

# **British Columbia Food Protection Association**

## **CONSTITUTION**

### **ARTICLE I ASSOCIATION**

There is hereby created the British Columbia Food Protection Association, a non-profit association, which shall hereinafter be referred to as BCFPA, a local affiliate of the International Association for Food Protection, Inc., hereinafter referred to as IAFP.

The mission of the BCFPA shall be to provide a forum to exchange information on protecting the food supply.

Our Vision is a safe and nutritious food supply.

The Association is dedicated to the education and service of its Members, and the food industry.

### **ARTICLE II OBJECTIVES**

A. The objectives of the BCFPA are to:

1. Provide a forum for exchanging ideas, experiences and information in the areas of food safety and quality.
2. Improve the professional status of its 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 protecting and improving the food supply.
10. Cooperate with other groups in the improvement and promotion of food safety.
11. Mentor students enrolled in food safety related programs and to newly employed members in food related industry and government.

### **ARTICLE III MEMBERSHIP**

- A. The classes of membership in BCFPA shall be individual and sustaining.
- B. The qualifications of the classes of members, the dues of each, the manner of their application for membership, and their respective rights and privileges shall be prescribed in the By-Laws, except as otherwise provided in this Constitution.

### **ARTICLE IV OFFICERS AND EXECUTIVE BOARD**

- A. The Executive Board shall consist of a maximum of ten (10) Directors, of which five (5) will serve as Officers and five (5) will serve as Directors-At-Large.
- B. The Officers of BCFPA shall be Past President, President, Vice President, Secretary and Treasurer, who shall hold these offices for one year or until their successors are elected or appointed. Officers will be chosen at the first meeting of the Executive Board following the Annual General Meeting.
- C. The Directors of BCFPA may also serve as the Affiliate Council Delegate and as Chair or Committee Liaison between the Executive Board and one or more of any Committees which may be established, such as an Awards and Scholarship Committee; By-Laws and Resolutions Committee; Finance Committee; Membership Committee; Nominations Committee; Program and Special Events Committee; Public Relations Committee; Student Professional Development Group or any other committee that may be established from time to time.
- D. Four (4) members of the Executive Board shall constitute a quorum at any duly called meeting of the board.

- E. The Executive Board shall meet at the call of the President or at the request of any three (3) members of the Board.
- F. All members of the Executive Board must be members in good standing.

## **ARTICLE V MEETINGS**

- A. Each year, BCFPA shall hold an Annual General Meeting.
  - 1. The Annual General Meeting shall be held during any month of a calendar year. The time and place shall be fixed by the Executive Board, and announced to voting members at least fourteen (14) days in advance.
  - 2. A quorum, for any meeting to conduct business, shall consist of the voting members present.
  - 3. In the event of a tie vote, the presiding officer will be permitted to vote.
  - 4. “*Robert’s Rules of Order*” shall govern procedure at all meetings.

## **ARTICLE VI AMENDMENTS**

- A. Any member may propose amendments to the Constitution or By-Laws by submitting them in writing, with the signature of three supporting members, to the President, at least sixty (60) days before the next announced Annual General Meeting.
- B. The President shall notify all members, at least fourteen (14) days before the Annual General Meeting that the proposed amendments will be open for discussion and put to a vote at that meeting. A two-thirds vote of the members present is required to approve amendments to the Constitution or By-Laws.
- C. Upon an affirmative vote, the entire membership shall, within sixty (60) days, be notified of such amendments by the President.

## **ARTICLE VII BY-LAWS**

- A. The BCFPA parliamentary procedure shall be governed by By-Laws.

# **British Columbia Food Protection Association**

## **BY-LAWS**

### **ARTICLE I MEMBERSHIP CATEGORIES**

#### **A. Individual Members**

##### **1. Regular Member**

- a. Regular members of BCFPA shall be those persons who have an interest in protecting the food supply or otherwise support the objectives of BCFPA.
- b. Regular members may attend meetings of BCFPA and shall be entitled to vote and hold office.

