

SOUTH CAROLINA FOOD POLICY COUNCIL

By-Laws

Article I **Name and Purpose**

Section 1. NAME. The name of the organization is the SOUTH CAROLINA FOOD POLICY COUNCIL.

Section 2. PURPOSE: The purpose of the organization is to provide a forum for stakeholders in the food, health and agricultural sectors to share ideas, collaborate on solutions and research, investigate and report on the food systems in South Carolina, the sustainability of agriculture in South Carolina and how it affects the people of South Carolina.

Article II **Definitions**

Food system – shall include all aspects of food from production to consumption, from farmer to table, and all the steps in between.

Consumers – anyone who consumes or uses agricultural products.

Producers – everyone who grows or produces agricultural commodities.

Processors/Manufacturers – anyone who prepares, treats or converts raw agricultural products into a value added product.

Wholesalers, Direct Marketers, and Retailers – everyone who sells raw agricultural products or value-added agricultural products.

Article III **Powers**

The South Carolina Food Policy Council shall have all the powers provided to it by statute or otherwise granted by executive order or by the powers vested in the Commissioner of Agriculture.

Article IV
Board of Directors

Section 1. BOARD OF DIRECTORS: The Board of Directors shall consist of 9 members who shall serve to operate and coordinate the meetings and projects of the South Carolina Food Policy Council.

Section 2. TERMS OF OFFICE: Each Director of the South Carolina Food Policy Council shall serve a three-year term.

Section 3. INITIAL & SUBSEQUENT SELECTION OF DIRECTORS. The Food Policy Steering Committee shall appoint the initial 9 Board members, who shall serve staggered as listed: three members shall serve one year terms, three members shall serve two years; and three members shall serve three years. Thereafter, the Council shall nominate and elect new Directors in accordance with the policies of the Directors may serve consecutive terms.

Section 4. VACANCIES. Vacancies occurring in any Board position shall be filled for the unexpired term by appointment of the Board of Directors.

Section 5. ATTENDANCE: Failure to attend three consecutive meetings without giving prior notice of a conflict, may result in the removal of a Director from the Board.

Section 6. SELECTION. There shall be a nominating committee led by the Secretary, which shall be responsible for the nomination and election of succeeding officers.

Section 7. CHAIRPERSON DUTIES. Any Board member not serving as an officer, shall be the chairperson of one of the standing committees.

Section 8. MEETINGS. Meetings for the Board of Directors shall be at the direction of the Chairman. Notice of such meetings shall be sent out no later than 7 days prior to the meeting date.

Article V.
Officers

Section 1. OFFICERS: The officers of the South Carolina Food Policy Council shall consist of a Chairman, Vice Chairman, Secretary/treasurer and these three officers shall also serve on the Board of Directors. Officers shall serve for one year or until their successors are elected. Vacancies occurring during the unexpired term of any officer shall be filled by appointment of the Board of Directors. Officers for expired terms shall be selected from current members serving on the Board of Directors.

Section 2. CHAIRMAN: The Chairman shall preside at all meetings. The Chairman shall represent the South Carolina Food Policy Council before any group requesting the

presence of the organization or he/she shall delegate such a representative. The Chairman shall appoint all necessary committees, unless otherwise agreed upon, at any Council meeting and shall also prepare a brief annual report to include information on the activities of the past year. The Chairman will be involved in committee selection.

Section 3. VICE CHAIRMAN: The Vice-Chairman shall assume the powers and duties of the Chairman in the absence of the Chairman and shall perform other such duties as the Chairman or Council may direct. The Vice Chairman shall automatically become the chairman of the organization if a vacancy occurs in that office.

Section 4. SECRETARY/TREASURER: The Secretary/treasurer shall keep full minutes of all Council meetings and Board of Directors meetings. He/she shall conduct official correspondence of the corporation except as directed by agreement at Council meetings. He/she shall give or cause to be given notice of all Council meetings.

The Secretary/treasurer shall also act as the chief financial officer of the South Carolina Food Policy Council, collect and disburse all monies of the Council, and keep all funds and other valuables in such depositories as shall be authorized by the Council. The Secretary/treasurer shall keep full and correct account of receipts and disbursements and shall submit an annual financial report to the full Council. The Secretary/treasurer shall also be responsible for all audits, filing tax returns and other tax related documentation pertaining to the business of the group.

Section 5. EXECUTIVE DIRECTOR. The Council may hire an Executive Director that would assume or share the responsibilities of the Secretary/Treasurer, if the Council votes to create and pay for such a position.

Section 6. STAFF SUPPORT. A representative from the South Carolina Department of Agriculture shall be present and available at all meetings to provide staffing support to the officers in conducting and planning the meetings and activities of the Council.

Article VI. **Committees**

Section 1. STANDING COMMITTEES. The following 2 committees shall operate at the direction of the Chairman and the names and the focus of the groups may change, so long as there are at least 2 standing committees that report back to the full Council. The initial 2 standing committees shall be:

1. Consumer Awareness & Education/Food Nutrition & Health
2. Agriculture & Food Infrastructure/ Ag Production & Sustainability

Section 2. COMMITTEE CHAIRPERSONS. Each of the committees shall be chaired by one of the Directors not serving as an Officer of the Board. Committee chairpersons may call committee meetings as necessary and shall be responsible for

selecting members of the committee, scheduling and conducting meetings, and reporting back to the full Council body on a date and time selected by the Chairperson.

Section 3. COMMITTEE REPORTS. Each committee shall give a report at each general meeting. If action is necessary following the reports, then the membership shall vote upon the appropriate action resulting from the report.

Article VII. **Membership**

Section 1. OPEN MEMBERSHIP. The Secretary shall be responsible for maintaining a membership roster of interested parties wishing to participate in the South Carolina Food Policy Council. There shall be no restrictions on membership other than registering for membership.

Section 2. QUORUM. A quorum shall consist of a simple majority of members.

Section 3. VOTING. Members present shall have the right to vote.

Section 4. PROXY. Proxy votes are not allowed.

Article VIII. **Meetings**

Section 1. GENERAL MEETINGS. Meetings of the Council shall be held at least quarterly on a date agreed upon by the Council Members. Written notice of each meeting shall be issued at least 7 days prior to the meeting.

Section 2. SPECIAL MEETINGS. Special meetings of the Board of Directors may be called by the Chairperson at such time and such place as the Chairperson may select.

Section 3. PROCEDURE. The Council may adopt or promulgate a procedural manual or follow Robert's Rules of Order as it deems necessary.

Article IX. **Fiscal Affairs**

Section 1. FISCAL YEAR. The fiscal year of the organization shall coincide with the calendar year.

Section 2. BUDGET. Budget reports shall be prepared and distributed by the Treasurer.

Section 3. BANK ACCOUNT. The Council may open a bank account in its own name to handle miscellaneous charges, grant monies and donations that may occur from time to time.

Article X.
Annual Report & Policy Recommendations

Section 1. REPORT TO COMMISSIONER OF AGRICULTURE. The Council shall submit a written annual report by December 31st to the Commissioner of Agriculture indicating at least the top three initiatives that the Council has identified as areas of interest, as well as proposed or suggested plans of action or policies that could address these same areas of interest. The report may also include a summary of other activities and programs related to previous Council initiatives and projects that members of the Council are involved which relate to the mission of the Council.

Article XI
Miscellaneous Provisions

Section 1. AMENDMENTS. These By-laws may be altered, amended, or repealed, and new and other By-Laws may be made and adopted at any regular meeting of the Council, or at any special meeting called for that purpose, by the affirmative 2/3 majority vote of Council members.