. SECTION Executive Committee Members mailing addresses on file at the INSTITUTE must be within the SECTION zip code areas unless approved by the Executive Committee.

Section 4. Terms of Office

- a. The terms of the SECTION Officers shall be one year beginning on September 1 following the election, or until their successors qualify.
- b. The terms of the twelve (12) SECTION Executive Committee Members shall be three (3) years, with four (4) elected each year.
- c. The Chair, Chair-Elect, and Past Chair shall be limited to one (1) full term in that office.
- d. The Secretary shall be limited to three (3) consecutive terms in that office. The Treasurer's term in office is determined by the Executive Committee.

Section 6. Duties

- a. **The Chair shall be the Executive Officer of the SECTION. The Chair shall:**
 - (1) preside at all meetings of the SECTION and the SECTION Executive Committee.
 - (2) appoint, with the approval of the SECTION Executive Committee, all committees, designate the Chair of each, and fill any vacancies occurring therein.
 - (3) perform other duties which are associated with the office of Chair as assigned in these By-Laws or by the SECTION Executive Committee.

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b. The Chair-Elect shall:

- (1) perform such other duties as the Chair may delegate.
- (2) be responsible for developing the monthly meeting program.
- (3) perform the duties of the Chair in the event of the Chair and Past-Chair's absence.
- (4) succeed immediately to the office of Chair in the event of the Chair's resignation, disability or death.
- (5) succeed automatically to the office of Chair at the expiration of their terms of office.

c. The Past-Chair shall:

- (1) serve as Chair of the Nominating Committee.
- (2) perform such other duties as the Chair may delegate.
- (3) preside at Executive Committee meetings in the event of the temporary absence of the Chair

d. The Secretary shall:

- (1) keep a record of the proceedings of the SECTION.
- (2) record and distribute the minutes of the meetings of the SECTION Executive Committee.
- (3) notify the Director of Field Services of the INSTITUTE of the results of the election of new officers and Executive Committee Members by April 1.
- (4) forward approved amendments of these By-Laws to the Director of Field Services of the INSTITUTE.
- (5) provide the Director of Field Services of the INSTITUTE with an up-to-date copy of the By-Laws of the SECTION when amendments are made.
- (6) serve as official liaison between the SECTION and the INSTITUTE in all administrative matters.
- (7) prepare an Annual Report of the SECTION activities on forms supplied by the INSTITUTE and submit this report to the Director of Field Services of the INSTITUTE by July 15 each year.
- (8) preside at Executive Committee meetings in the event of the temporary absence of the Chair, Past Chair, Chair-Elect and Treasurer.

e. The Treasurer shall:

- (1) have charge of all funds of the SECTION which shall be deposited in an account(s) approved by the SECTION Executive Committee. Withdrawal from these funds may be made over the signature of the Treasurer or other designated SECTION member(s) as approved by the Executive Committee in compliance with Article IV, Section 4.
- (2) collect all monies due the SECTION including membership dues and monies collected at SECTION meetings with assistance of the Business Office.

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- (3) make all disbursements as approved by the SECTION Executive Committee with assistance of the Business Office. Copies of all bills and receipts for disbursements should be maintained by the Business Office for the Treasurer.
- (4) submit a report of all financial transactions and the financial condition of the SECTION to the members of the SECTION Executive Committee at each meeting of the SECTION Executive Committee.
- (5) submit such reports to the members as the Executive Committee may deem necessary for their information.
- (6) obtain a fidelity bond, when required.
- (7) prepare an Annual Financial Report and turn it and the records over to the Finance Committee upon completion of the governance year.
- (8) assure that the proper paperwork has been completed, including bank resolutions and signature cards, when new officers take office. Annually file Form 990 with the Internal Revenue Service within five and one-half (5 1/2) months after the end of the SECTION's fiscal year end. If the SECTION's annual income is less than twenty-five thousand dollars (\$25,000) Form 990 should still be filed; however, only the first paragraph needs to be completed.
- (9) File the required Annual State Not-for-Profit reports as applicable.
- (10) ensure that sufficient funds be carried forward each year as operating funds for the new fiscal year.
- (11) within sixty (60) days after the close of the fiscal year, submit a financial report to the INSTITUTE on forms provided by the Director of Field Services.
- (12) preside at Executive Committee meetings in event of the temporary absence of the Chair, Past-Chair and Chair-Elect.

