

**BY-LAWS of the**  
**COLLEGIATE DAIRY PRODUCTS EVALUATION CONTEST**  
(Adopted June 2016)

**ARTICLE 1 – BOARD REQUIREMENTS**

Specific responsibilities of members of the Collegiate Dairy Products Evaluation Contest (CDPEC) Board of Directors include the following:

1. Projection of a positive image of the dairy industry and the CDPEC.
2. Provide oversight of the CDPEC contest and contest management. This includes fund raising, approving contest expenditures, annual budgets financial statements and management partners.
3. Participation in all board conference calls, or communication of anticipated absence at least one day in advance to CDPEC superintendent. Absences will be reported to the Chair and excused at the Chair's discretion.
4. Attendance at the national contest at least once in a three-year term, or communication of anticipated absence at least two weeks in advance to CDPEC superintendent. Absences will be reported to the Chair and excused at the Chair's discretion. Travel and lodging expenses are the responsibility of the member.
5. Participation on at least one of the CDPEC Standing Committees.
6. Approve the actions of the CDPEC Executive Committee plus all CDPEC Standing Committees recommendations and any contest expenditures that are involved.
7. Approve the recommendations of the CDPEC Coaches Committee for the rules, procedures, scorecard, judges' methods and selection of winners.
8. Encourage and develop strategies for contest participation by schools and sponsors.
9. Select the contest management structure (Contest Superintendent plus other management procedures) and future contest sites and dates.
10. Recruitment of sponsorships for CDPEC or providing one or two individuals to assist in annual recruitment of sponsorships.

**ARTICLE 2 – ELECTION TO AND REMOVAL FROM BOARD OF DIRECTORS**

1. Elections of members of the Board of Directors will be held at the annual meeting during the national contest. Candidates must be nominated by a member of the Board of Directors, who will provide a brief candidate biography via mail or e-mail to the Nominating Committee at least two weeks in advance of elections.
2. The Nominating Committee will consist of the Chair, Vice-Chair and one additional board member to be appointed by the Chair for the purpose of providing a slate of candidates for election to the Board and Executive Committee. The slate will be provided to the Board of Directors two weeks in advance of the election meeting.
3. Members not fulfilling Board membership requirements (see Article 1) may be removed through a majority vote of the Board of Directors by anonymous ballot before the start of the final year of the three-year term of membership.
4. Elections to the Board of Directors will be conducted according to the following procedures:

- a. The slate provided for Director Election will be considered as a whole with the number of votes cast by each Director present being equal to the number of Directors' positions available.
  - b. Votes will be cast via private ballot to the Executive Director, Management Group and/or Secretary.
  - c. All board members are eligible to participate in all rounds of voting.
- After the first vote, those candidates that receive eight or more votes will be elected. Eight votes represent the majority of the Board of Directors regardless of the Directors present and voting.
- d. If more candidates receive eight votes than there are Director Positions available, those with the higher vote totals will be elected. In the case of a tie vote for the remaining position or positions, only those candidates that are tied for the remaining position or positions will be placed on a subsequent ballot. On that ballot each Director will have vote(s) equal to the number of positions still available. This will continue until the final Director position(s) are filled by candidate(s) that receive a majority of votes. A minimum of 48 hours will be allowed per round of voting.
  - e. In the case that less than the number of candidates needed to fill the director positions receive eight or more votes on the first ballot the following procedures will apply:
    - e.i. Any candidates that received eight or more votes on the first ballot will be elected and removed from subsequent ballots.
    - e.ii. The second ballot will consist of those candidates that received at least three votes on the first ballot, but did not receive eight.
    - e.iii. The number of votes cast by each Director will be equal to the number of director positions left to be filled.
    - e.iv. In the case that there are not enough candidates left to fill the remaining positions that received at least three votes, candidates will be added back to the ballot based on receiving two votes, then one vote until there are enough candidates to proceed.
    - e.v. After the vote, the candidate(s) who receive(s) the highest vote total will be elected to the remaining position(s).
    - e.vi. This voting procedure will continue with additional votes until all Director position(s) are filled.

