

Georgia Association for Food Protection

CONSTITUTION AND BYLAWS

Amended May 19, 2023

Georgia Association for Food Protection

CONSTITUTION

ARTICLE I ASSOCIATION

There is hereby created the Georgia Association for Food Protection, not for pecuniary purposes, which shall hereinafter be referred to as GAFP. GAFP is chartered as an affiliate of the International Association for Food Protection, Inc., hereinafter referred to as IAFP.

ARTICLE II OBJECTIVES

The objectives of GAFP will be to:

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

ARTICLE III MEMBERSHIP

- Section 1. The classes of membership in GAFP shall be Regular, Student, Sustaining, and Honorary Members.
- Section 2. The qualification of the several classes of members, the dues of each, the manner of becoming a member, and their rights and privileges shall be prescribed in the Bylaws, except as otherwise provided in this Constitution.

ARTICLE IV OFFICERS AND EXECUTIVE BOARD

- Section 1. The officers of GAFP shall be President, President Elect, Vice President, who shall hold these offices for one-year or until their successors are elected or appointed, as provided in the Bylaws in addition to the Secretary, Treasurer, IAFP Delegate, and Student Liaison.
- A. The President and President-Elect of GAFP must be a member of IAFP in good standing throughout his or her terms as GAFP President and GAFP President Elect.
 - B. Upon the termination of the Annual Meeting, the President Elect shall automatically succeed to the office of President.
 - C. Upon the termination of the Annual Meeting, the Vice President shall automatically succeed to the office of President-Elect.
 - D. The Vice President shall be elected as defined in the Bylaws.
 - E. The Secretary, Treasurer, and Student Liaison may be appointed by the President at any time and their term is at the discretion of the board and the appointee.
 - F. The Student Liaison is a non-voting member of the board.
- Section 2. The Executive Board shall consist of the officers of GAFP, and the Immediate Past President and the Affiliate Council Delegate.
- A. The Immediate Past President will serve a one-year term.
 - B. The Affiliate Council Delegate will serve a two-year term. If during their term the Affiliate Council Delegate is elected the IAFP Affiliate Council secretary, their term will automatically extend for an additional two years to fulfill their obligation to IAFP.
 - C. The Affiliate Council Delegate shall be elected as defined in the Bylaws.

ARTICLE V MEETINGS

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

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

ARTICLE VI AMENDMENTS

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

- A. The Secretary shall notify all members at least 30 days before the next Business Meeting that the proposed amendments will be open for discussion at that meeting and that a vote will be taken.
- B. A red-lined copy of the changes will be presented to the members present at the Business Meeting, followed by questions and discussion.
- C. The members present shall vote on the proposed amendments. The ballots shall be opened, recorded, and filed. Constitutional amendments(s) can be ratified with a two-thirds affirmative vote from the members present.
- D. Only (1) vote per eligible member will be allowed.
- E. The President or designee will report voting results.
- F. The updated Constitution and Bylaws shall be sent to all GAFP members, within 45 days of voting.

Georgia Association for Food Protection

BYLAWS

SECTION I MEMBERSHIP AND DUES

A. Regular Members:

1. Regular members of GAFP shall be those persons who are engaged in or otherwise interested in the objectives of GAFP.
2. Regular members may attend GAFP meetings and shall be entitled to vote and hold office.

B. Student Members:

1. Students pursuing undergraduate or graduate degrees in colleges or universities are entitled to membership in GAFP.
2. Student members may attend meetings of GAFP, be accorded privilege of the floor, and shall be entitled to vote.
3. Student members may not hold office in GAFP except for the Student Liaison, but may serve on committees, and as appointed representatives of GAFP.

C. Sustaining Members:

1. Sustaining members shall be organizations or persons who are interested in the objectives of GAFP.
2. Sustaining members are entitled to special services as determined by the Executive Board of GAFP.
3. Sustaining members shall be entitled to one (1) Regular membership in GAFP for their representative at no additional cost.
 - 3.1 The name of the representative must be submitted at the time of membership application.

3.2 Other persons associated with the Sustaining Member's organization are not members of GAFP unless they have individual memberships.

D. Honorary Members:

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

E. The Executive Board is authorized to set dues as may be necessary to achieve the objectives of GAFP and shall notify members of the amount of their dues. Dues are paid directly to GAFP or via IAFP membership renewal.

Any person desiring membership in GAFP shall submit an electronic application to be reviewed by the Secretary and/or Treasurer.