f. The Executive Committee Members shall:

- (1) serve as a member of the SECTION Executive Committee.
- (2) establish and maintain an understanding of membership views and concerns through active and continuous participation in meetings of the SECTION.
- (3) perform other duties assigned by the SECTION Chair.

Section 7. Limitation of Liability

No SECTION Executive Committee member or officer shall be liable for damages resulting from the exercise of judgment or discretion in connection with the duties or responsibilities of their office except as dictated by law.

Section 8. General Not for Profit

For the purposes of complying with the "General Not For Profit Corporation Act" of the State of Illinois, the Chair of the SECTION shall be known as the President of the Corporation, the Chair-Elect as the Vice-President, and the Executive Committee as the Board of Directors. The Board of Directors shall appoint a "Registered Agent" as required by the Act.

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Article VI - SECTION Executive Committee

Section 1. Composition

The SECTION Executive Committee shall be comprised of the officers of the SECTION, The Chair, Chair-Elect, Past Chair, Secretary, and Treasurer, and Executive Committee Members. Committee Chairs should be invited to attend meetings of the SECTION Executive Committee.

Section 2. Duties

The SECTION Executive Committee shall:

- a. establish the policies and develop the activities necessary to meet the goals of the SECTION.
- b. develop and approve an Annual Budget based on its planned program of activities for the year.
- c. fill any vacancy occurring among the officers or its own membership for the balance of the governance year, except for the office of Chair.

Section 3. Meetings

The SECTION Executive Committee may schedule meetings prior to each SECTION meeting, but must schedule a minimum of five (5) Executive Committee meetings annually. Additional meetings may be held upon call of the Chair, or by three (3) other members of the committee, with adequate notice.

Section 4. Quorum

A quorum of the SECTION Executive Committee shall be not less than fifty percent (50%) of the voting members. In the event that a quorum is not present at a meeting, any motion passed during an Executive Committee meeting may be overridden by a vote of a full-quorum during the month succeeding such vote.

Section 5. Non-performance

The SECTION Executive Committee may ask an Officer or Committee Chair to resign if that person is not properly or adequately conducting the duties of the position for four (4) months. In addition, the SECTION Executive Committee may ask an Executive Committee Member to resign if that person misses more than four (4) SECTION Executive Committee meetings in one year. A two-thirds (2/3) vote of the SECTION Executive Committee is required to follow through on a charge of non-performance. The SECTION Executive Committee shall then fill any vacancies created by these actions. The individual may request the SECTION Executive Committee to appoint an *ad hoc* Appeals Committee to review the case and bring it before the general membership for consideration.

Section 6. Vacancies

Any vacancy occurring on the SECTION Executive Committee shall be filled by appointment of the SECTION Executive Committee. A SECTION Executive Committee member or officer appointed to fill a vacancy in a temporary capacity by the

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SECTION Executive Committee shall serve for the un-expired term of their predecessor. In the event that both the Chair and Chair-Elect position become vacant, the Executive Committee will choose one of its own qualified members to serve as Chair for the balance of the term of office. The Executive Committee will fill all other vacancies with qualified members.

Section 7. Candidates for Treasurer

The Executive Committee shall request the Nominating Committee to submit the names of qualified candidates to be considered for the position of Treasurer. The Executive Committee, after due consideration, shall approve the appointment, or shall request alternate candidates to be appointed.

