

Food Safety Alliance for Packaging, A Technical Committee of IoPP

Interim By-Laws (June 2018)

I. General

Food Safety Alliance for Packaging, A Technical Committee of the Institute of Packaging Professionals ("FSAP") will operate under the Bylaws of the Institute of Packaging Professionals ("IoPP") with the modifications as noted below.

II. Membership

Section 1: Qualifications

- A. All FSAP members must be IoPP members in good standing.
- B. All FSAP members must subscribe to and endorse the tenets of the Standard of Ethical Conduct of IoPP.

Section 2: Expulsions

- A. Any member may be expelled from FSAP for due cause by recommendation of the Ethics Committee of IoPP and a three-quarters (3/4) majority vote of the Executive Committee FSAP.
- B. Any member may be expelled from FSAP if his/her membership in IoPP lapses.

III. Meetings

Section 1: Meeting Scheduling

The Chair or Chair's designate is authorized to schedule periodic meetings in locations chosen to be convenient to the general membership of FSAP.

Section 2: Meeting Notice

Notice of any meeting of FSAP shall be distributed to all members in good standing not less than ten (10) days prior to the meeting.

Section 3: Quorum

A quorum for any meeting of FSAP shall be 10% of the total number of FSAP members at the time of the meeting.

IV. Operation

The operation of FSAP shall be facilitated by an Executive Committee ("EC"). The size of EC shall be no less than five (5) in the first two years following the initial adoption of the Bylaws and no more than nine (9) in subsequent years.

V. Election

Section 1: Guidelines

Election of EC members will be held biennially and within the following guidelines.

- A. All FSAP members in good standing are eligible to serve on EC.
- B. EC election shall be administered either by the Secretary or by an IoPP staff member in the following manner: a) inform FSAP members of the eligibility, b) compile the list of candidates, c) distribute the ballot to FSAP members for voting, and d) publish the voting result to FSAP members.

Section 2: Terms:

EC members shall be elected for a term of two (2) years.

Section 3: Vacancies:

Any vacancy occurring during the term of office of any EC member shall be filled as soon as practical by appointment from the EC.

VI. Executive Committee

Section 1: Chair

Members of the Executive Committee shall choose among themselves an individual to serve as the Chair. The Chair will serve as the facilitator of the Executive Committee and of the FSAP meetings.

Section 2: Secretary

Members of the Executive Committee shall choose among themselves an individual who will serve as the Secretary. The Secretary shall be responsible for giving notice of and for supervising the preparation and maintenance of the records.

Section 3: Program Chair

Members of the Executive Committee shall choose among themselves an individual who will serve as the Program Chair. The Program Chair shall be responsible for preparation of the face-to-face meetings.

Section 4: At-Large Members

Executive Committee Members not serving as Chair, Secretary, or Program Chair shall be designated as the At-Large Members. At-Large Members shall support as requested by the Chair, the Secretary, or the Program Chair.

VII. Advisory Committee

Executive Committee may invite subject matter experts to participate in an advisory capacity. Invited experts will be considered as part of the Advisory Committee.

VIII. Suspension of Bylaws

Any section of these Bylaws, except Bylaw VIII, may be suspended for a specified purpose and for the duration of the membership at which such action is taken by a two-thirds (2/3) majority vote of the Executive Committee members present at such meeting.

IX. Amendments

Amendments to these Bylaws may be proposed at any general membership meeting. Proposed amendments shall be reviewed by the Executive Committee for acceptance. Accepted proposals will be distributed to the general membership for a vote. Acceptance of the amendments requires two-thirds (2/3) majority of the general membership responding voters. All members eligible to vote shall be notified in writing of the proposed changes and are to submit a vote within thirty (30) days of the notification.

X. Dissolution

FSAP shall use its funds to accomplish the objectives specified in the Bylaws of FSAP and no part of said funds shall inure or be distributed to members of FSAP. On dissolution of FSAP, any remaining funds shall be contributed to the general fund of IoPP.