##### **2. Student Member**

- a. Students pursuing technical certificates or undergraduate or graduate degrees at technical institutes, colleges or universities in a food related field of study are entitled to membership in BCFPA at one-half the dues of regular members.
- b. Student members, with the exception of the appointed Student Coordinator or their designated alternate, may attend meetings of BCFPA and be accorded privilege of the floor, but shall not be entitled to vote.
- c. Student members, with the exception of the appointed Student Coordinator, may not hold office in BCFPA, but may serve on committees and as appointed representatives of BCFPA.
- d. A student member shall become eligible for full membership on the first day of January of the year following graduation.

##### **3. Special Members**

- a. Special reduced rate memberships (such as reciprocal memberships with other professional associations) can be negotiated by the Executive Board.

- b. Special members may attend meetings of BCFPA and be accorded privilege of the floor, but shall not be entitled to vote.

4. Honorary Life Member

- a. Honorary membership may be conferred on a member of BCFPA, who, on account of their substantial contributions to the objectives of BCFPA, have been nominated for consideration by a member(s) and confirmed by the Executive Board.
- b. Honorary life members shall not be required to pay dues, shall not be entitled to hold office, but may attend meetings of BCFPA, be accorded the privilege of the floor and entitled to vote.

5. Retired Member

- a. Retired members who receive less than one month's compensation per calendar year for work relating to the objectives of the BCFPA are entitled to membership at one-half the dues of regular members. Retired members who receive compensation for more than one month for work relating to the objectives of the BCFPA are not eligible for membership as a retired member.
- b. Retired members may attend meetings of BCFPA and shall be entitled to vote and hold office.

B. Sustaining Members

1. Bronze Level

- a. Bronze Level sustaining members are entitled to special privileges as determined by the Executive Board of BCFPA.
- b. Bronze Level sustaining members shall be entitled to one (1) regular membership in BCFPA for their representative at no additional cost.
- c. The name of the regular member must be submitted to the President of BCFPA at the time of membership application. Other persons associated with the Sustaining Member's organization are not members of BCFPA unless they have individual memberships.

2. Silver Level

- a. Silver level sustaining members are entitled to special privileges as determined by the Executive Board of BCFPA.
- b. Silver level sustaining members shall be entitled to one (1) regular membership and two (2) non-voting memberships in BCFPA for their representatives at no additional cost.
- c. The name of the regular member must be submitted to the President of BCFPA at the time of membership application. The non-voting memberships may be transferrable among other persons associated with the Sustaining Member's organization for the purpose of two additional persons attending functions at the membership rate. Other persons associated with the Sustaining Member's organization are not members of BCFPA unless they have individual memberships.

3. Gold Level

- a. Gold level sustaining members are entitled to special privileges as determined by the Executive Board of BCFPA.
- b. Gold level sustaining members shall be entitled to one (1) regular membership and four (4) non-voting memberships in BCFPA for their representatives at no additional cost.
- c. The name of the regular member must be submitted to the President of BCFPA at the time of membership application. The non-voting memberships may be transferrable among other persons associated with the Sustaining Member's organization for the purpose of four additional persons attending functions at the membership rate. Other persons associated with the Sustaining Member's organization are not members of BCFPA unless they have individual memberships.

**ARTICLE II  
MEMBERSHIP AND DUES**

- A. There shall be an annual fee for each regular, student, special, retired and sustaining member. The Executive Board is authorized to set dues as may be necessary to achieve the objectives of BCFPA and shall notify the members of amount of dues.

- B. Annual fees shall be due by the first day of January each year. After July 1st of each year, new BCFPA members shall pay half the membership fee and have their membership last until the end of that calendar year.
- C. The Treasurer shall collect annual membership dues payable to the BCFPA.
- D. Any person desiring membership in BCFPA shall submit an application to the Executive Board. It is the responsibility of the Executive Board to ensure that applicants meet the eligibility requirements for membership.
- E. Any person, having once become a member, may continue membership in BCFPA so long as the annual membership dues are paid, except as provided in Article IV, Section F, Item 6, of these By-Laws.
  - 1. Any member who shall fail to pay annual dues by due date shall be placed on the inactive list. Such member(s) may be reinstated within 90 days thereafter, upon payment of dues.
  - 2. Any member who is delinquent in dues after 90 days will be dropped from the inactive list.
  - 3. Memberships may be renewed by filing a new application and payment of annual dues.