Article VII - Committees

Section 1. Overview

The SECTION Executive Committee may establish committees as needed to conduct the activities of the SECTION. The Chair of these committees, except as otherwise provided in these By-Laws, shall be appointed by the Chair of the SECTION with the approval of the Executive Committee. Membership on these committees shall be subject to the approval of the Executive Committee. Appointment of additional committee members shall depend on the need to fulfill the duties of the committee.

Section 2. Standing Committees

- a. The **Finance** Committee shall consist of the Committee Chair, the Treasurer of the SECTION, and a number of appointed members depending on the needs to fulfill the duties of the Committee. The duties of the Committee shall be to:
 - (1) advise the Executive Committee and the SECTION as to all SECTION financial matters.
 - (2) provide financial oversight.
 - (3) conduct an independent audit every third (3rd) year.
- b. The **Nominating** Committee shall consist of the immediate Past-Chair of the SECTION as Chair. If a member of the Nominating Committee should become a nominee, he or she must resign from the Committee. The duties of the Nominating Committee are as listed in Article IX dealing with Nominations and Elections.

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Article VIII – SECTION Meetings

Section 1. SECTION Meetings

The SECTION Executive Committee shall schedule regular meetings of the SECTION, preferably on a monthly basis where practical, but in no event less than three (3) times per year. Normally there shall be monthly meetings of the SECTION each year during the period of September to May, inclusive. The Executive Committee may call special SECTION meetings as needed upon written notice to the members at least ten (10) days prior to the meeting.

Section 2. Fiscal and Governance Year

The fiscal and governance year of the SECTION shall be from September 1 of one calendar year through August 31 of the following year. The May meeting shall be designated as the Annual Meeting, at which time the newly elected Officers shall be installed to assume office September 1.

Section 3. Quorum

A quorum for SECTION meetings shall consist of at least fifty (50) members of the SECTION in good standing.

Article IX – Nominations and Elections

Section 1. Nominations

- a. The nominees for SECTION Officers, and Executive Committee Members shall be selected by the Nominating committee. The Nominating Committee shall prepare a slate of willing candidates for each office to be filled. The number of candidates for Executive Committee Members may be twice the total number to be elected. The Nominating Committee shall determine the eligibility of each candidate and shall determine the willingness of the candidate to serve if elected. If fewer than two (2) nominees are available for an office, the Executive Committee can approve the slate. Identities of the candidates shall be held in confidence until presentation to the Executive Committee.
- b. Prior to the Annual Election, as determined by the INSTITUTE, the Nominating Committee shall report the proposed slate of candidates to the SECTION Executive Committee for approval prior to presenting the slate to the SECTION membership.
- c. The Nominating Committee shall report its slate of candidates to the membership at a regular meeting of the SECTION prior to the Annual Election.

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Section 2. Ballot

- a. The Nominating Committee shall certify to the Secretary that each person whose name appears on the ballot is qualified to run for that particular office and has been advised of the responsibilities pertaining to that office as outlined in Article V and VI. The nominee has then consented to hold office if elected.
- b. The Nominating Committee shall arrange the listing of names on the ballot by lot for each office.
- c. The Secretary shall forward the ballot information to the INSTITUTE, complying with the time frame established needed for electronic voting in conjunction with the INSTITUTE elections.

Section 3. Voting

To vote a member shall indicate on the election ballot his or her choice(s) for no more than the number to be elected for various positions. Voting will be done electronically in conjunction with the INSTITUTE elections.

Section 4. Results

- a. The Secretary shall declare elected as Officers the candidate for each office receiving the greatest number of votes, and Executive Committee Member candidates receiving the most votes for the vacancies to be filled. Any candidate shall have the right to demand a recount within ten (10) days after the official declaration of the election of all candidates.
- b. The officers elected shall be announced to the membership at the next meeting of the SECTION following the counting of the ballots.
- c. The Secretary shall report to the Director of Field Services of the INSTITUTE the newly elected officers, and Executive Committee Members by April 1.

