

**BYLAWS  
of the  
DEPARTMENT OF GRAIN SCIENCE AND INDUSTRY  
ADVISORY COUNCIL  
KANSAS STATE UNIVERSITY**

**I. Purpose**

The Department of Grain Science and Industry (“GSI Department”) Advisory Council (“Advisory Council”) is to foster the relationship between the GSI Department and the grain and plant-based food, feed, fiber, biofuel and bioproducts industry, and to advocate for teaching, research, and outreach programs in the GSI Department at Kansas State University.

The Advisory Council:

- Serves as a sounding board for and council to the Department Head and faculty on industry considerations and issues affecting the department’s teaching, research and outreach mission.
- Supports and promotes the GSI Department through short and long-range strategic planning, and recommending and championing priority direction and initiatives to include student recruitment and placement, scholarships and other fund-raising.
- Collaborates with the Department Head to develop and support implementation of GSI Department fund-raising strategies and activities through the Kansas State University Foundation.

**II. Membership**

The Department of Grain Science and Industry Advisory Council comprises designated executives and volunteer leaders of key industry stakeholder groups representing the grain and plant-based food, feed, fiber, biofuel and bioproducts supply chain that have a direct interest in the GSI Department at Kansas State University.

The Advisory Council members will:

- Provide feedback and input in regard to the relevance, value and effectiveness of GSI Department programs to the industry sectors they represent.
- Facilitate connections between GSI Department faculty, staff and students and the various industry sectors they represent.
- Represent the best interests of the industry in the ongoing evaluation of the GSI Department’s success in achieving its goals and the development of GSI Department/industry partnerships.
- Contribute time, talent, and/or resources to fundraising efforts identified in the

strategic plan and deemed a priority of the Department Head and the Advisory Council.

The Advisory Council comprises designated representatives of the organizations listed in Appendix A that represent key stakeholder groups of the GSI Department. Each organization's chief staff (or other executive/senior staff designee) and chief elected officer (or other designated elected executive officer) will serve as members of the Advisory Council. Designated representatives will serve renewable 2-year terms. The list of organizations will be reviewed at least annually at the spring Advisory Council meeting and may be revised from time to time and at any time as deemed appropriate to the Advisory Council's purpose.

Any member of the Advisory Council can propose at any council meeting to invite a new stakeholder organization to be represented subject to approval by a simple majority of the Advisory Council members present at the meeting. Proposed additions must be distributed in writing to all members of the Advisory Council at least ten days prior to the meeting where action on the proposals will be taken. The Council Chair and Department Head will jointly extend an invitation to the organization to designate representatives to future Advisory Council meetings. Any organization not officially represented at two consecutive Advisory Council meetings will be contacted by the Council Chair and Department Head jointly about whether interest for continued membership exists or not, and a recommendation for sustaining that organization's representation will be presented at the next Advisory Council meeting.

The Head of the Department of Grain Science and Industry at Kansas State University will as deemed appropriate to the Council's purpose and with advice from current Council members, appoint Members at-Large to represent specific department and industry interests. At-large members would include four ideally mid-career alumni who individually will represent one of the department's four degree programs (i.e., MSM, BSM, FSM and graduate program). At-large members would be appointed to serve a two-year renewable term to a maximum of four consecutive years. The terms will be staggered so that at least one and up to 50% of the at-large member appointments end each year. Retiring members who have served two consecutive terms are eligible for reappointment after a one-year period following the end of their term. The one-year step aside may be waived by the Department Head with consent of the Council when retention of an at-large member is important to the purpose of the Advisory Council.

The membership year begins at adjournment of the fall meeting of the Advisory Council and extends to adjournment of the next fall meeting.

The Department Head and the Dean of the College of Agriculture are ex-officio members of the Advisory Council. The administrative assistant of the Department Head shall act as the secretary for the Advisory Council.

### **III. Officers**

The officers of the Advisory Council consist of the Chair and Vice-Chair who each must separately represent different organizations. Candidates for these positions are to be nominated by the nominating committee which consists of the current Chair, Vice Chair, Immediate Past Chair and the Department Head. The Chair and Vice-Chair are nominated for election by the membership of the Advisory Council at the fall Advisory Council meeting. A simple majority of votes cast by members present is required for election. Their term begins with the adjournment of the meeting at which the election is held. The term of service of the officers is one year. They are eligible for reelection for one additional term. A vacancy will be filled on an interim basis through appointment by the Department Head until the next meeting. The officers are chosen without regard to their normal period of service on the Advisory Council and their appointment is automatically extended until the end of their term in office should their two-year term as member expire during their term of service as Chair or Vice Chair.

The Chair shall chair in coordination with the Department Head meetings of the Advisory Council and provide guidance in achievement of its goals. The Vice-Chair shall serve in the absence of the Chair and has the responsibility to work with the Department Head in coordinating the activities of any ad-hoc committee.

The Past Chair shall serve as Chair of the nominating committee.

#### **IV. Ad-hoc Committees**

The Advisory Council may establish ad-hoc committees from time to time and address specific issues that are pertinent to the well being of the GSI Department. Ad-hoc committees by their nature exist for a limited time period, have a specific task, and will terminate when there is no longer a need for their existence. Members and the chair of each ad-hoc committee shall be appointed by the officers of the Advisory Council.

#### **V. Meetings**

It is expected that the Advisory Council would meet twice every year; once during the spring semester and once during the fall semester. In addition, special meetings of the Advisory Council and any ad-hoc committee may be called from time to time by the Chair. Ad-hoc committee chairs shall have the discretion to call meetings of their committee.

The Chair, in collaboration with the Department Head, shall set the dates for meetings of the Advisory Council. The Office of the Department Head is responsible for arrangements and, in collaboration with the Chair and with input from the Advisory Council, prepares the agenda for each meeting. The agenda is distributed to all members of the Advisory Council at least ten business days prior to the meeting.

#### **VI. Bylaws Revision**

Revisions of the bylaws can be proposed by any Advisory Council member and by the Department Head. Proposed revisions must be distributed in writing to all members of the Advisory Council at least ten days prior to the meeting where action on the proposals will be taken. A two-thirds majority of all Advisory Council members present is required for approval.

## **VII. Disclaimer of Liability**

The Advisory Council does, by this article, for itself on behalf of its individual members, disclaim any and all liability for any losses, claims, demands, or actions arising or resulting from the recommendations or advice made or given in good faith to Kansas State University pursuant to the activities anticipated herein. It is intended that Kansas State University shall exercise independent judgment and evaluate for itself the usefulness and advice and recommendations so given.

*Adopted on April 26, 2012 by unanimous vote of the Advisory Council membership present.*

## **APPENDIX A – CURRENT KEY STAKEHOLDER ORGANIZATIONS**

American Association of Cereal Chemists  
American Bakers Association  
American Feed Industry Association  
American Institute of Baking  
American Society of Baking  
Baking Equipment Manufacturers Association  
Bakers National Education Foundation  
Corn Refiners Association  
Distillers Grain Technology Council  
Grain Elevator and Processing Society  
International Association of Operative Millers  
Kansas Corn Commission  
Kansas Grain and Feed Association  
Kansas Soybean Commission  
Kansas Wheat Commission  
North American Millers Association  
Renewable Fuels Association  
USDA-ARS Center for Grain and Animal Health Research