

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

CONSTITUTION

Adopted Spring Semester, 1998 [Modified Spring Semester, 2008]

Article I - Mission

The mission of the Iowa State University Nutritional Sciences Council (The Council) is to build and maintain a nationally and internationally recognized program encompassing nutrition through excellence in teaching, research and extension.

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 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). The Council will also maintain an historical record of the Council at Iowa State University.

Support of Nutrition Education:

As needed, The Council will assess graduate and undergraduate teaching at Iowa State University and assess overlap and/or duplication of courses and course content. The Council will also identify areas that are not being adequately covered and make recommendations to appropriate Departments and Colleges. The Council will administer and support on-campus nutrition lectures of national and international interest through the Modern Views of Nutrition seminars and the Annual Lectureship series. The Council will support the Interdepartmental Graduate Program in Nutritional Sciences. The Council will enhance continuing education by supporting and facilitating the availability of nutrition information and materials.

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 will consist of Iowa State University faculty but other staff members within the University and outside the University are 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 directed by 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 as 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 conclusion of the Chairperson's term, the Council will elect the incoming Chairperson by electronic voting of the membership to be concluded by the meeting held at the end of the spring semester. The Advisory Committee may submit a list of candidates based on interest surveys and solicitations. The Chairperson and Advisory Council will also seek nominations or volunteers for 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. At the conclusion of the fall semester, a meeting will be held to discuss and approve the annual Council report prepared by the Chairperson, and to address other business of the Council as needed. A second meeting will be held at the conclusion of the spring semester during which time nominations and volunteers for elected offices and committee chairs will be sought as necessary. Special meetings 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 is 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).

- **Annual Lectureship:** Plan a week-long lectureship 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:** The Curriculum Committee will be concurrent with the curriculum committee serving the Interdepartmental Graduate Program in Nutritional Sciences (IGPNS).

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 a minimum of 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 graduate programs). This committee also will be responsible for dissemination of information on nutrition faculty to the American Society of Nutritional Sciences (ASNS). The committee will also maintain a Nutritional Sciences Council web site with appropriate information, and will maintain 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 an interdepartmental seminar series each fall 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.

NOTE: Food Science and Human Nutrition has assumed responsibility for Current Issues in Nutrition.

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 of the members present at a publicized meeting, after the proposed amendment or revision has been presented at a previous meeting or made available electronically for a period of two weeks.

Original: May 19, 1976

2nd Revision: Spring Semester, 1987

3rd Revision: Spring Semester, 1998

4th Revision: Spring Semester, 2008

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.