Section 5. Exceptions

If it shall be impossible to execute all of the provisions of these By-Laws regarding the nominations and elections, the Executive Committee shall arrange for alternate provisions in accordance with the spirit of the By-Laws.

Article X—Operating Periods

Section 1. Administration

The governance year of the SECTION shall be from September 1 of one (1) calendar year through August 31 of the succeeding year. The governance year covers the terms of the officers, committees and the meeting programs.

Section 2. Fiscal Year

The fiscal year of the SECTION shall be from September 1 of one (1) calendar year through August 31 of the succeeding year.

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Article XI - Dissolution

Section 1. SECTION Option

In the event of voluntary dissolution of this SECTION, or revocation of its charter by the INSTITUTE, and after the discharge of all of its debts and obligations, any remaining funds and property of the SECTION shall be conveyed to the INSTITUTE, the INSTITUTE Foundation, or to such other not-for-profit educational, scientific or charitable organization(s) as the SECTION Executive Committee may determine. Said conveyance shall be made within sixty (60) days after the SECTION debts and obligations have been discharged and the Director of Field Services of the INSTITUTE shall be notified in writing of said action, immediately upon its completion.

Section 2. Mandatory Conveyance

In the event that the SECTION Executive Committee is unable to agree upon an eligible recipient organization(s) within the sixty (60) day period, the remaining funds and property of the SECTION shall be conveyed to the INSTITUTE Foundation for its general purposes.

Section 3. Eligibility

Any organization, including the INSTITUTE, to which the remaining funds and property of the SECTION are to be conveyed must be exempt under the provisions of Section 501(c)(3) [or 501(c)(6)] of the Internal Revenue Code of 1954, as amended, or under any successors to the Sections of the Code, as they may be in effect at the time of conveyance.

Article XII - Amendments

Section 1. Proposals

The SECTION Executive Committee or any ten (10) SECTION Members may submit proposed amendments in writing at any business meeting of the SECTION. Such proposals shall be reviewed by the Executive Committee and, if they are found not to be inconsistent with the Constitution and the Procedure and Policies Manual of the Institute of Food Technologists and the 'General Not for Profit Corporation Act' of the State of Illinois, the proposals shall be submitted to the Director of Field Services of the INSTITUTE.

Section 2. Procedures

- a. The Secretary shall forward written copies of proposed amendments to the Director of Field Services of the INSTITUTE.
- b. When approval is received from the INSTITUTE, the Secretary shall announce all proposed amendments at a regular meeting of the SECTION. Written copies of the amendments along with ballots shall be distributed to SECTION Members, with any explanations pro or con that the SECTION Executive Committee deems necessary. Such notice should be given not less than one (1) week prior to the meeting at which the proposals are to be considered.

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Section 3. Adoption

A two-thirds (2/3) or more vote by the SECTION Members voting on a proposed amendment shall be necessary for approval.

Section 4. Publication

Within thirty (30) days the Secretary shall forward written copies of approved amendments to the Executive Vice-President of the INSTITUTE.

F: Section 2012-2013 Calendar

September 2012

Audit: Verbal report to Executive Committee at EXCOM meeting

Finance: Present Annual Budget for Approval

Suppliers' Night 2012

Publish Innovation NOW! Forum program for marketing

Determine housing, food and hospitality requirements

Gather sponsors

Dinner Meeting: September 10

Newsletter Deadline: September 14

October 2012

By-Laws: Review Section By-Laws

Membership: Update all membership marketing materials for distribution at Suppliers' Night

Suppliers' Night 2012:

Finalize Exhibitor Guide & Sponsorships

Recruit day-of-show volunteers

Tanner Lectureship: Promote solicitation of qualified nominations

Dinner Meeting: October 15

Newsletter Deadline: October 18

House: Determine venue, food, and AV requirements for December

Finance: Financial reports due to IFT—October 31

Hospitality: Work with House to find location for Student Night, identify food mfg. tour—needs to be close to dinner meeting.