## **ARTICLE 3 – OFFICERS and CDPEC EXECUTIVE COMMITTEE**

### **CHAIR**

The elected Chair shall be Chair of the Board of Directors and Executive Committee and shall be responsible for the following duties:

1. Call and preside at meetings of the organization and at meetings of the Board of Directors and the Executive Committee.
2. Exercise general supervision and control of the officers and CDPEC management who provide ongoing oversight of all contest actions and functions throughout the year.
3. Shall be an ex-officio member of all Standing Committees.
4. Serve as a public spokesperson.

### **VICE CHAIR**

The Vice-Chair shall be a member of the Executive Committee and shall be responsible for the following duties:

1. Preside in the absence of the Chair at meetings of the Board of Directors and the Executive Committee.
2. Serve as Executive Committee liaison to any CDPEC standing committee as directed by the Chair or become chair of any temporary ad hoc CDPEC committees.
3. Help coordinate the creation of an alumni register or database.

## **SECRETARY**

The Secretary shall be Secretary of the Board of Directors and the Executive Committee and shall be responsible for the following duties:

1. Keep minutes of all meetings of the Board of Directors and the Executive Committee.
2. Collect all minutes of standing committee meetings from committee chairs.
3. Be responsible for the custody of all minute books of the CDPEC organization.

## **STANDING COMMITTEE CHAIRS**

All CDPEC Standing Committees chairs must be a member of and elected by the Board of Directors and shall be responsible for the following duties:

1. Call and preside at all of their standing committee meetings.
2. Provide minutes of all their committee meetings to CDPEC Executive Committee.
3. Develop committee annual goals and a work plan to complete those goals.
4. Provide recommendations to the CDPEC Executive Committee and Board of Directors on budgets or expenditures or any revisions or improvements for the contest in their respective areas.
5. Help select and recruit members to their standing committee

## **ARTICLE 4 – STANDING COMMITTEES**

All standing shall include board members but should also include individuals who are not members of the Board of Directors. Standing committee membership, revisions of committee duties and annual goals & work plans shall be approved by the Board of Directors.

### **Coaches Committee Duties**

This Committee will develop the guidelines and specifications for each CDPEC contest. The Coaches Committee shall be composed coaches or advisors of CDPEC contest teams or individuals that are instructors of dairy products at individual schools of higher education. Specific duties or responsibilities include the following:

1. Develop the guidelines, rules and scoring procedures for the CDPEC contest.
2. Help develop the official contest rules booklets or mailings.
3. Provide minutes of all their committee meetings to CDPEC Executive Committee.
4. Help procure the involvement of outside product resources.
5. Develop post-contest communications to teams and coaches.

5. Assist in the recruitment of contest volunteers.
6. Help select and recruit members to the coaches committee
7. Provide support to contest management at the CDPEC contests.
8. Take a survey of coaches and students during the annual contest to determine how the contest and related activities are conducted.
9. Provide feedback and recommendations on contests to the CDPEC Board of Directors

### **Finance Committee Duties**

The Finance Committee will organize all fundraising activities to maximize CDPEC assets and insure financial stability. Specific responsibilities may include the following:

1. Coordinate with the financial management organization (NDS) for the administration, investment and disbursement of contest and scholarship funds, according to protocols established by the Board of Directors in consultation with the financial management.
2. Develop committee annual goals and a work plan to complete those goals.
3. Provide minutes of all their committee meetings to CDPEC Executive Committee.
4. Organize all fundraising activities to maximize CDPEC assets.
5. Create long-term financial stability by developing and managing a CDPEC reserve fund.
6. Develop fundraising strategies or materials and develop & monitor sponsor levels of support.
7. Develop new corporate sponsors & maintain current corporate sponsors with increased support.
8. Develop appropriate sponsor acknowledgements pre and post contest for proper follow up and communication.
9. Develop sponsor value added programs at the contest to encourage sponsorship renewal for future contests.
10. Quarterly notify all sponsor pledges or other fund raising details to the Board of Directors.
11. Develop an official sponsor list for the Publicity Committee.
12. Develop a contest travel stipend budget.
13. Develop and monitor contest scholarship or award levels and provide recommendations to the CDPEC board.
14. Monitor appropriate plaques and recognitions for contest participants and provide recommendations to the CDPEC board.
15. Help select and recruit members to the finance committee.
16. Provide appropriate feedback to the CDPEC Board of Directors.