**ARTICLE III  
COMPOSITION OF EXECUTIVE BOARD AND COMMITTEES**

- A. The President of BCFPA must be a member of IAFP.
- B. Each committee of BCFPA, where possible, shall include a member of the BCFPA Executive Board to serve as liaison between the committee and the Executive Board.

**ARTICLE IV  
DUTIES OF OFFICERS, EXECUTIVE BOARD AND THE AFFILIATE COUNCIL  
DELEGATE**

- A. The President shall preside at all meetings of BCFPA and the Executive Board.
  - 1. The President shall appoint all Committees, unless otherwise directed by the Constitution and By-Laws.

2. The President shall perform such other duties as that usually devolve upon the presiding officer or are required of this officer by the Constitution and By-Laws.
- B. The Vice-President shall perform the duties of the President, in the latter's absence.
- C. The Secretary shall record and keep accurate minutes of BCFPA meetings and the Executive Board may prepare and keep them for permanent reference. The Secretary shall issue notices of all meetings, conduct correspondence pertaining to the affairs of BCFPA, and perform other duties incident to the office as the Executive Board may authorize. The Secretary will be responsible for assembling and transmitting to the editors of the publications of BCFPA, all papers, addresses, and other matters worthy of publication as soon as possible after the annual meeting and keeping currently listed with publication management the names and addresses of all members.
- D. The Treasurer shall perform the following duties:
1. Keep a list of the members, collect all moneys due BCFPA and issue receipts where required.
  2. Record the amount of each payment, with name and address of the payer.
  3. Faithfully care for all moneys entrusted to their keeping, pay out the necessary expenses of BCFPA and give an accounting thereof quarterly to the Executive Board. Receipts for expenses shall be retained for two (2) years.
  4. Prepare a detailed statement of the financial condition of BCFPA.
  5. Be responsible for maintaining accounting records of all monetary disbursements.
- E. The Affiliate Council Delegate shall be a member in good standing of IAFP and a member of the BCFPA Executive Board and will represent BCFPA at IAFP Annual Meetings and act for and on behalf of BCFPA as liaison officer to the parent organization.
- F. The full management of the affairs of BCFPA shall be in the hands of the Executive Board as provided for by the Constitution. The duties of the Executive Board shall be:
1. To direct the administrative work of BCFPA, including all matters connected with its collaboration with other groups, institutions and its professional development;
  2. To act as trustee of BCFPA property;
  3. To fix the time and place for the Annual General Meeting;



4. To act for and on behalf of BCFPA in any administrative, financial, legislative, educational, or other capacity as BCFPA may direct, or to act on its own initiative between meetings and report such action at the next Annual General Meeting;
  5. To make pro-tem appointments to fill any vacancy that may occur among the officer(s) between BCFPA meetings, and to recommend the replacement of an officer at the Annual General Meeting, because of inability or inactivity or for other causes which may be in the best interest of BCFPA;
  6. To recommend expulsion from membership for cause by two thirds of all votes cast, but in no case to recommend revocation without giving the member written notice of reasons for the contemplated action at least one month before action is taken and an opportunity for a hearing in person and/or rebuttal in writing;
  7. To employ personnel, as the situation demands, and fix their compensation and duties;
  8. To execute the policies of BCFPA and report to the members at the business meeting at the Annual General Meeting, any action taken that was not specifically authorized;
  9. To set the amount of Annual Dues and the Registration Fee for the Annual General Meeting and for any other functions hosted by BCFPA.
  10. To recommend names of persons to be considered for Honorary Membership.
  11. To give special recognition.
- G. BCFPA will not exercise any borrowing powers or operate in a manner that will result in a negative balance of their funds.