November 2012

Hospitality & Membership: Coordinate management of the CSIFT Welcome Booth at Suppliers' Night 2012. Start contacting companies to donate items for the student goodie bags.

Suppliers' Night 2012:

Determine date and venue for 2013 Suppliers' Night

Sign all necessary contracts

No Dinner Meeting

Newsletter Deadline: November 15

House: Determine venue, food, and AV requirements for January

F: Section 2012-2013 Calendar

December 2012

Awards: Solicit annual award nominations

By-Laws: Present results of review to EXCOM

Nominating: Begin to compile candidates for open positions

Suppliers' Night 2012 & 2013:

Begin early registration for 2013 Suppliers' Night

Report to EXCOM on Suppliers' Night 2012

Dinner Meeting: December 10

Newsletter Deadline: December 13

House: Determine venue, food, and AV requirements for February

January 2013

Nominating: Submit a slate for approval by EXCOM and submit final slate to IFT

Suppliers' Night 2013:

Begin exhibitor marketing, solicit sponsors, get chairs for each sub-committee

Tanner Lectureship: Select award winner

Hospitality: Put article in newsletter for volunteers for Student Night

Dinner Meeting: January 14

Newsletter Deadline: January 17

House: Determine venue, food, and AV requirements for March

February 2013

Nominating: February 9—Elections launch

Awards: Fellows nominations due

Hospitality: Finalize March Student Night volunteers and program, put a second article in newsletter. Ask Business Office to send eblast if needed. Schedule committee meeting to finalize Student Night activities.

Dinner Meeting: February 11

Newsletter Deadline: February 14

House: Determine venue, food, and AV requirements for April

F: Section 2012-2013 Calendar

March 2013

Golf Outing: Choose golf outing venue and date

Nominating: Announce election results

Professional Relations: Coordinate with Scholarship Committee to seek applicant for the Streitmeier Unemployed Education Scholarship

Hospitality: Run Student Night program

Dinner Meeting: March 11

Newsletter Deadline: March 14

House: Determine venue, food, and AV requirements for May

April 2013

Awards: Identify 50+ year award members for recognition at May meeting and Outstanding Volunteer Nominations for IFT

Suppliers' Night 2013: Determine theme for Innovation NOW! Forum

Tanner Lectureship: Prepare award payment, plaque, and printed program brochures

Dinner Meeting: April 8

Newsletter Deadline: April 11

May 2013

Awards: Recognize 50+ year members at dinner meeting, update awards records

Chairperson: Begin solicitation of Committee Chairs

Historian: Present history of Section from 2012-2013 year

Suppliers' Night 2013: Solicit applications for speaker for Innovation NOW! Forum

Prepare budget for Suppliers' Night 2014

Tanner Lectureship: Host speaker and day of event luncheon

Dinner Meeting: May 13

F: Section 2012-2013 Calendar

June 2013

Chairperson: Final selection of Committee Chairs, conduct training/orientation of chairs

Suppliers' Night 2013: Review submissions for Innovation NOW! Forum

Hospitality: Schedule a Committee Meeting to divide up responsibilities

No Dinner Meeting

No Newsletter

July 2013

Program: Determine program for September dinner meeting

Suppliers' Night 2013: Announce speakers for Innovation NOW! Forum

Begin planning for Social Hour

Continue planning for sponsors—especially Exhibitor Guide

Chair: New Officer Roster due to IFT July 1

No Dinner Meeting

No Newsletter

House: Determine venue, food, and AV requirements for September—send information to Newsletter Chair and Business Office

August 2013

Audit: Submit written report attesting to financial position of Section

Past Chair: Order gavel for incoming Chair

Golf Outing: Submit report on the golf outing

Suppliers' Night 2013: Begin marketing to attendees

Chair: Annual Report due to IFT August 31

No Dinner Meeting

Newsletter Deadline August 8

House: Determine venue, food, and AV requirements for October

Chicago Section IFT Officer & Committee Handbook