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

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

3.1 Membership may be renewed by filing an application and payment of annual dues.

H. Collection of dues:

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

SECTION II MEETINGS

- A. Each year, GAFP shall hold at minimum of one (1) Meeting to provide education to its members in food safety.
- B. The Executive Board may meet at the Annual Meeting in addition to other scheduled meetings/calls throughout the year.
- C. GAFP shall hold an Annual Business Meeting at its Annual Meeting.
 - 1. The Executive Board may call other official meetings of GAFP, by duly announcing any called meeting at least 30 days prior to the date of the meeting.
 - 2. A quorum to conduct business at an Annual Business Meeting shall consist of the voting members present.
- D. Robert's Rules of Order shall govern the procedures at all meetings.
- E. Voting by proxy shall not be permitted.
- F. When, at the discretion of the Executive Board, it is considered advisable to conduct a vote by email ballot, a majority of the votes cast will be necessary to carry the proposition unless otherwise stated in the Constitution and Bylaws.

SECTION III DUTIES OF OFFICERS AND THE EXECUTIVE BOARD

- A. If at any time, these individuals cannot perform their duties, the President will distribute them to another individual.
- B. The Past President shall:
 - 1. Chair the Membership and Public Relations Committee.
 - 2. Perform the duties of the Vice President, in the Vice President's absence.
 - 3. Assist the President in identifying new sponsors and/or conducting outreach if able.
 - 4. Identify suitable candidates to the board and propose them to the President.
- C. The President shall:
 - 1. Preside over all meetings of GAFP and the Executive Board.
 - 2. Appoint all committee chairpersons and members, unless otherwise directed by the Constitution and Bylaws.
 - 3. Perform such other duties as usually devolve upon the presiding officer or are required of this officer by the Constitution and Bylaws.

D. The President Elect shall:

1. Perform the duties of President in the President's absence and succeed to the President when the President's term expires.
2. Assist the Vice President in planning and coordinating the Annual Meeting.
3. Perform such other duties as usually devolve upon the presiding officer or are required of this officer by the Constitution and Bylaws.

E. The Vice President shall:

1. Perform the duties of President-Elect in the President Elect's absence and succeed to President-Elect when the President Elect's term expires.
2. Plan and coordinate the Annual Meeting and other meetings as directed.
3. Perform such other duties as usually devolve upon this officer or are required of this officer by the Constitution and Bylaws.

F. The Secretary shall:

1. Record and keep accurate minutes of GAFP's Annual Business Meeting, additional GAFP Educational Meetings, and the Executive Board meetings and keep them for permanent reference.
2. Issue notices of all meetings.
3. Conduct correspondence pertaining to the affairs of GAFP.
4. Completing required information in the IAFP Delegate Report.
5. Assist prospective members in enrolling and updating membership records as required.
6. Perform such other duties as usually devolve upon this officer or are required of this officer by the Constitution and Bylaws.

G. The Student Liaison shall:

1. Establish priorities based on alignment with the board which may include management of social media and student outreach activities.

H. The Treasurer shall:

1. Collect all moneys due GAFP giving receipt therefore.
2. Upon receipt of members paid through IAFP, update membership records with payment information.
3. Record the amount of each payment, with the name and address of payer.
4. Obtain approval for all new, non-reoccurring expenditures over \$200 from the GAFP President, President Elect, or Vice President.

5. Faithfully care for all moneys entrusted to his or her keeping, paying out the necessary expenses of GAFP and giving a quarterly accounting thereof to the executive Board. (Receipts for expenses shall be retained for five (5) years.)
6. Give a detailed statement of the financial condition of GAFP at the Annual Business Meeting.
7. Perform such other duties as usually devolve upon this Executive Board member or are required of this Executive Board member by the Constitution and Bylaws.

I. The Affiliate Council Delegate shall:

1. Be a member of GAFP and IAFP in good standing throughout his or her term as GAFP Affiliate Council Delegate.
2. Represent GAFP at IAFP Annual Meeting.
3. Act for and on behalf of, GAFP as liaison officer to IAFP. Give a summary of IAFP activities and important information at the GAFP Annual Meeting.
4. Oversee completion of Attachment B of the IAFP affiliate report form, which details Affiliate Award Considerations.
4. Perform such other duties as usually devolve upon this Executive Board member or are required of this Executive Board member by the Constitution and Bylaws.

