

FOOD DISTRIBUTION RESEARCH SOCIETY HANDBOOK

Revised June 8th, 2023

INCORPORATION

The Food Distribution Research Society (FDRS) is a non-profit education organization officially incorporated under the laws of the State of Maryland on February 20, 1970.

PURPOSE

The overall goal of the Society is to facilitate leading-edge information in applied research and education in the food distribution field. Its major foci are retail and wholesale distribution and the flow of products and services through these firms and institutions. Related areas of interest are patterns of consumption, impacts of technology on processing and manufacturing, packaging and transport, data and information systems in the food and agricultural industry, market development, and international trade policies related to food products and agricultural commodities.

Specifically, the Society seeks to:

1. Provide a forum for exchange of ideas and information and to act as a clearing house for food distribution research and education.
2. Encourage applied research, assist with problem definition, provide coordination, foster implementation of results, and assure feedback between researchers and users of results.
3. Assist with food industry education and training, as well as implementation of new ideas and concepts.
4. Provide for professional development, advancement, and recognition in the food distribution field.
5. We commit to creating, supporting, and maintaining a diverse, equitable, and inclusive environment where all members are encouraged and provided opportunities to participate, and where their perspectives and contributions are respected and valued. We view diversity holistically and consider how members' perspectives and professional experiences may be influenced by characteristics including (but not limited to) their age; gender, sexual orientation; ethnicity, race, culture; differences in ability; immigration status, nationality, national origin; education; socio-economic status; military/veteran status; and religious/non-religious beliefs. To this end, we will:
 - Actively seek diverse and inclusive representation in our leadership and membership.
 - Engage with diverse groups of stakeholders in academia, industry, and government and facilitate constructive dialogue to support our Society's mission.
 - Provide and support inclusive programming initiatives for our members.
 - Maintain high standards for transparency and ethics for our Society.

BY-LAWS

ORGANIZATION

The governing Board of the organization is comprised of elected officers, appointed officers, directors, and committees.

GOVERNING BOARD OF THE ORGANIZATION

The purpose of the Board is to establish the overall policy, approve the budget, and be responsible for the handling of any special funds maintained by the Society. It can remove any officer or director for cause by majority vote. It is expected that the Board shall hold three to four meetings per year: January, May, August (if necessary), and between September and November (a Fall Board Meeting prior to the FDRS Annual Conference). The Chair of the Board is the current President. In addition, members are the President-Elect, immediate Past-President, Secretary/Treasurer, and Vice Presidents.

ELECTED BOARD MEMBERS

Immediate Past-President, one-year term; President, one-year term; President-Elect, one-year term; and Secretary/Treasurer, 3-year term. Elections are held at the Fall Annual Business Meeting of the membership of the Society, though exceptions can be granted to maintain the ability of the Board to function properly.

APPOINTED BOARD MEMBERS

The President appoints the following Board Members: Vice President for Research, Vice President for Education, Vice President for Communications, Vice President for Membership, Vice President for the Richardson-Applebaum Scholarship Award Fund, Vice President for Logistics and Outreach, and Vice President for Student Programs. Vice Presidents serve 3-year terms.

TERMS OF OFFICE

Terms of office begin after the election or appointment and run for the designated term. The election is normally held at the Annual Business Meeting. When a Board member is determined to be unable to fill his/her elected or appointed term, the President is authorized to make an interim appointment (which shall be in effect until the next Annual Business Meeting) after obtaining concurrence from a majority of the Board.

DIRECTORS

The Director roles serve to recruit and onboard eager society members to Board activities and identify future candidates for Vice President roles. Through their service on the Board, Directors gain hands-on exposure to the various FDRS leadership roles and service needs. At the annual

conference, Directors serve as student marketing competition judges and assist the President and the Vice President for Logistics and Outreach. A new Director will be appointed each year as the 1st year Director and move through the Director roles. Directors serve a 3-year term.

COMMITTEES

EXECUTIVE COMMITTEE

The Executive Committee carries out the Society's daily operations in line with the stated purposes. Its members include the President (as chair), the immediate Past-President, the President-Elect, and the Secretary/Treasurer.

