

BYLAWS OF THE STUDENT ASSOCIATION OF NUTRITION AND DIETETICS
NEW MEXICO STATE UNIVERSITY
(REVISED, Fall 2015)

Article I- Name

The name of the organization shall be Student Association of Nutrition and Dietetics (SAND) of New Mexico State University.

Article II- Objectives

The objectives of this organization shall be to promote familiarity with the field of dietetics, human nutrition and related fields to organization members, the students and faculty at New Mexico State University and the community of Las Cruces, New Mexico. The organization shall strive to inform members, students, faculty and citizens of the opportunities available in the field of nutrition and dietetics, to provide sound information to the citizens of the community on these subjects, and to stimulate sound practices among peers.

Article III- Membership and Dues

SECTION A- MEMBERSHIP

This is a voluntary organization, open to all persons in all academic concentrations, interested in promoting the organization's objectives. Voting privileges shall be established by the payment of dues and participation of organization activities. Success of the organization depends upon the regular attendance and participation of all members. Active members will receive a certificate of membership at the end of each semester, provided they have 75% of the meetings, participated in a minimum of 50% of the scheduled organization events and participated in a minimum of one (1) community service activity. It is the member's responsibility to provide attendance information to the organization Secretary. Graduating members may receive a cord upon graduation provided they satisfy the active membership criteria for two full semesters before graduation. This program is open to dietetic internship graduate students and students enrolled at Dona Ana Community College.

Student Association of Nutrition and Dietetics (SAND) of New Mexico State University organization shall comply with applicable NMSU policies, including but not limited to the policy that prohibits discrimination on the basis of age, ancestry, color, mental or physical disability, gender, serious medical condition, national origin, race, religion, sexual orientation, gender identify, spousal affiliation, protected veteran status, or genetic information, except as sanctioned by law.

SECTION B- DUES

Members shall pay dues each semester (fall and spring) as voted on at the last meeting of the spring semester for the previous year. Members shall vote on the amount to be paid each semester. The current due stands at \$10 (ten dollars). Dues shall be payable during the months of September and January. Persons not paying

dues by the end of September or January, or those that have not made arrangements to pay will have their voting membership suspended.

SECTION C- ADVISORS

Two or more NMSU main campus full-time faculty members, selected by the members shall serve in an advisory capacity.

Article IV- Officers, Elections, and Meetings

SECTION A- OFFICERS

The organization shall have a President, a Vice President, a Treasurer, a Secretary, a Public Relations Secretary, a Media Chair, two to four (2-4) Agricultural, Consumer and Environmental Sciences (ACES) Representatives, a Social Chair, a Historian, an Academy of Nutrition and Dietetics (AND) Liaison, and an El Paso Academy of Nutrition and Dietetics (EPAND) Liaison. All current officers and newly elected officers shall meet before the end of the semester to establish goals for the upcoming semester and to discuss transition of duties. Attendance at meetings by officers is mandatory. Officers may miss one meeting per semester with a legitimate excuse such as illness, work commitment, or a family emergency. If an officer is going to miss a meeting, he or she must inform the Vice President or President before the meeting. If an officer misses more than one meeting without a legitimate excuse, members may choose to elect a new officer. Graduate students and Dona Ana Community College students are not eligible for an officer position. All officers must be full-time NMSU main campus students.

SECTION B- EXECUTIVE BOARD

The Executive Board shall consist of the President, Vice President, Secretary and Treasurer. The President shall call monthly meetings for discussion of the budget, special events, the coming agenda of the organization, and general policies.

SECTION C- ELECTIONS

Elections for President, Vice President, Treasurer, Secretary, Public Relations Secretary, Media Chair, Historian, ACES Representative, Social Chair, AND Liaison, and EPAND Liaison shall be by secret ballot. All members in good standing at the second to last meeting of the spring semester and last meeting of the fall semester shall have voting privileges. All officers shall serve for one full semester for the elected position. Should any other office become vacant for any reason, a special election will be held. A quorum of 2/3 of the members must be present to hold an election. Nominations at all elections shall come from the floor and must be accompanied by a statement of qualifications. Officers are elected by a majority vote. No elected person shall serve three consecutive terms in the same office. However, persons elected at mid-term may run for that same office the following term provided this will not result a term longer than three (3) semesters.

SECTION D- MEETINGS

Regular meetings shall be held once every other week at a time that is most convenient for advisors and members. This should be determined by a vote of all members and advisors during the first week of each semester. A quorum consisting of 1/3 of the members must be present in order to hold a meeting. Meetings may be called at the discretion of the Executive Board or by petition of a majority of members.

Article V- Duties or Officers

SECTION A- PRESIDENT

The president shall be the executive officer of the organization and shall have general supervision, direction, and control of the affairs of the organization. The President shall determine the meeting schedule, agenda, and shall preside at all of the meetings of members, all board meetings, and oversee all organization events.

