BY-LAWS
of the
MARILYN MAGARAM CENTER
for
FOOD SCIENCE, NUTRITION AND DIETETICS

Department of Family and Consumer Sciences
College of Health and Human Development
California State University, Northridge

Revised 2010

Effective Date: August 22, 2010

Revised and drafted July 06, 2009 by
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Approved by the Magaram Center Advisory Board, August 22, 2010

(Previously revised 1995, 2000, and 2005)
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FOOD SCIENCE, NUTRITION, AND DIETETICS

ARTICLE I - Name

The name of the organization is the MARILYN MAGARAM CENTER FOR FOOD SCIENCE, NUTRITION, AND DIETETICS, hereinafter known as the CENTER.

ARTICLE II - Purpose and Goals

Section 1. General Purpose

The purpose of the CENTER is to provide an auxiliary organization to the department and the college, which can support research, community service, and education specific to food science, nutrition and dietetics. To provide framework within which professionals from related academic areas, business and industry, and other institutions can function in an interdisciplinary manner in order to achieve the following goals:

A. Promote the professional growth and development of faculty, students, and professionals in the fields of nutrition, food science, and dietetics through sponsorship of symposia, conferences, lectureship, seminars, and internship.

B. Provide healthy lifestyle education through community outreach and services activities.

C. Facilitate, conduct and support the pursuit of scholarly projects in the fields of nutrition and food science.

D. Forge alliances and promote progressive collaborative efforts among professional organizations and community agencies addressing similar issues.

E. Facilitate learning-centered opportunities for students through partnership with community organizations.

F. Maintain the success, focus, and administration of the Marilyn Magaram Center.
Section 2. Specific Objectives

The specific objectives of the CENTER are to promote the study of and to disseminate information and knowledge in food science, nutrition, and dietetics by:

A. Providing educational programs and professional services, including, but not limited to activities such as workshops, mini-courses, seminars, conferences, and symposia;

B. Providing community services, including, but not limited to conducting food demonstration, participating in health fairs, productions of television and radio programs, development of pamphlets and brochures, and computing analyses of diet records and recipes;

C. Collaborating with other organizations, educators, physicians and scientists whose interests are consistent with the purpose and goals of the CENTER;

D. Facilitating collaboration among professionals and students in the areas of food science, nutrition, and dietetics;

E. Assisting faculty and students in the development of research and curriculum projects and proposals concerned with food science, nutrition, and dietetics;

F. Providing opportunities for students to enrich their academic experiences through internship positions which enhance interaction, organization, and communication skills in areas of food science, nutrition, and dietetics;

G. Promoting, conducting, and communicating scholarly studies or reviews in the areas of food science, nutrition, and dietetics;

H. Generating financial support for the CENTER through grants, contracts, projects, donations and gifts.

Section 3. Fundamental Policy

Policies and pertinent regulations of the CENTER shall be consistent with the purpose and mission of California State University, Northridge, the College of Health and Human Development, and the Department of Family and Consumer Sciences.
ARTICLE III – Membership Categories

Membership is comprised of individuals from the academic community and private sector who support the goals of the CENTER and contribute to the accomplishment of its mission. Special categories of membership are established with periodical review and approval by the Advisory Board.

Section 1. Honorary Board

A. The Magaram Center Honorary Board includes two categories of members: individuals and representatives from foundations, business and industry. The purpose of the Magaram Center Honorary Board is to honor major supporters. Members are prominent leaders in the community and serve as ambassadors for the CENTER. The Board Members lend their support as follows:

* Participate in fundraising activities
* Seek additional financial support, and
* Promote positive community relations.

B. Nominations to the Magaram Center Honorary Board are made by other Honorary Board Members, Advisory Board Members, or the Center Director and approved by the Advisory Board.

Section 2. Contributor Categories:

Based on the amounts of contributions made to the Marilyn Magaram Center, contributors are categorized as follow:

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Founders</td>
<td>($50,000+)</td>
</tr>
<tr>
<td>Charter Members</td>
<td>($25,000+)</td>
</tr>
<tr>
<td>Benefactors</td>
<td>($10,000+)</td>
</tr>
<tr>
<td>Patrons</td>
<td>($1,000+)</td>
</tr>
<tr>
<td>Supporters</td>
<td>($250-999)</td>
</tr>
<tr>
<td>Friends</td>
<td>($100-249)</td>
</tr>
</tbody>
</table>

ARTICLE IV - Organization

Section 1. Authorization

The CENTER was originally chartered on July 1, 1990. Subsequently, the CENTER was rechartered in 1995, 2000, 2005, and 2010. Currently, the CENTER has received approval for operation until June 30, 2015, when its charter must be renewed.
Section 2. Administration

A. The CENTER is sponsored by the Department of Family and Consumer Sciences and organized under the College of Health and Human Development (CHHD).

