

FOOD SCIENCE INSTITUTE

BYLAW

Food Science Graduate Program
Kansas State University

Faculty Membership

A member of the Food Science Graduate Program faculty shall be a graduate faculty member at Kansas State University and:

- 1) Interested in actively promoting Food Science as an academic discipline.
- 2) Elected by a majority vote of the Food Science Graduate Program faculty after submission of an application.
- 3) Actively engaged in committee work and other activities for the betterment of Food Science on campus and online programs, as well as our national and international reputation.

POLICIES AND GOVERNING PROCEDURES

1. The Food Science Graduate Faculty will establish all policies affecting the Food Science Graduate Programs.
2. The Coordinating Committee members advise the Chair, and along with the Chair make recommendations to the faculty concerning policy, represent Food Science Faculty members, and assist in establishing an agenda for faculty meetings. A Coordinating Committee member should designate another Food Science Faculty member as a proxy when unable to attend a meeting.

Membership, Term and Election of Coordinating Committee

3. The Food Science Coordinating Committee will consist of 9 members including the chair person. A Chairperson is elected by the Food Science Graduate Faculty for a 3-year term

4. Three Coordinating Committee members will be elected each spring by the second week in May on a rotating basis, and elected members will start serving their three-year term in the Fall semester. Elected members will be eligible for reelection.
5. A Food Science Faculty member can serve as a proxy for no more than one absentee member. The Coordinating Committee member must notify the FSI chair of the proxy designate prior to the meeting.
6. The three retiring members of the Food Science Coordinating Committee will constitute the nominating committee for the three vacancies occurring by expiration of terms of committee members. At least four faculty members will be nominated to fill the vacancies occurring at the expiration of the 3-year terms. Vacancies for any other reason will be filled by the Chair with the concurrence of the Coordinating Committee members for the remainder of the term.
7. Voting will be by electronic ballot. The three nominees receiving the highest number of votes will be elected to fill the vacancies.

Role and Term Limit of Program Chair

8. The Chair of the Food Science Graduate Program will serve as the Chair of the Food Science Coordinating Committee for a term of three years. The Chair will have voting status in case of tie votes. The Chair may be re-elected upon approval of the graduate faculty.

Election of Program Chair

8. Elections of the Chair of the Food Science Graduate Program will be by electronic ballot. The Chair will be elected preceding the nomination and election of the new Coordinating Committee Members of the year when the incumbent Chair's term is to expire. Due to the importance of this position, at least 2/3 of the graduate faculty must vote and a majority number of these votes is needed for the election of a new program chair.

Ex- Officio Member

9. The Director of the Food Science Institute will serve as an Ex-Officio member to the Food Science Graduate Coordinating Committee. The Director may not rotate onto the Food Science Graduate Coordinating Committee as a voting member during her/his term.

Note: The first guidelines were approved by the Coordinating Committee on May 19, 1970. The first major revision was made on May 19, 1977. The minor additions were made on March 29, 1982, October 8, 1982 and April 24, 1987, January 31, 2003, and October 7, 2004 by the Food Science Graduate Faculty. The second major revision was approved on February 15, 2008. The membership section and other revisions were approved on May 25, 2022.