SECTION B- VICE PRESIDENT

The Vice President shall, in the absence or disability of the President, perform all the duties of the President, and when so acting shall have the powers of the President. The Vice President shall be in charge of setting up committees in accordance with the directors or the organizations, email communications and reminders to members, and direct one event. The newly elected Vice President shall be responsible for preparing and submitting the officer addendum form (due after fall and spring elections or any special elections) or the re-chartering form (due after fall elections) to the Office of the Student Organizations and Programs before the last day of the semester.

SECTION C- TREASURER

The Treasurer shall, in the absence or disability of the Vice President, perform all the duties of the Vice President, and when so acting shall have the powers of the Vice President. The Treasurer shall be responsible for safeguarding the organizations funds, disbursing fund in accordance with the budget or needs, maintaining proper records and accounts, provide financial status reports each month and/or at meetings (at the discretion of the President), prepare and submit a budget to the organization for approval, and direct one fundraising event. In addition, the Treasurer shall submit a financial report at the end of the semester to the Executive Board and advisors detailing the financial disbursements of the organization throughout the semester.

SECTION D- SECRETARY

The Secretary shall, in the absence or disability of the Treasurer, perform all the duties of the Treasurer, and when so acting shall have the powers of the Treasurer. The Secretary shall attend all meetings of the organization and shall be responsible for having all of the proceedings of each meeting recorded in the books (which

should be kept for a period of 5 years). Within 48 hours of each meeting, the Secretary shall provide an electronic copy of the meeting minutes to the Vice President via email. The Secretary shall be responsible for keeping the official files of the names and addresses of each member of the organization current. The Secretary shall be responsible for updating the bylaws (in accordance with Article VIII) and submitting a copy of the bylaws to the Office of Campus Activities. The Secretary will assist the Public Relations Secretary and Media Chair in the upkeep of the organization's website and assist in the direction of one organization event.

SECTION E- PUBLIC RELATIONS SECRETARY AND MEDIA CHAIR

The Public Relations Secretary shall be responsible for editing and publishing the organization newsletter and submitting articles and notices to campus publications. The Public Relations Secretary shall direct communication efforts for each organization event, update and maintain the organization billboard, and assist the Secretary with the update and maintenance of the organization website. The Media Chair shall be responsible to the Public Relations Secretary and shall update and maintain the organization social media sites (Facebook, Instagram, Twitter, etc.). The Media Chair shall ensure that all postings are within the mission and objectives of the organization and no biased opinions, or opinions on race, religion, gender, or politics is posted to the organization's social media page.

SECTION F- ACES REPRESENTATIVES

The ACES Representatives shall be responsible for attending all meetings of the ACES Council, and shall give verbal reports of the Council meeting and activities at the organization's meetings. The representatives shall act as liaison's of the organization to the Council by reporting the organizations activities to the Council as required by the Council as well as submitting any organization reports as requested by the Council.

SECTION G- SOCIAL CHAIR

The Social Chair shall plan and oversee all organization social functions. The Social Chair may appoint some members of the organization as a committee of any event. The Social Chair shall inform the active members of any functions two (2) weeks prior to the event. The Social Chairperson shall plan and organize at least two (2) social events.

SECTION H- HISTORIAN

The Historian shall be responsible for documenting all activities by collecting memorabilia from activities. The Historian must attend all events or appoint a committee to attend the events in their absence. The Historian shall take photographs of all events, maintain the organization scrapbook, assist with Public Relations efforts and assist the Media Chair with the update and maintenance of social media sites.

SECTION I- ACADEMY OF NUTRITION AND DIETETICS LIAISON (AND) (EPAND)

The AND and EPAND Liaison's shall be a member of AND that is responsible for keeping a connection between school association and the Academy of Nutrition and

Dietetics. The liaison's will communicate with their Student Council Advisory Committee to keep them up to date on club activities. Liaisons will network with other nutrition focused groups to get ideas to promote familiarity with nutrition and dietetics as well as educate their respective communities. The AND Liaison shall promote AND membership to non-members at organization activities and meetings. The EPAND Liaison shall inform organization members or EPAND events and attend all EPAND meetings as a representative of the organization. The Liaison's must report to the Student Community of Interest biweekly.

Article VI- Committees

All committees shall consist of volunteers with a chairperson assigned to each committee by the Vice President.

Article VII- Rules of Order

The rules contained in Robert's Rules of Order, Newly Revised, shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with the bylaws and any special rules or order this organization may adopt.

Article VIII- Amendments to the Bylaws

These bylaws may be revised and/or amended at a regular or special meeting of the organization by a majority vote of the members present, provided that the amendment has been submitted in writing at the previous meeting. Before the end of each semester, the officers currently in office shall review the bylaws and amend them if necessary before their term of office has expired.