



By-Laws

Preamble

Through the free exchange of ideas and participation of food-related events, the Culinary Arts Club will supplement the education of LCC Students and enrich the lives of community members. The Luna Community College Culinary Arts Club's purpose is to explore areas of culinary interest not addressed by the LCC Culinary Arts Curriculum.

Article I – Name

The name of this organization shall be The Luna Community College Culinary Arts Club.

Article II – Membership

All registered students at the College shall be eligible for membership in The Luna Community College Culinary Arts Club.

Article III – Officers

Section 1. The officers of the organization shall be:

- a. President
- b. Vice President
- c. Secretary
- d. Treasurer

Section 2. All LCC students who have declared a major in culinary arts shall be eligible to hold office in the Club.

Section 3. The term of office for the officers of The Luna Community College Culinary Arts Club shall be from the first meeting of the regular academic year (August) to the end of the academic year (May) of the following calendar year.

Section 4. The officers shall be elected by a simple majority of the Club members who attend the first organizational meeting of the academic year, usually held in the second week of the fall semester.

Section 5. Vacancies of offices shall be filled by a simple majority election of Club members attending a special election meeting.

Article IV – Executive Board and Officer’s Duties

Section 1. The Executive Board shall consist of the President, Vice President, Secretary, Treasurer, and Advisor.

Section 2. All executive and legislative power granted herein shall be vested in the Executive Board.

Section 3. The Executive Board shall be empowered to recommend priorities for various projects and to plan Club activities.

Section 4 The duties of Club offices shall be as follows:

President. The President represents the Club to the College and the Community, presides over all Club Meetings, signs activity sheets and other paperwork, as necessary, and oversees duties of other Club members.

Vice-President stands in for the President in the President’s absence.

Secretary takes the meeting minutes for the Club, sign activity requests, prepares sign-up sheets for activities, and other paperwork as needed.

Treasurer maintains the financial books for the Club, tracking expenditures and revenues and maintains a running balance of the Club’s account. The Club’s account balance should be reconciled with the Fiscal Office at the beginning of each academic year.

Article V – Meetings and Minutes

Section 1. The regular meetings of the Club shall be held at least once each semester during the regular academic year.

Section 2. Special meetings may be called by the President, or by the Executive Board.

Section 3. A quorum shall be established when a simple majority of the Executive Board is present at any Club meeting.

Section 4 Meeting minutes will be prepared within one week of the meeting and posted in the Culinary Arts bulletin board.

Article VI – Amendments

Section 1. Amendments to these Bylaws shall be proposed either by two-thirds of the Executive Board or by a petition submitted by ten percent of the voting members.

Section 2. A simple majority of the voting members shall be necessary to approve amendments to these Bylaws.

Article VII – Active Status

In order to maintain active status, the Culinary Arts Club agrees to abide by those rules and regulations, including financial procedures, of Luna Community College which pertain to all student organizations.

Article VIII – Parliamentary Procedures

Robert’s Rules of Order (Revised) shall be the parliamentary authority of this organization. Should Robert’s Rules of Order conflict with these Bylaws, this document takes priority.

Article IX – Duties of Advisor

Section 1. The full-time Culinary Arts Instructor shall act as Faculty Advisor to the Culinary Arts Club.

Section 2. The Advisor shall be a member of the Executive Board.

Section 3. The duties of the Advisor shall be to:

- a. Countersign all administrative financial forms (mandatory).
- b. Act as consultant for all activities of the Club
- c. Attend all activities sponsored by the Club (mandatory), including completing travel/vehicle requests, as necessary.
- d. Make deposits at the Fiscal Office on behalf of the Club. Generate all quotes and invoices for Club catering and fundraising activities.
- e. With Executive Board approval, act as purchasing agent for the Club in all matters related to: fundraising (Catering, Restaurant Experience); student monthly activities; student competitions (Skills/NM and national conferences); and student performance incentives (cook’s jackets for ServSafe, knife kits for graduates, membership fees for Phi Theta Kappa).
- f. Complete all administrative paperwork related to these purchases, including: requisitions in CARS system, BARs, budget, ensure timely payment to vendors, tracking open purchase orders.

- g. Maintain and archive files related to all Club meetings, activities and expenditures in the IPC office.

Section 4. The Advisor shall not have voting privileges in the Organization.

Article X – Elections

Section 1. Elections shall be held during the first two weeks of the fall semester of each academic year.

Section 2. Candidates for offices shall be eligible provided they have met the requirements for that office as stated in Article III, Section 2 of these Bylaws.

Section 3. Candidates running for office must be registered students in good standing at the time of their nomination and must maintain that status during their term of office.

Section 4. Other specific guidelines for the election procedure are left to the discretion of the Club.

Article XI – Finances

Section 1. Club Funds will be used for the benefit of the Club that includes, but is not limited to: fundraising materials, student monthly activities, student competitions and student performance incentives. Expenditures are allocated as directed by a simple majority vote of the voting members during regular and special Club meetings.

Section 3. All finances shall be handled in accordance with the established policy and fiscal procedures in effect for the College.

Section 4. In the event of loss of organization recognition, any funds remaining in the organization's campus account shall revert to the Instructional Budget for the Culinary Arts Program.