

**Nutritional Sciences Council  
Iowa State University  
Ames, Iowa**

**CONSTITUTION**

Adopted Spring Semester, 1998

**Article I - Mission**

The mission of the Iowa State University Nutritional Sciences Council (The Council) is to build a nationally recognized program in human and animal nutritional sciences through teaching, research and extension programs.

**Article II - Objectives**

**Support Nutrition at Iowa State University:**

The Council will publicize the Nutritional Sciences research and education programs at Iowa State University (undergraduate and especially graduate programs).

The Council will prepare an annual report on the status of nutrition at Iowa State. This report will contain recommendations on staffing, nutrition education on- and off-campus and nutrition research at Iowa State University. This report will be distributed to appropriate students, departments, and alumni.

The Council will support interdepartmental interactions (mini-symposiums, social activities, joint seminars).

Maintain an historical record of the Council at Iowa State University.

**Support of Nutrition Education:**

The Council will monitor graduate and undergraduate teaching of nutrition at Iowa State University-wide and make recommendations on overlap and/or duplication and recommend areas that are not being adequately covered.

The Council will administer and support on-campus nutrition lectures of national and international interest for faculty and students through the Modern Views of Nutrition seminars and the Summer Lectureship program.

The Council will work towards establishing an interdepartmental major in Nutritional Sciences.

The Council will support continuing education by supporting delivery of off-campus nutrition on human and animal nutrition.

**Support of Nutrition Research:**

The Council will administer research funds for high-risk projects (Martin Fund).

The Council will administer scholarship programs related to Nutritional Sciences.

The Council will coordinate applications for nutrition grants and training grants.

### **Article III - Membership**

The Nutritional Sciences Council consists of faculty members or qualified collaborators who are engaged in research, extension, or teaching in the nutritional sciences and closely related disciplines. Typically, The Council would consist of Iowa State University faculty but other staff within the University and outside the University is welcome to apply or be proposed by any present member in good standing. A written proposal shall be directed to the Council Chairperson at least two days before a regularly scheduled Council meeting. A curriculum vita and reasons for nomination on behalf of the nominee shall be included in the statement. An affirmative vote by the members present at a called meeting of the Council shall be required for election to membership. Upon election, the secretary shall extend an invitation for Council membership to the nominee.

### **Article IV - Governing Body**

The Nutritional Sciences Council shall be governed by an Advisory Committee consisting of the chairs of the major committees and an at-large member for a total of seven members.

### **Article V - Officers of the Advisory Council, their duties and terms**

The Chairperson	Shall preside at all meetings of the Council and Advisory Committee. The Chair will provide leadership to each committee chair and shall oversee and administer the funds that are tied to the Council. The Chairperson shall manage and have signing authority for these funds. The Chairperson will not vote on issues before the Advisory Committee except where needed to break a tie.	3 yrs
Education Committee Chair	Shall preside over the meetings of the Education Committee and appoint members of the Committee.	2/3 yrs
Outreach/Publicity Committee Chair	Shall preside over the meetings of the Outreach/Publicity Committee and appoint members of the Committee.	2/3 yrs
Research Committee Chair	Shall preside over the meetings of the Research Committee and appoint members of the Committee.	2/3 yrs
Modern Views in Nutrition Chair	Shall preside over the meetings of the Modern Views in Nutrition Committee and appoint members of the committee.	2/3 yrs
Current Issues Nutrition Chair	Shall preside over the meetings of the Current Issues of Nutrition Committee and appoint members of the Committee.	2/3 yrs
At-Large Member	This member will serve as chair of any special committees deemed necessary by the Council.	2/3 yrs

Committees will meet as necessary to accomplish their duties. A secretary will be chosen from each Committee and shall keep a record of all business meetings. A secretary will be chosen from within the Advisory Committee and will keep records of the Council meetings.

## **Article VI - Elections**

At the annual spring semester meeting, the Council will elect the Chairperson of the Nutritional Sciences Council. The Advisory Committee will submit a slate of candidates for the Chairperson as well as open Committee Chairs based on interest surveys and solicitations. The Chairperson shall be elected for a period not to exceed three years. Committee Chairs will also be elected for terms of 2-3 years. Each chair will then appoint appropriate members of each committee. Vacancies on the Advisory Council caused by unexpired terms shall be filled through appointment by the Chairperson of the Council.

## **Article VII - Meetings**

A meeting of the Council shall be convened by the Chairperson by written or electronic notice. A fall semester meeting will be called that shall include discussion and approval of the annual Council report prepared by the Chairperson and to review the spring and summer activities. A second meeting will be held at the end of the spring semester during which time elections will be held. Special meetings deemed advisable may be called by the Chairperson by written or electronic notice at any time during the year.

