

**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 2015**

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Revised and drafted May 15, 2015 by  
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(Previously revised 1995, 2000, 2005, and 2010)

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**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 CENTER is sponsored by the Department of Family and Consumer Sciences (FCS) and organized under the College of Health and Human Development (CHHD). 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. Programs of the CENTER address groups of people, apply interdisciplinary approaches, and sponsor activities not normally covered by the University curriculum and financial processes.

VISION

To be the recognized Center of Excellence in Food Sciences, Nutrition and Dietetics serving the global community.

MISSION STATEMENT

The mission of the MMC is to enhance and promote health and wellbeing through research, education and services in food science, nutrition and dietetics.

Thus, the goals of the CENTER are to:

1. Promote the professional growth and development of faculty, students and professionals in food science, nutrition and dietetics.
2. Educate diverse communities in the relationship of food science, nutrition and dietetic practices to human health and well-being.
3. Sponsor, conduct and assess scholarly projects in the fields of nutrition and food science.
4. Establish and strengthen interdisciplinary alliances with other disciplines within CSUN, professional organizations and community agencies that hold compatible goals.
5. Ensure the long-term viability and visibility of the CENTER.

The operation and purposes of the CENTER are in keeping with the mission of California State University, Northridge and do not deviate in any way from this commitment. The CENTER shares the same responsibilities, briefly:

To promote the welfare and intellectual progress of students, to enable them to realize their educational and professional goals.

Further, the CENTER serves the needs of diverse communities and encourages the public to draw on the special talent of its faculty and students by providing a wide variety of instructionally-related programs and services designed to provide students with opportunities for diverse human and cultural experiences, and development of skills and creativity.

## Section 2. Specific Objectives

The Dean of CHHD shall be responsible for ensuring that projects and activities of the CENTER are consistent with the purpose of the CENTER and within scope of the University mission and policies. Functions of the CENTER generally highlight the following groups of activities:

1. Educate food science and health professionals, faculty, staff and students by offering workshops, summer camps, mini-courses, seminars, conferences, lectures, and symposia.
2. Educate students by placing qualified students in various CENTER internship programs and by providing state-of-the-art laboratory facilities to enrich their learning milieus.
3. Conduct research and sponsored projects; disseminate data; and coordinate community-based health education and social marketing programs.
4. Sponsor and conduct services to the community and CSUN , including sponsorship of health fairs, cooking classes and media programs; development and distribution of pamphlets and brochures; processing of computer analyses of diets and recipes; and offering nutrition and food lectures and films to the general public.
5. Direct and manage the CENTER, including communications, fiscal management, personnel administration, and program development and implementation, and student services.
6. Increase the long-term visibility of the important work conducted in affiliation with the CENTER.
7. Assure Centers fiscal viability through grants and fundraising, including (but not limited to) negotiating contracts, receiving gifts and seeking donations.
8. Provide an on-going assessment of the CENTER's functions to assure the CENTER meets its goals and objectives in a transparent manner.

### 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. Advisory Board

A. The Magaram Center Honorary Board includes two categories of members: individuals and representatives from community, 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:

- Upon request, support CSUN student education.
- Participate in fundraising activities
- Seek additional financial support, and promote positive community relations.
- Actively participants in MMC committees

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:

Founders	(\$50,000+)
Charter Members	(\$25,000+)
Benefactors	(\$10,000+)
Patrons	(\$1,000+)
Supporters	(\$250-999)
Friends	(\$100-249)

## **ARTICLE IV - Organization**

The CENTER administration includes a Director, an Associate/Assistant Director, Administrative Assistants, an Advisory Board. The CENTER shall be governed under the by-laws established by the Advisory Board and approved by the Dean of CHHD and the Chair of FCS.

### **THE DIRECTOR**

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

Responsibility of the Director: The 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. The Director is responsible for maintaining a viable and active Advisory Board.

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

### **THE ASSOCIATE/ASSISTANT DIRECTOR and NUTRITION/ DIETETIC COORDINATOR**

The Associate/Assistant Director of the CENTER is responsible to the Director of the CENTER. Associate Director of the CENTER must have at least three years of experience with the center.

Responsibility of the Associate/Assistant Director: To assist the Director in all aspects of the CENTER's operation and assume full responsibility in the absence of the Director and to also coordinate specific CENTER projects as assigned by the Director. Oversees all MMC graduate and dietetic internship programs and projects.

Selection of the Associate/Assistant Director: Selection and appointment is conducted by a committee consisting of members of the Center Advisory Board and chaired by the Director. Possession of an RD/RDN registration is required. This position may be a full time position which can include teaching a minimum of two courses in the FCS department.

### **INTERNSHIP DIRECTOR/COORDINATOR**

The Internship Director of the CENTER is responsible to the Director of the CENTER.

Responsibility of the Internship Director: To assist the Director/Assoc. director in all aspects of the CENTER's Undergraduate Internship programs and to also coordinate specific CENTER projects and services (Bod Pod/Nutrition counseling) as assigned by the Director. Possession of an RD/RDN required. Oversees all MMC undergraduate/DPD interns.

Selection of the Internship Director: Selection and appointment is conducted by the Director. The Advisory Board may be consulted as a part of the selection process.