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

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

13. To give special recognition to deserving individuals.

SECTION IV COMMITTEES AND THEIR DUTIES

- A. The following standing committees of the Association shall exist:
1. Membership and Public Relations
 2. Program
 3. Nomination
 4. Awards
- B. Each standing committee shall consist of not less than three (3) members (including the chairperson). Members serve a minimum of one-year term and until their successor has been appointed. Reappointment is permitted.
- C. Committee chairpersons shall be appointed by the President to serve a minimum of one-year term and until their successors have been appointed. Reappointment is permitted.
- D. A majority of a committee's members present shall constitute a quorum and shall be sufficient to decide any issue.
- E. The chairperson of each committee shall set the time and place to meet and shall notify each committee member.
- F. Each committee shall perform duties as prescribed in this Constitution and Bylaws and other duties as assigned by the President and the Executive Board.
- G. Each committee shall assist other committees in the performance of their duties within the field assigned.
- H. Defined duties of each committee are as follows:
1. The Membership and Public Relations Committee shall recruit additional members for the Association and encourage active participation of all members. This committee shall do all things necessary to publicize the activities of the Association and the food safety profession. This may include assisting the secretary in the publishing and distribution of a semi-annual newsletter to each member.
 2. The Program Committee shall properly plan and coordinate the Annual Meeting for GAFP to provide educational opportunities for members. The Vice President shall chair this committee.
 3. Every year, the Nominations Committee shall nominate at least one candidate for the office of Vice-President and every other year, at least one candidate to serve as Affiliate Council Delegate unless their term is automatically extended (see

Constitution ARTICLE IV, Section 2,B). Candidates for additional roles may be nominated when there is a vacancy.

- 3.1 Nominations shall be made by the immediate Past President.
- 3.2 The Past President shall ascertain that the members nominated are eligible for office as provided in Section I of the GAFP Bylaws.
- 3.3 The election process:
 - 3.3.1 GAFP members may suggest candidates to the chairperson of the committee not later than 30 days preceding the election date.
 - 3.3.2 The Past President shall notify the President of the names of the nominees not later than 30 days preceding the election date.
 - 3.3.3 Nominations may be made at the Annual Meeting.
 - 3.3.4 Voting takes place at the Annual Meeting or as determined by the Executive Board.
 - 3.3.5 Only one (1) vote per eligible member will be allowed.
 - 3.3.6 Upon conclusion of the vote, candidates receiving a majority of the votes will be considered duly elected.

The President or designee will report voting results.

The Awards Committee shall administer the awards program of GAFP.

- 3.4 The President-Elect shall chair this committee.
- 3.5 The committee shall consist of two non-Executive Board members and the Vice President.
- 3.6 The committee shall review all nominations for all following awards:
- 3.7 Jim Ayres Young Investigator Award:
 - 3.7.1 This award consists of a plaque and a cash prize. Any Georgia student (undergraduate and graduate) that meets the award criteria can submit an abstract.
 - 3.7.2 The award criteria, deadlines, and prize monies shall be dictated by the Awards Committee.
 - 3.7.3 The Awards Committee will appoint a panel of at least three, non-Georgia food safety professionals to judge the submitted abstracts and determine the winner(s).
 - 3.7.4 The winners will be notified within 30 days of judging.
 - 3.7.5 Other student awards (ex: poster competitions) shall be at the discretion of the Awards Committee, upon approval from the GAFP Executive Board.

3.8 Other The Awards process:

- 3.8.1 Nominations for the Awards must be received by the President-elect not later than 60 days preceding the annual meeting.

- 3.8.2 Award decisions will be determined by a majority vote of the designated committee members.
- 3.8.3 Decisions of the committee must be furnished to the President not later than 30 days preceding the Annual Meeting.
- 3.8.4 The President-Elect shall secure the proper awards to present at the Annual Meeting.

- 3.9 Awards committee members and Executive Board members are not eligible to receive awards.
- 3.10 Awards shall also include those available from IAFFP.

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

SECTION V FISCAL YEAR

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

SECTION VI AMENDMENTS

- A. Any member may propose amendments to these Bylaws by submitting them in writing to the Secretary at least 60 days before the date of the next announced meeting.
 - 1. The Secretary shall notify all members, at least 30 days before the next announced meeting that the proposed amendment(s) will be open for discussion and voting at the next meeting.
 - 2. These Bylaws may be amended by majority affirmative vote of the voting members present.