## **Article VIII - Committees and Responsibilities**

Because the Council depends on the goodwill of its members to carry out the work of the Council, it is important that the work of the Council be spread over the widest membership to minimize the impact on regular departmental duties. To fill the 25-30 committee member positions, it is expected that every active member of the Council should serve in some committee capacity during the academic year. The following are a list of the committees necessary to carry out the mission of the Council. Numbers of members can vary depending on the activities in a given year. Each spring members of the Council will be asked to fill out an interest survey that will indicate their committee interest. After spring election the Advisory Council will meet to make assignments to all committees. These assignments will be based on the interest survey but every effort will be made to balance the assignments to reflect the diversity of departments and interests of the Council members.

**Education Committee:** The Chair of the Education Committee will appoint members for a 1-2 year term (4-6 members).

**Summer Lectureship:** Plan a week-long lectureship in the summer that focuses on a current topic of interest in nutrition. Funds for this lectureship should be sought from a variety of sources including the Helen and Wise Burroughs Lectureship Endowment Fund.

**Curriculum Committee:** Responsible for developing a Nutritional Sciences curriculum that is to be implemented in the future.

**Research Committee:** The Chair of this Committee will be responsible for soliciting, reviewing and monitoring the results obtained from the Martin Life Sciences Award and any other funds that may be obtained by the Council. The Chair will appoint 3 additional members to serve on the Committee for yearly terms. The Chair will be responsible for collecting final reports of the grantees and distributing these results to the Council. This Committee also will be responsible for administering scholarship funds as they become available to the Council.

**Nutritional Sciences Publicity Committee:** The Chair of this Committee will be responsible for appointing 3-5 members to the Committee for 1-2 year terms. The responsibilities of this Committee include:

Mailing brochures for research and education programs at Iowa State University (undergraduate and especially graduate programs). This Committee also will be responsible for dissemination of information on nutrition faculty to the American Society of Nutritional Sciences (ASNS).

Preparing an annual report. This report will contain recommendations on staffing, nutrition education on- and off-campus and nutrition research at Iowa State University. This report will be distributed to appropriate students, departments, and alumni.

Organizing interactions (e.g., mini-symposiums, social activities, joint seminars). Preferably this activity should take place early in the fall of each year to acquaint faculty and students.

Establishing and maintaining a Nutrition Sciences Council Web page with appropriate information.

Maintaining an historical record of the Council at Iowa State University.

**Modern Views of Nutrition Symposium Committee:** The Chair of this Committee will appoint 5-8 members to the Committee for terms of 1-3 years. The Committee's function shall be to plan a weekly interdepartmental seminar each spring semester consisting of 7-10 lectures from nationally and internationally recognized scholars. Funding will come from the Helen and Wise Burroughs Lectureship Endowment Fund and other such monies that may be available for guest speaker honoraria and travel expenses.

**Current Issues in Nutrition seminar Committee:** The chair of this Committee shall appoint 4-7 members to the Committee for terms of 1-3 years. This Committee will be responsible for developing and implementing a yearly conference on a current issue of nutrition that provides a platform for outreach and education of nutrition professionals. This seminar should provide timely dissemination of current issues in nutrition as a continuing education format that can be delivered on campus as well as over distance learning systems. A human nutrition emphasis will be the focus of the spring lecture. A fall lecture will be developed that will emphasize animal nutrition. It is anticipated that the fall series will begin in 1998. Both series are intended to be self supporting.

## **Article IX - Funding**

The Chairperson of the Nutrition Sciences Council will be responsible for oversight of the endowments and expendable accounts with the advice and consent of the Advisory Council. The Chair will be responsible for coordinating any fund raising activities within the Council.

### **Article X - Rules of Order**

The rules of parliamentary practices in “Roberts Rules of Order” shall govern this Council in all cases that are applicable. Elections of nominees and motions shall be decided by simple majority of those members present at called meetings.

### **Article XI - Amendments**

This Constitution may be amended or revised by a majority vote by the members present at a publicized meeting, provided that the amendment or revision has been presented at a previous meeting.

Original: May 19, 1976  
2<sup>nd</sup> Revision: Spring Semester, 1987  
3<sup>rd</sup> Revision: Spring Semester, 1998

## **Organization of the Nutrition Sciences Council Advisory Committee Structure**

Chair NSC (elect to 2-3 year term)

\_\_\_\_\_ Chair MVN (elect to 2-3 yr term)  
5-7 members

\_\_\_\_\_ Chair CIN (elect to 2-3 yr term)  
5-7 members

\_\_\_\_\_ Chair Education (elect to 2-3 yr term)  
3-5 members

\_\_\_\_\_ Chair Publicity (elect to 2-3 yr term)  
3-5 members

\_\_\_\_\_ Chair Research (elect to 2-3 yr term)  
3-5 members

\_\_\_\_\_ At-Large member (elect to 2-3 yr term)  
Chair special committees

Committee members will be assigned for 1-2 year terms with all members serving on one committee.