**Phi Tau Sigma**

**Iowa State University**

**Chapter Constitution**

**Article I Name:**

Sec. 1. The name of this organization shall be Phi Tau Sigma at Iowa State University.

Sec. 2. Phi Tau Sigma is the Honor Society of Food Science and Technology.

**Article II Purpose:**

Sec. 1. The purpose of the Phi Tau Sigma is to raise the stature and recognize scholarly achievements of the Food Science and Technology profession.

Sec. 2. This purpose is achieved by encouraging outstanding achievement by Food Science students and professionals, and by enhancing professionals among Food Science professionals through the Phi Tau Sigma member network.

**Article III Statement of Compliance:**

Sec. 1. Phi Tau Sigma abides by and supports Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. Phi Tau Sigma agrees to annually complete President’s Training, Treasurer’s Training and Adviser Training (if required).

Sec. 2. The organization is a non-profit and honorary society.

Sec. 3. The organization does not have hazing riturals.

Sec. 4. Members of the organization will be free to disassociate without consequence.

**Article IV Non-Discrimination Statement:**

Sec. 1. Iowa State University and Phi Tau Sigma do not discriminate on the basis of genetic information, pregnancy, physical or mental disability, race, ethnicity, sex, color, religion, national origin, age, marital status, sexual orientation, gender identity or stats as a U.S. Veteran.

**Article V Membership:**

Sec. 1. Membership shall be open to all registered students in good standing, staff, and faculty at Iowa State University that meet the following criteria for membership, as set forth by the National Society of Phi Tau Sigma.

Sec. 2. Eligibility for Associate Membership

1. Undergraduate students being nominated for Associate Membership should be pursuing a degree program in Food Science or an equivalent.  The statement of qualifications for students pursuing programs of study other than those meeting the IFT Education Standards should provide evidence of the program's content in Food Chemistry and Analysis, Food Safety and Microbiology, and Food Processing and Engineering.
2. Graduate students being nominated for Associate Membership should be pursuing a graduate degree in Food Science or an equivalent.  A nomination should not be submitted until the student has completed at least two semesters of the graduate program. The statement of qualifications for students pursuing graduate degrees other than Food Science should clearly illustrate the relationship of the student's background and/or program of study to Food Science and Technology.
3. Undergraduate and graduate students being nominated for Associate Membership should have a Grade Point Average (GPA) equal to or greater than 3.5, or equivalent. The statement of qualifications for any student with a GPA less than a 3.5 should provide other evidence of academic achievements to justify the nomination.
4. The statement of qualifications for undergraduate and graduate students should focus on recognitions, honors and other academic achievements of the student being nominated.
5. Members shall be nominated and elected in accordance with Article II, Section 4a, of the Constitution of the National Society.
6. Nominations for Associate Membership must be signed by one Associate Member and one Professional Member and will be reviewed by the Chapter Executive Committee, before a vote by all the members of the Chapter.
7. Associate Membership will be revoked if:
8. A student’s GPA falls below a 3.5.
9. A student does not earn the intended degree.
10. A student fails to pay national dues.

Sec. 3. Eligibility for Professional Members:

* 1. Food Science and Technology professionals being nominated for Professional Membership must have a minimum of 5 years of experience beyond the B.S. degree (4 years beyond the M.S. degree or 2 years beyond a Ph.D. degree) in a position directly related to Food Science and Technology in industry, government, a non-profit or an academic institution.
	2. The statement of qualifications for Food Science and Technology professionals being nominated should clearly illustrate how contributions of the nominee in his/her professional positions have distinguished the nominee from other professionals with similar professional experiences.
	3. The statement of qualifications for Food Science and Technology professionals should demonstrate the relationship of recognitions, honors and other achievements to the professional strengths of the nominee.
	4. Members shall be nominated and elected in accordance with Article II, Section 4a, of the Constitution of the National Society.
	5. Nominations for Professional Membership must be signed by two Professional Members.
	6. Professional Membership is revoked if the member fails to pay national dues.
	7. Lifetime membership is granted to any member in good standing who pays the one-time dues for lifetime membership.

**Article VI: Risk Management:**

Sec. 1. The role of the risk management officer is to:

1. Help minimize potential risks for club activities
2. Recommend risk management policies or procedures to Phi Tau Sigma
3. To submit documentation to ISU’s Risk Management Office
4. To ensure the Iowa State University policies are followed at all of the organization’s events and
5. To ensure that proper waivers and background checks are on file with Risk Management for events (if applicable).