B. The CENTER is administered by a Director, an Associate/Assistant Director, Administrative Assistants, and an Advisory Board.

C. The Dean of CHHD and the Chair of the Department of Family and Consumer Sciences shall be responsible for ensuring that the projects and activities of the CENTER are consistent with the University mission and its policies.

Section 3. Director

A. The Director of the CENTER is a university part-time, full-time, or emeritus faculty member in the Food Science, Nutrition, and Dietetics area and selected by the Advisory Board, in consultation with the Family and Consumer Sciences Department Chair in a manner consistent with university and departmental hiring procedures.

B. The Director of the CENTER is responsible to the Chair of the Family and Consumer Sciences Department who reports to the Dean of CHHD.

C. The CENTER Director shall have overall responsibility for the operation of the CENTER, including allocation of funds, staffing programs and projects, the management of the CENTER and its programs.

D. Additional administrative positions in the CENTER may be established by the Director with the approval of the Advisory Board.

E. A former Director of the Center, with Advisory Board approval, may be appointed as an ex-officio member of the Magaram Center Advisory Board.

Section 4. Associate/Assistant Director

A. The Associate/Assistant Director of the CENTER is responsible to the Director of the CENTER.

B. Selection and appointment is conducted by a committee consisting of members of the Center Advisory Board and chaired by the Director. The Advisory Board is consulted as a part of the selection process.

C. The Associate/Assistant Director assists the Director in all aspects of the CENTER operation and takes full responsibility in the absence of the Director.
D. Specific responsibilities of the Associate/Assistant Director in the day-to-day operation of the CENTER include supervision of administrative assistants and student interns, and the maintenance and arrangement of CENTER facilities and space.

E. The Associate/Assistant Director also coordinates specific CENTER projects as assigned by the Director.

Section 5. Administrative Assistants

A. The Administrative Assistants are recruited, selected, and appointed by the Director and the Associate/Assistant Director.

B. Under general supervision, the Administrative Assistants perform general office duties of the CENTER and carry out specific duties assigned in association with any of the CENTER projects being planned or executed.

Section 6. Advisory Board

A. The Advisory Board is composed of at least 15 members who are current or emeriti faculty members of the Food Science and Nutrition area of the Family and Consumer Sciences Department, other CSUN faculty with expertise appropriate to the CENTER activities, representatives from the food science, nutrition and dietetics professions, and others dedicated to the mission of the CENTER including the President(s) of the CSUN Student Dietetic and Food Science Association (SDFSA). Fifty percent plus one of the membership shall be affiliated with CSUN.

B. The numeric distribution of members of the Advisory Board is as follows:

<table>
<thead>
<tr>
<th>Category</th>
<th>Minimum</th>
<th>Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Food Science, Nutrition, and Dietetics Area Faculty</td>
<td>2</td>
<td>6</td>
</tr>
<tr>
<td>CSUN Faculty (at least 3 from Family and Consumer Sciences Department)</td>
<td>4</td>
<td>8</td>
</tr>
<tr>
<td>Outside Professionals/Others</td>
<td>5</td>
<td>11</td>
</tr>
<tr>
<td>President(s) of SDFSA</td>
<td>1</td>
<td>2</td>
</tr>
</tbody>
</table>

C. The Advisory Board holds its annual election in November and the candidates are nominated by the Board members, Center Director, Associate/Assistant
Director, Chair of FCS, and Dean of the College of Health and Human Development.

D. Members of the Advisory Board are appointed by the Department Chair of Family and Consumer Sciences, and the Dean of the College of Health and Human Development upon recommendation of the CENTER Director and the Advisory Board.

E. The Advisory Board members are appointed to a renewable three-year term with approximately 1/3 of the members appointed each year except for the President(s) of the SDFSA.

F. The CENTER Director and Associate/Assistant Director serve as Ex-Officio members on the Advisory Board.

G. The Advisory Board Chair and Vice-Chair are elected on alternate years, respectively, from among those serving on the Advisory Board. These officers will serve renewable two-year terms.

H. The Advisory Board meets quarterly and as otherwise required. Meetings will be called by the Advisory Board Chair in consultation with the Director of the CENTER.