#### **ARTICLE V REMOVAL OF DIRECTORS**

- A. A request for removal of a director for cause may be submitted by any member in good standing. The request shall be submitted in writing to any member of the Executive Board. Upon receipt of a request for removal, the Executive Board will meet as soon as possible to investigate the complaint.
- B. A director who is the subject of such a request shall be given written notice of the complaint and given the opportunity for a rebuttal in writing and/or a hearing in person before the Executive Board and/or a general meeting of the BCFPA.

- C. The removal of an officer shall require an affirmative vote by two thirds of all votes cast by those present at a meeting of the Executive Board or at a general meeting of BCFPA.
- D. Reasons for removal from office can include (but are not limited to):
  - 1. Non-payment of dues.
  - 2. Failure to perform duties of office.
  - 3. Actions contrary to the stated objectives of BCFPA.

## **ARTICLE VI MEETINGS**

- A. Each year, BCFPA shall hold an Annual General Meeting. A quorum for any meeting to conduct business shall consist of the voting members present.
- B. Other general meetings of BCFPA may be called by the Executive Board, by duly announcing the meeting at least fourteen (14) days prior to the date of the meeting.
- C. At the discretion of the Executive Board, if considered advisable to conduct a vote on a question by mail ballot, a majority of the votes cast will be necessary to carry the proposition.
- D. “*Robert’s Rules of Order*” shall govern the procedures at all meetings.
- E. Voting by proxy shall not be permitted.

## **ARTICLE VII COMMITTEES AND THEIR DUTIES**

- A. The following standing committees of the Association may exist. When established they shall each consist of not less than three (3) members, appointed by the President and serving until their successors have been appointed. A majority of a committee’s members shall constitute a quorum and shall be sufficient to decide any issue. The Chairman of each committee shall set the time and place of each meeting and shall notify each member thereof at least forty-eight hours before such time or with some other mutually accepted notice. In addition to the duties prescribed herein, each committee shall perform such other duties as are assigned to it by the President, the Executive

Board, or the membership and shall assist all other committees in the performance of their duties within the field assigned.

- B. The Committee on Membership shall do all things necessary to maintain the membership, recruit additional members for the Association and to maintain the active participation of all members.
- C. The Committee on By-Laws and Resolutions shall study and make recommendations concerning all proposed changes to this Constitution and any proposed resolutions submitted for adoption by the Association.
- D. The Committee on Program and Special Events shall do all thing necessary to arrange an event and to provide an interesting and worthwhile program at the meetings of the Association. This committee shall be chaired by the Special Events Coordinator.
- E. The Committee on Public Relations shall do all things necessary to publicize the activities of the Association and this shall include the publishing and distribution of newsletters to each member.
- F. The Committee on Nominations shall, prior to the Annual General Meeting each year, meet, and nominate active members to the Executive Board. They shall ascertain that the persons nominated are qualified for nomination as provided in the BCFPA Constitution, Article IV, Section F and that they will accept the nomination. The committee shall then notify the Secretary of the names of the nominees. The committee shall be chaired by the Past President or a person designated by the Executive.
- G. The Committee on Awards and Scholarships shall do all things necessary to administer the awards program of the association. These awards shall also include those available from IAFP. This committee shall be chaired by the Vice-President.
  - 1. The Awards and Scholarships Committee shall consist of three members and the Vice President. The Awards Committee shall be appointed by the President. Membership of the Awards Committee, shall whenever possible have representation from academia, governmental agencies (federal, provincial, territorial or municipal) and industry and service companies who shall judge the submissions for Service and Scholarship Awards.
  - 2. The Awards and Scholarships Committee shall review all nominations for the following awards:
    - a. The BCFPA Food Safety Award may be presented to a regular, honorary, special, student, sustaining or retired member of the Association deemed to have contributed outstanding service to the British Columbia food