NOMINATING COMMITTEE

The Nominating Committee nominates the President-Elect, Secretary/Treasurer, the Vice President for Government Relations, the Vice-President for Industry Relations, and other candidates as necessary to fill vacancies on the Board (See Elections.) The Nominating Committee is chaired by the immediate Past-President and includes as members the three most recent Past-Presidents. The Nominating Committee shall submit the slate of candidates to the Board at the Annual Conference.

FINANCE COMMITTEE

This committee oversees and manages the investments in the Richardson-Applebaum Scholarship Award Fund. The Finance Committee is chaired by the Vice President for the Richardson-Applebaum Scholarship Award Fund. Members include the Secretary/Treasurer, the President-Elect, the immediate Past-President, and the three most recent Past-Presidents.

SCHOLARSHIP AWARDS COMMITTEE

This committee is chaired by the Vice-President for Education. Members include the Vice-President for Richardson-Applebaum Scholarship Award Fund and the Vice-President for Research.

The Doug Richardson and William Applebaum Memorial Scholarship is awarded annually for outstanding graduate student research in food distribution and marketing. This scholarship fund is named after William Applebaum, Chief of Staff, Market Research Division: The Kroger Grocery and Baking Company; Assistant General Manager, Stop & Shop, Inc; and Lecturer on Food Distribution and Comparative Marketing, Graduate School of Business Administration, Harvard University. During his lifetime "Bill" Applebaum continually challenged the FDRS to seek improvements in the food industry. As a founder and supporter of FDRS, Bill allowed the society to name its scholarship fund after him, and he gave a substantial contribution. The first

scholarship was given in 1978, and while Bill did not live to see it presented, his example and leadership have caused other industry leaders to contribute to this tax-deductible fund.

In 2013, the Society voted to add Douglas “Doug” Richardson’s name to the scholarship awards, in recognition of his outstanding leadership, dedication to student achievements, and long-term contributions of his time and resources to the financial well-being of the Society. Doug Richardson was one of the founding members of FDRS, serving as president in 1985 and VP of Membership from 1980 to 1983. Since 1985, Doug served in the role of VP Applebaum, managing FDRS investments for more than 30 years. Under Doug’s watchful eye, he grew the organization’s investments from \$9,000 to its current value of nearly \$400,000.

Contributions may be made directly to the Food Distribution Research Society. Contributed funds are invested, and a scholarship is given each year to an outstanding college student from the proceeds. Originally, \$500 awards were made. In 1983, the award was increased to \$750, and in 1987 the amount increased to \$1,000. Since 1988, two awards have been offered: one for \$1,000 at the Ph.D. degree level and one for \$500 at the M.S. degree level. In 1998 these awards were increased to \$1,250 for the Ph.D. dissertation, \$750 for the M.S. thesis, and a new award established at \$500 for an M.S. level non-thesis paper.

Since 2018, awards amounts and categories were amended to the following three categories (1) \$1,500 for the best Dissertation, (2) \$1,500 for the best M.S. Thesis, (3) \$1,500 for the best M.S. Case Study or M.S. Professional Research Paper (for M.S. Students following a non-thesis program), and (4) \$1,000 stipend for the best Undergraduate Student Research Paper.

In addition to cash stipends, recipients receive complimentary annual membership to FDRS and are recognized at the FDRS Annual Conference. The Ph.D. recipient is also invited to present his/her dissertation research as the Keynote Speaker at the Richardson-Applebaum Awards Luncheon during the annual conference.

In May 2019, the Board unanimously approved the Doug and Anne Richardson Research and Engagement Award. This award is offered to those individuals who conduct research and author papers on topics unique to issues related to food distribution and marketing. Award applicants must be early career colleagues employed in 1890 and 1994 land-grant universities and no more than five years beyond earning their terminal degree. Awardees receive a cash award of \$1,500, complimentary annual FDRS membership, complimentary conference registration fees, and recognition at the FDRS Annual Conference Awards Banquet. Award recipients present their Research Report during the Concurrent Sessions offered during the Annual Conference.