### **Publicity Committee Duties**

The Publicity Committee will promote the organization's contests and events to all potential participants or sponsors, utilizing all media outlets to enhance their efforts. Specific responsibilities may include the following:

1. Perform specific duties that enhance the CDPEC image and visibility to the dairy industry.
2. Help select and recruit members to the publicity committee, especially some industry media professionals.
3. Provide minutes of all their committee meetings to CDPEC Executive Committee.
4. Develop committee annual goals and a work plan to complete those goals.
5. Develop materials to encourage participation of universities and sponsors.
6. Coordinate CDPEC website updates.
7. Develop a public relations plan and schedules of media releases.
8. Develop appropriate media packets to promote the contest.
9. Coordinate with the Finance Committee on the development of sponsor brochures.
10. Develop sponsor promotional releases for the public or media.
11. Recruit a group of cooperating media outlets.
12. Recruit on-site contest media representatives and monitor their needs.
13. Promote the participants, results, and winners of the contest.
14. Prepare appropriate press releases and have them distributed.
15. Prepare an awards banquet brochure in cooperation with contest management.
16. Acquire appropriate host appreciation gifts.
17. Develop contestant recognition certificates or other recognition in cooperation with the CDPEC Board of Directors.

## **ARTICLE 5 – CONTEST MANAGEMENT**

The CDPEC Board of Directors may appoint, designate, select, or hire an Executive Director and/or managing partner(s) for the CDPEC. These associates may be part-time, paid or unpaid positions and will not have voting privileges. The positions will provide certain duties for the CDPEC as specified by the Board of Directors and appropriate standing committees.

The CDPEC Board of Directors will also designate a Contest Superintendent and designate other human or material resources for conducting a professional contest.

### **Contest Superintendent**

The Superintendent will provide leadership and coordination of all activities during the contest. The superintendent will work closely with the CDPEC Executive Committee members. If the CDPEC management creates a contest coordinator position the Superintendent will work in close coordination with the contest coordinator. Specific superintendent responsibilities may include the following:

1. Implementation of all contest rules, procedures and scoring procedures.
2. Help coordinate the computing of contest results.
3. Accumulate the results of the contest for CDPEC Board of Directors.

4. Coordinate contest scoring activities and rules with regional contest management, as applicable.
5. Help maintain a file history of important contest records and documents.
6. Procure other contest needs as directed by the CDPEC Chair and/or Executive Committee.
7. Provide other duties as the CDPEC Board of Directors or Executive Committee may designate

### **Contest Coordinator** (Named by the CDPEC Executive Committee)

The Contest Coordinator will be responsible for developing the specific logistics of the contest activities and sites for teams, coaches, judges and sponsors.

1. Coordinate all communications to universities, teams or coaches both pre and post contest, including biographical information for alumni database and sponsor information packets.
2. Coordinate school and contestant entries for the contest.
3. Select and communicate with the contest host organization or facility.
4. Select and organize appropriate facilities for all contest functions.
5. Help recruit and coordinate all necessary contest volunteers.
6. Provide contest judges' guidelines for actions of judges at contests and communication with judges.
7. Accumulate the judges' comments for the Coaches Committee Chair and CDPEC Executive Committee.
8. Coordinate with the CDPEC Chair and/or Finance committee chair on student award checks, other sponsored award checks, and other sponsored plaques or trophy needs.
9. Prepare the awards presentation program in conjunction with the CDPEC Chair. This program is distributed at the awards ceremony.
10. Procure other contest needs as directed by the CDPEC Chair and/or Executive Committee.
11. Provide all feedback to the CDPEC Executive Committee and Board of Directors.
12. Coordinate contest activities and rules with regional contest management, as applicable.
13. Provide other duties as the CDPEC Board of Directors or Executive Committee may designate

## **ARTICLE 6 – AMENDING BY-LAWS**

The by-laws may be amended at any regular or special meeting of the CDPEC organization, provided that notice of the proposed amendment has been given in the notice of such meeting and such amendment is adopted by a majority vote of the CDPEC Board of Directors.