- industry with respect to furthering food safety. The selection shall be made by the Awards Committee with assistance from the Executive Board and need not be made annually.
- c. The BCFPA President's Award may be presented to a regular, honorary, special, student, sustaining or retired member of the Association deemed to have contributed outstanding service to the British Columbia Food Protection Association. The selection shall be made by the Awards Committee with assistance from the Executive Board and need not be made annually.
  - d. The BCFPA Lifetime Achievement Award may be presented to a regular or retired member of the Association and recognizes individuals who have made substantial contributions to the objectives of the BCFPA through many years of active service in the Association. The Lifetime Achievement Award grants the recipient honorary lifetime membership in the British Columbia Food Protection Association. The selection shall be made by the Executive Board and need not be made annually.
  - e. British Columbia Food Protection Association Scholarships may be awarded to university, community college or technical institute students majoring in a field of study related to food and who are members of the BCFPA. The criteria for the awards shall be determined jointly by the Executive Board. Generally, only students who have successfully completed at least one year of study and who have demonstrated leadership and proficiency in related disciplines will be eligible. The final selections and the amount of the scholarship awards shall be determined by the Executive Board. Scholarship winners shall be invited by the President of the BCFPA, to receive their award certificates at the Annual General Meeting. Scholarships need not be presented annually.
3. Nominations for the Awards (with the exception of the Scholarship Awards) must be received by the Vice-President and distributed to the committee members no later than 90 days preceding the Annual General Meeting. If insufficient nominations are received for a category, that award may not be given that year. Award decisions will be determined by a majority vote of the designated committee members. Decisions of the Awards Committee must be furnished to the Secretary by 30 days preceding the annual meeting. All decisions of the Awards Committee will be considered final.
  4. Awards Committee members and the President are not eligible for awards, nor can they make nominations for these awards.

5. The Secretary shall secure the proper awards to be presented at the annual meeting. The award instrument shall be decided by the Executive Board.
- H. The Finance Committee shall consist of the Treasurer, President and one other Director. The Finance Committee shall audit and certify the financial status of BCFPA. This committee shall present a proposed balanced budget for the ensuing fiscal year to the membership at the annual meeting.
- I. The President may at his discretion, and shall when so instructed by the Executive Board or the membership, appoint such other committees as are found necessary. However, whenever possible, all work should be performed by the appropriate body outlined herein. Any such special committee shall function under the rules set forth in Section A. of this Article.

## **ARTICLE VIII CHAPTERS**

- A. The creation of a Chapter, comprising of five (5) or more members located in a specific geographic area, is subject to the approval of the Executive Board upon application by the members of the proposed Chapter.
- B. The Chapter shall be governed by a Constitution, consistent with these By-Laws.
- C. Each Chapter may receive financial support from BCFPA, based on a membership fee sharing formula as determined by the Executive Board and may make application to the Executive Board for financial support for specific events.
- D. A Chapter may be dissolved for failure to comply with its own Constitution and By-Laws, or the Constitution and By-Laws of BCFPA, subject to approval of the Executive Board.

## **ARTICLE IX. STUDENT PROFESSIONAL DEVELOPMENT GROUPS**

- A. The creation of a Student Professional Development Group (SPDG), comprising of five (5) or more members enrolled in a related post-secondary program at any educational institution or at a specific educational institution, is subject to the approval of the Executive Board upon application by the members of the proposed SPDG.
- B. The SPDG shall be governed by a Constitution, consistent with these By-Laws.

- C. Each SPDG may receive financial support from BCFPA, based on a membership fee sharing formula as determined by the Executive Board and may make application to the Executive Board for financial support for specific events.
- D. A SPDG may be dissolved for failure to comply with its own Constitution and By-Laws, or the Constitution and By-Laws of BCFPA, subject to approval of the Executive Board.

**ARTICLE X  
FISCAL YEAR**

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

**ARTICLE XI  
AMENDMENTS**

- A. Any member may propose amendments to these By-Laws by submitting them in writing, with the signature of three supporting members, to the Secretary at least 60 days before the date of the next announced annual general meeting.
  - 1. The Secretary shall notify all members, at least 14 days before the next announced meeting, that the proposed amendment(s) will be open for discussion and voting at the next meeting.
  - 2. These By-Laws may be amended by a simple majority affirmative vote of the voting members present.