## FOOD SCIENCE COORDINATOR

The Internship Director of the CENTER is responsible to the Director of the CENTER.

Responsibility of the Internship Director: To assist the Director/Assoc. director in all aspects of the CENTER's food science Internship programs and to also coordinate specific CENTER projects and food science grants and research as assigned by the Director. Possession food science degree required. ServSafe and HACCP certificates desirable. Oversees all MMC food science interns.

Selection of the Internship Director: Selection and appointment is conducted by the Director. The Advisory Board may be consulted as a part of the selection process.

## ADMINISTRATIVE ASSISTANT

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

## THE ADVISORY BOARD

Responsibility and Authority of the Advisory Board: The Advisory Board recommends general guidelines for all programs and activities of the CENTER, consistent with the purposes of the CENTER. The Advisory Board recommends to the Director any activities that will benefit the CENTER, the university, or the community. In general, the Advisory Board is a resource group to which the Director can bring concerns for discussion and recommendation. The Board also serves as a liaison between interested faculty members and the CENTER. The Advisory Board post-audits the programs and activities of the CENTER to affirm that they conform to the purposes stated in its charter.

Responsibilities of Advisory Board members of the CENTER lend support to CENTER activities by participating in one or more of the following by:

1. Participating in professional events sponsored by the CENTER;
2. Serving as professional advisors to the Advisory Board and Director;
3. Reviewing or writing proposals for CENTER activities; and/or
4. Providing financial support.

Composition of the Advisory Board: The Advisory Board is composed of at least 7 members and maximum 15 who are current or emeriti faculty members of the Food Science, Nutrition, and Dietetics area in the Family and Consumer Sciences Department; other CSUN faculty with expertise appropriate to CENTER activities; representatives from the food science, nutrition and dietetics professions; and others dedicated to the mission of the CENTER including the President or Co-Presidents of the CSUN Student Dietetic and Food Science Association. Advisory board members who have the skill sets that help our overall mission, goals and objectives. (e.g. community directors, WIC director, Kaiser, Providence health Care Systems, Valley Care Community Consortium, Nestle, etc.)

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

	<u>Minimum</u>	<u>Maximum</u>
Food Science, Nutrition, and Dietetics Area Faculty	2	3
Other CSUN Faculty	2	3
Outside Professionals/affiliates	5	6
President of SDFSA	1	1

- A. 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.
- B. 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.

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

#### Selection of the Advisory Board:

The Advisory Board holds its annual election in November and the candidates are nominated by the Board members, Center Director, Associate/Assistant Director and Chair of FCS. The Chair of the Department of Family & Consumer Sciences shall serve as an ex-officio member of the Advisory Board. Members elected are appointed by the Chair of the Department of Family and Consumer Sciences to a renewable three-year term with no limit on the number of terms a member can serve.

Board Members are those individuals who have educational and professional expertise in food science, nutrition, dietetics or related fields and who wish to support the CENTER. Advisory board members may be nominated and selected by the Advisory Board based on their qualifications and potential contribution to the CENTER.

- F. 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.
- G. 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.
- H. 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

Selection of Fellows: Fellows are those individuals who have educational and professional expertise in food science, nutrition, dietetics or related fields and who wish to support the CENTER. Fellows are selected by the Advisory Board based on their qualifications and potential contribution to the CENTER.

Responsibilities of Fellows: Fellows of the CENTER lend support to CENTER activities by participating in one or more of the following by:



1. Participating in professional events sponsored by the CENTER;
2. Serving as professional advisors to the Advisory Board and Director;
3. Reviewing or writing proposals for CENTER activities; and/or
4. Providing financial support.

## **ARTICLE V - Functions**

### Section 1. Director

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

Responsibility of the Director: The 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. The Director is responsible for maintaining a viable and active Advisory Board.

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

### Section 2. Advisory Board

Responsibility and Authority of the Advisory Board: The Advisory Board recommends general guidelines for all programs and activities of the CENTER, consistent with the purposes of the CENTER. The Advisory Board recommends to the Director any activities that will benefit the CENTER, the university, or the community. In general, the Advisory Board is a resource group to which the Director can bring concerns for discussion and recommendation. The Board also serves as a liaison between interested faculty members and the CENTER. The Advisory Board post-audits the programs and activities of the CENTER to affirm that they conform to the purposes stated in its charter.

Responsibilities of Advisory Board members of the CENTER lend support to CENTER activities by participating in one or more of the following by:

1. Participating in professional events sponsored by the CENTER;
2. Serving as professional advisors to the Advisory Board and Director;
3. Reviewing or writing proposals for CENTER activities; and/or
4. Providing financial support

Composition of the Advisory Board: The Advisory Board is composed of at least 7 members and maximum 15 who are current or emeriti faculty members of the Food Science, Nutrition, and Dietetics area in the Family and Consumer Sciences Department; other CSUN faculty with expertise appropriate to CENTER activities; representatives from the food science, nutrition and dietetics professions; and others dedicated to the mission of the CENTER including the President or Co-Presidents of the CSUN Student Dietetic and Food Science Association. Advisory board members who have the skill sets that help our overall mission, goals and objectives. (e.g. community directors, WIC director, Kaiser, Providence health Care Systems, Valley Care Community Consortium, Nestle, etc.)

## **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.