

# WASHINGTON ASSOCIATION FOR FOOD PROTECTION CONSTITUTION

## **ARTICLE I**

This Association shall be known as the WASHINGTON ASSOCIATION FOR FOOD PROTECTION, which shall hereinafter be referred to as WAFFP. The association is the Washington affiliate of the INTERNATIONAL ASSOCIATION FOR FOOD PROTECTION, INC. (IAFP).

## **ARTICLE II**

The objective of this Association shall be to:

- Advance the improvement in quality and safety of food products and the technological development of food processing equipment and supplies.
- Disseminate effective sanitary methods and regulatory requirements for producers, processors, distributors, and retailers.
- Provide food safety professionals with a forum to exchange ideas and information to protect the food supply.

## **ARTICLE III**

This Constitution shall be the basis of government of this Association.

## **BY-LAWS**

### **ARTICLE IV – Membership**

Section 1. Any person interested in the objectives of this Association as set forth in ARTICLE II is eligible to make application for membership. The Executive Board shall act upon all applications for membership. Applicants shall submit an application, accompanied by the first annual membership dues, to the Treasurer. Alternately, any new or existing member may apply or update membership as part of the conference fee. Excluding any individual with any known conflicts of interests or previous misconduct, the applicant may become a member of the Association upon the payment of the dues.

Section 2. Any member who shall fail to pay annual dues within sixty days after dues are outstanding shall be dropped from the active membership list. Any member so dropped may be reinstated upon new application submitted and accompanied by the unpaid dues for that year.

Section 3. A member of this Association may be expelled for due cause or disruptive behavior upon recommendation of the Executive Board. Member is given written notice of reasons for the contemplated action by the Executive Board with an opportunity for a rebuttal in writing.

Section 4. The membership year shall extend from October 1 to September 30 each year. Dues shall be payable in advance and may be combined with conference fees.

Section 5. Membership shall be entitled to vote and hold office. The WAFFP President and Affiliate Delegate shall be members of IAFP.

Section 6. All dues and conference fees shall be determined by the Executive Board and based on operating costs and the economic environment.

Section 7. The decision to suspend or move the annual conference due to economic, natural disaster, conflict, or other unforeseen circumstances preventing membership attendance at the prearranged or any other conference venue, shall be determined by the Executive Board.

#### **ARTICLE V – Officers and Appointees**

Section 1. The officers of this Association shall be a President, a President-Elect, a Secretary, a Treasurer, and an Auditor. These officers shall hold offices for one year or until their successors are duly elected. The President-Elect, upon the completion of his/her term in that capacity shall automatically become President. All officers shall be up to date on WAFFP dues.

Section 2. The President, the President-Elect, the Secretary, the Treasurer, and in ex-officio capacity, the immediate Past President shall comprise the Executive Board, which shall direct the affairs of the Association when not in Annual Business Meeting.

Section 3. The officers shall enter upon their respective duties immediately upon the conclusion of the Annual Conference each year.

Section 4. An Affiliate Delegate to the International Annual IAFP meeting may be appointed by the Executive Board following nomination at the Annual Business Meeting.

#### **ARTICLE VI – Duties of Officers**

Section 1. It shall be the duty of the President to preside at all meetings of the Association. They shall appoint all committees unless otherwise directed by vote of the Association, and perform such other duties as usually devolve upon a presiding officer or are required of

him/her by the Association. The President shall facilitate putting the Annual Conference agenda together and delegating responsibilities.

Section 2. The President-Elect shall perform the duties of the President in their absence.

Section 3. The Secretary shall record the proceedings of the Association. It shall also be the duty of the Secretary to assist in preparing programs and documents for meetings, and to notify members of meetings, as necessary.

Section 4. The Treasurer shall keep a list of members and collect all money due to the Association, giving and ensuring their receipt of purchase therefor. They shall record the amount of each payment, with the name and contact information of the person so paying. They shall faithfully care for all monies entrusted to their keeping and shall take a receipt for expenditures. They shall be at the Annual Business Meeting to make a detailed statement of the financial condition of the Association. In their absence, they will delegate a representative to provide the detailed statement.

Section 5. The full management of the affairs of the Association when the Association is not in Session shall be in the hands of the Executive Board.

Section 6. It shall be the duty of the Auditor to examine and audit the accounts of the Treasurer and all other financial accounts of the Association, and to make a full report of the condition of the same at the Annual Business Meeting. In their absence, they may provide an audit summary of their findings to the Executive Board to share with the membership.

Section 7. If an absence of Officer(s) occurs due to illness, death, resignation, change of employment status, the Executive Board will appoint a replacement until the next Annual Business Meeting.

Section 8. The Executive Board – consisting of President, President-Elect, Secretary, and Treasurer – will appoint replacements as follows:

- Should the office of the President and President-Elect become vacant simultaneously, the Secretary shall automatically become Acting-President.
- Should the office of Secretary, Treasurer, or President-Elect be vacated, the Executive Board shall appoint an Acting Secretary, Treasurer, or President-Elect, respectively, for a period up until next Annual Business Meeting.
- When the Executive Board is reduced to two or less elected members for a period exceeding 60 days, a special election shall take place.

## **ARTICLE VII – Annual Conference**

Section 1. The Annual Conference of the Association shall be held at least once a year at such time and place as shall be designated by the Executive Board.

Section 2. Business shall be transacted by majority vote of those WAFFP members in attendance at any statewide Annual Business Meeting of the Association.

## **ARTICLE VIII – Amendments**

This Constitution and Bylaws may be amended by a two-thirds affirmative vote of those members of the Association in attendance who cast their votes with the Secretary at the Annual Business Meeting. Any member proposing amendments must submit their proposal in writing to the Secretary at least thirty days before the date of the next meeting of the Executive Board. After discussion at the next Executive Board meeting, the Executive Board shall decide whether the proposed amendment will be voted upon by email ballot, or if the proposed amendment can wait until the next Annual Business Meeting. Such amendments proposed by a member, upon a majority affirmative vote of the responding members by email ballot or by those in attendance at the Annual Business Meeting, shall immediately become a part of the Constitution.

## **ARTICLE IX – Nominating Committee**

A nominating committee consisting of at least two other members of the Association shall be appointed by the Executive Board. The said committee shall present one nominee for each office, further nominations may be made from the floor. The nominating committee may nominate any member of the Association but are encouraged to nominate members that are not members of said committee. Officers shall be elected by majority vote of the members in attendance at the Annual Business Meeting.