**Article VII Officers:**

Sec. 1. The members of the Executive Committee will include:

1. President – The duties of the President will be to conduct all meetings, assure timely correspondence with the national Society, handle all public relation issues for the Chapter, and promote membership in Phi Tau Sigma.
2. Vice President – The duties of the Vice President will be to assist the President with Chapter meetings and events, attend meetings in the President’s absence, and handle all social activities and events.
3. Secretary/Treasurer – The duties of the Secretary/Treasurer will be to keep a record of all chapter business, handle most paper work , and communicate to Chapter members announcements and dates for meetings. In addition, the Secretary/Treasurer will manage all financial accounts, deposit any funds received, and arrange hotel accommodations and transportation for any speakers for Chapter events.

Sec. 2. The terms of service of the officers will be for one full year from May to May.

Sec. 3. All associate and professional members are eligible to hold the officer positions. Elections will be conducted by a secret ballot, with a simple majority needed for election to office.

Sec. 4. The election of officers will be held during the March meeting.

Sec. 5. In the event that the office of the President becomes vacant, the Vice-President shall advance to the presidency and shall serve for the remainder of the unexpired term. The Executive Committee shall be empowered to appoint a Vice-President or Secretary-Treasurer to fill an unexpired term.

Sec. 6. Student officers of this organization must meet the following requirements:

* 1. Be in good standing with the university and enrolled: at least half time (six or more credit hours), if an undergraduate student (unless fewer credits are required to graduate in the spring and fall semesters) during the term of office, and at least half time (four or more credits), if a graduate level student (unless fewer credits are required in the final stages of their degree as defined by the Continuous Registration Requirement) during their term of office.
	2. Have a minimum cumulative grade point average (GPA) as stated below and meet that minimum GPA in the semester immediately prior to the election/appointment, the semester of election/appointment and semesters during the term of office. For undergraduate, graduate, and professional students, the minimum GPA is 2.00. In order for this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration.
	3. Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and (b).

Sec. 7. Officers may be removed from office by majority vote of the other officers and ¾ vote of the general membership if actions are deemed inappropriate by the membership. The officer is permitted to speak before the Chapter Executive Committee and the general membership about the charges made concerning his/her performance. The officer is not permitted to participate in the deliberation of the Executive Committee regarding the charges.

**Article VIII Adviser:**

Sec. 1. The Adviser shall maintain communication and meet with the Executive Committee regularly, maintain awareness and approval of financial expenditures, and ensure that the organization is operating in conformity with the standards set forth by Iowa State University and Student Activities Center.

Sec. 2. The term of service of the adviser will be for one full year from May to May, while he or she is at Iowa State University.

Sec. 3. The adviser will be selected by the members of the executive committee following the election of the Executive Committee.

Sec. 4. In the event that the position of the adviser becomes vacant, the Executive Committee will select an Adviser to fill an unexpired term.

Sec. 5. The adviser may be removed from office by majority vote of the Executive Committee and ¾ vote of the general membership if actions are deemed inappropriate by the membership. The officer is permitted to speak before the Chapter Executive Committee and the general membership about the charges made concerning his/her performance. The officer is not permitted to participate in the deliberation of the Executive Committee regarding the charges.

**Article IX Finance:**

Sec. 1. The national annual dues for Associate Members and Professional Members and one-time payment for Lifetime Members are set by the national Phi Tau Sigma organization. National dues are to be paid directly to the National Society.

Sec. 2. Chapter annual dues shall be proposed by the Executive Committee and approved by the membership and will not exceed $20 per year. Dues will be collected annually at the anniversary of the member’s membership in Phi Tau Sigma.

Sec. 3. Programs and activities for the Chapter may also be financed through donations.

Sec. 4. All monies belonging to this organization shall be deposited and disbursed through a bank account established for this organization at the Campus Organizations Accounting Office. All funds must be deposited within 48 hours after collection. The Adviser to this organization must approve and sign each expenditure before payment.

Sec. 5. If the organization is dissolved, funds will be transferred to the Food Science Club at Iowa State University.

**Article X Amendments and Ratification:**

Sec. 1. If an amendment to the by-laws is needed, the amendment must be submitted to the Chapter Secretary and announced at the next Chapter meeting.

Sec. 2. The amendment will be discussed and amended, and then subsequently voted upon at the meeting following the one at which it was announced.

Sec. 3. To succeed, an amendment needs to be accepted by a majority vote of the members present at the meeting presuming a quorum is present. A quorum shall be a majority of the members in good standing at the time of voting.

Sec. 4. Amended or ratified constitution should be submitted within 10 days to the Student Activities Center for Approval.