I. A quorum consists of one half (1/2) of the total number of the Advisory Board members. For all voting matters, 50% plus one of the members present is needed to pass any item.

J. Voting may be conducted by mail, telephone, email and/or fax if necessary. In this regard, 50% plus one of the total number of the Advisory Board members is needed to pass any item.

Section 7. Fellows of the CENTER

A. Fellows are those individuals who have educational/professional expertise in Food Science, Nutrition, Dietetics or related fields, and/or who wish to support the CENTER by participating in CENTER events.

B. Fellows may serve as professional advisors to the CENTER Advisory Board and the Director.

C. Fellows are nominated by Advisory Board members or by CENTER Fellows in consultation with the CENTER Director. The nominations are approved by the Advisory Board upon documentation of the qualifications and potential contribution of the nominees to the CENTER.
ARTICLE V - Functions

Section 1. Director

A. The Director of the CENTER reports to the Chair of the Family and Consumer Sciences Department.

B. The Director is responsible for the operation and management of the CENTER, the proper handling of funds, and the financial soundness of the CENTER.

C. The Director has the authority to make temporary substitutions of personnel in programs.

D. The Director is responsible for arranging all space, physical arrangements, production of brochures and materials, and other support of programs and scholarly projects undertaken by the CENTER.

E. The Director serves as Executive Secretary of the Advisory Board and shall prepare and distribute minutes following each meeting.

F. The Director attends all meetings of the Advisory Board as an Ex-Officio member.

Section 2. Advisory Board

A. In general, the Advisory Board is a resource group to which the Director can bring problems for discussion and recommendation. It may also serve as a liaison with interested faculty members as well as facilitators between the center and community-based organizations and institutions.

B. The Advisory Board may recommend general guidelines for all programs and activities of the CENTER. These guidelines must be consistent with the purposes of the CENTER.

C. The Advisory Board may recommend to the Director any activities that will benefit the CENTER, the University, or the community.

D. The Advisory Board reviews and approves the By-Laws of the CENTER.

E. In the absence of the Chair, the Vice-Chair shall assume the functions of the Chair.
F. The Advisory Board reviews and approves an annual operating budget submitted by the Director.

G. The Advisory Board post-audits annually the programs and activities of the CENTER to determine whether or not they conform to the purposes stated in its charter.

H. The Advisory Board assists in raising funds to finance the costs and expenses of the programs developed and promoted through the CENTER.

I. The Advisory Board establishes appropriate sub-committees for the purpose of performing any and all functions of the CENTER.

J. The Advisory Board conducts ongoing assessment of the Center’s programs and activities.

**ARTICLE VI - Contract And Grant Money**

**Section 1. Guidelines for Accepting Contract and Grant Money**

A. The CENTER may accept projects which further the stated goals of the CENTER as outlined in the Charter, as follows:

   a. Promote the professional growth and development of faculty, students, and professionals in the fields of nutrition, food science, and dietetics through sponsorship of symposia, conferences, lectureship, seminars, and internship.

   b. Provide healthy lifestyle education through community outreach and services activities.

   c. Facilitate, conduct and support the pursuit of scholarly projects in the fields of nutrition and food science.

   d. Forge alliances and promote progressive collaborative efforts among professional organizations and community agencies addressing similar issues.

   e. Facilitate learning-centered opportunities for students through partnership with community organizations.

   f. Maintain the success, focus, and administration of the Marilyn Magaram Center.
The CENTER will not accept any project which contradicts the approved Charter of the CENTER.

B. The CENTER does not endorse products, companies or organizations. Acceptance of contract or grant monies does not imply endorsement.

C. Neither the name of the CENTER nor that of California State University, Northridge may be used by contracting or granting agencies for promotional or advertising purposes.

D. Potential projects will be brought before the Advisory Board for approval if possible. If time constraints do not allow a project to be brought before the Board, the Director may bring together an ad hoc committee for approval. The ad hoc committee will be composed of the director and at least three other members of the Advisory Board, one of whom has expertise related to the subject matter of the proposal.

ARTICLE VII. Amendments

Section 1. Amendment of the By-Laws

A. These Articles can be amended by a two-third (2/3) vote of all Advisory Board members.

B. Amendments may be proposed by any member of the Advisory Board.

C. Any approved amendment to the Articles of the By-Laws becomes effective upon approval by the Chair of the Department of Family and Consumer Sciences and the Dean of the College of Health and Human Development.

Section 2. Dissolution of the CENTER

If, for any reason, the CENTER is dissolved, the assets of the CENTER will revert to the Department of Family and Consumer Sciences.