

# **Canadian Association for Food Studies**

## **L'association canadienne des études sur l'alimentation**

### **CONSTITUTION**

#### **Article I Name**

This association shall be known as the Canadian Association for Food Studies (CAFS) / L'association Canadienne des études sur l'alimentation

#### **Article II Objectives**

1. The objectives of the Association are to promote critical, interdisciplinary scholarship in the broad area of food systems: food policy, production, distribution and consumption. CAFS recognizes the need for coordinated interdisciplinary research efforts in response to societal needs for informing policy makers, assessing the outcomes of community-based work, and demonstrating the environmental and social impacts of changes affecting food systems and food policies.
2. The Association is an educational organization, the activities of which shall be conducted without purpose of gain for its members. Any profits or other gains to the Association shall be used in promoting its objectives.

#### **Article III Languages**

English and French shall be the official languages of the Association.

#### **Article IV Governing Bodies**

The governing bodies of the Association shall consist of the following:

- (a) the membership,
- (b) the Executive Committee, and
- (c) other committees and subcommittees as may be struck, from time to time, under the terms of this Constitution.

#### **Article V Membership**

1. Membership in the Association is open to all who share its objectives.
2. Persons, institutions or corporations making a substantial contribution towards the objectives of the Association may be designated as Benefactors by the Executive Committee.
3. Membership categories shall be determined and dues fixed by the Executive Committee.
4. A member in good standing is defined as a member who has paid the membership dues of the current year.

## **Article VI Executive Committee**

The officers of the Association shall consist of a president, serving a two year term; two vice-presidents, serving two year terms; a secretary-treasurer elected for a period of two years; and six members at large elected for a period of two years, where best efforts will be made to ensure that that the members at large have a research focus/or interest in each of the following regions (Atlantic Canada, Quebec, Ontario, the Prairies, Western Canada, Northern Canada).

Past-presidents and past secretary-treasurers will serve as nonvoting members of the executive committee for a one year term after the reelection of a new executive committee to ensure a smooth transition. The president, vice-president and secretary-treasurer shall not be eligible for immediate reelection to the same office.

## **Article VII Executive Duties**

The officers of the Association shall comprise the Executive Committee.

The Executive Committee is empowered to:

1. transact the business of the Association;
2. appoint and delegate responsibilities to standing and special committees;
3. appoint the editors of the publications of the Association;
4. appoint and designate the duties of the administrative secretary and any other appointed posts required to carry out the business of the Association;
5. assign responsibilities to members of the Executive Committee;
6. determine the time and place of the annual meeting;
7. appoint, as required, through executive appointment or election, representatives to act on behalf of the Association in other associations or events;
8. five shall be a quorum at Executive Committee meetings.

## **Article VIII Accountability of the Executive**

1. The president may convene a meeting of the Executive at any time and shall convene a meeting of the Executive Committee on request in writing of no less than five of the officers of the Association.
2. Executive decision can be undertaken by email or teleconferences.
3. An officer or committee chair who is unable to fulfill the duties of the office for a period of a year shall resign.
4. The accounts of the Association shall be audited each year by a qualified accounting firm.
5. The Executive shall report on the business of the Association at each annual general meeting.

### **Article IX Elections**

1. Only members of the Association may hold office in the Association and vote in elections.
2. A nominating committee will be elected at the Annual General Meeting. It will be composed of five members: the VicePresident or Past President as chair, two members elected at the Annual General Meeting, and one member of the Executive Committee to ensure equitable representation.
3. A call for nominations to those positions on the CAFS Executive Committee, which will become vacant during the coming year, will be circulated to the membership. Nominations must be supported by two members of the Association, and the nominee must have indicated in writing her/his acceptance of the nomination.
4. The nominating committee will prepare a slate of candidates with the names of candidates nominated by the membership as well as its own nominations.
5. The Secretary-Treasurer shall conduct the election by mail, email, or other electronic means as approved by the executive, prior to the annual business meeting.

### **Article X Constitutional Change**

1. Any member in good standing may propose a change in the Constitution providing the signatures of five other members in good standing have been secured.
2. The secretary-treasurer will circulate the proposed change to the membership by mail.
3. Ratification of the change requires the approval of two-thirds of the members who return the ballot within the specified time.

### **Article XI Annual General Meeting**

1. A general business meeting shall be held each year at a place and time designated by the Executive Committee.
2. All members shall be given two months notice of the date and place of the Annual General Meeting.
3. The agenda of the Annual General Meeting will be circulated in advance to all members and specific reference will be made to proposed constitutional changes, increases in membership dues, and proposals to undertake major new commitments.
4. All business at the meeting shall be settled by a simple majority of all members in good standing, present and voting.
5. A quorum of the Annual General Meeting shall be 25 members in good standing.

### **Article XII Regional Divisions**

1. Any group of members in any region may set up a regional division of the Association upon ratification of the proposed constitution by the Executive Committee.

### **Article XIII Study Groups**

1. The Executive may endorse the formation of a study group on evidence of the support of at least 15 members of the Association in good standing.
2. Study groups will have an elected chair and other officers, as they may deem appropriate.
3. Study groups will submit a report annually to the Executive as evidence of their continued activity.
4. Study groups may hold special sessions at the annual general meeting, and may provide material to CAFS publications.

### **Article XIV Awards**

1. The Executive may constitute awards to further the interests of the Association and of Food Studies.
2. An awards committee shall be appointed annually by the Executive to select appropriate nominees for CAFS and other awards to be submitted to the Executive for final approval.