COMMUNICATIONS COMMITTEE

This committee is responsible for publication policy, publicity, and distribution via the FDRS website and social media channels. The Communications Committee is co-chaired by the Vice President for Communications and the President-Elect. Other members include the Journal

Editorial Team, the VP for Membership, the VP for Government Relations, and the VP for Industry Relations. This committee reviews the strengths and weaknesses of the FDRS journal (the JFDR), newsletter, and other Society publications, and makes recommendations to the Board.

CONFERENCE COMMITTEE

The Conference Committee is responsible for developing, promoting, and managing the annual FDRS conference, including site selection, overall theme, specific research and outreach topics, keynote speaker arrangements, student case study, awards presentations, and budgeting duties. The Conference Committee is co-chaired by the President and the Vice President for Logistics and Outreach and populated by the President-Elect as program chair, the Secretary/Treasurer, and all VPs except for the VPs for Industry and Government Relations (*ex officio*). All Board members are encouraged to provide input on conference planning.

AUDIT COMMITTEE

The President appoints Board members to the Audit Committee or plans for a formal or informal audit of funds of the Society at his/her discretion and with direction from the Board. The Audit Committee is charged with working with the Treasurer and the Vice-President for Richardson-Applebaum Scholarship Award Fund to examine the state of all financial accounts. Such examination is encouraged when officers with direct financial responsibility end their terms of office, every five years, or as recommended by the FDRS Finance Committee.

SERVICE AWARDS COMMITTEE

The Service Awards Committee identifies the recipients of the Frank Panyko Distinguished Service Award and Patrick Byrne Emerging Leadership Award. This Committee is chaired by the President-Elect, plus the three most recent recipients of each award. The committee makes awards selections and provides support for all other aspects of the service awards program. The criteria for the awards are authorized by the Board. The President-Elect communicates the selected recipients of both service awards to the President, the VP of Communications, and the Secretary/Treasurer.

RESEARCH AND COMMUNICATION EXCELLENCE AWARD COMMITTEE

The Research and Communication Excellence Award Committee is chaired by the Journal Editor(s). The Committee selects the recipient(s), who are recognized at the annual awards ceremony, from authors whose articles are published in the Journal between annual conferences. The Committee communicates their final decision to the President, President-Elect, the VP of Communications, and the Secretary.

DUTIES

PRESIDENT

The President is the Chair of the Board and serves as Chair of the Executive Committee during his/her term of office of one year. The President leads the Society's activities toward the fulfillment of its objectives. The President appoints the following Board members: Vice President for Research, Vice President for Education, Vice President for Communications, Vice President for Membership, Vice President for the Richardson-Applebaum Scholarship Award Fund, Vice President for Student Programs, and Vice President for Logistics and Outreach, as well as the members of the award and audit committees as needed. The President, in collaboration with the Board, in the absence of the Secretary/Treasurer, has the authority to sign checks on behalf of the Society. The President co-chairs the Conference Committee with the Vice President for Logistics and Outreach.

Timeline of Responsibilities

Winter quarter (Jan-March):

- Call and lead the January Board meeting.
- Prepare a draft agenda for the January Board meeting and request input for the agenda from the Board.
- Present the Board with a preliminary list of theme ideas for the upcoming annual conference.
- Set up the video call for the Board meeting.
- Travel to the location (hotel/city) where the FDRS annual conference will take place to support the VP of logistics in ensuring all facilities are adequate for the annual conference.
- Work as part of the Conference Committee to select a theme and develop it.
- Announce the selected theme for the upcoming conference to the rest of the Board.
- Seek for new Board members and President-Elect.

Spring Quarter (April-June):

- Call and lead the May Board meeting.
- Prepare a draft agenda for the May Board meeting and request input for the agenda from the Board.
- Set up the video conference call for the meeting.
- Seek for new Board members and President-Elect.

Summer Quarter (July-September):

- Call and lead the August Board meeting.

- Prepare a draft agenda for the August board meeting and request input for the agenda from the Board.
- Set up the video conference call for the meeting.
- Seek for new board members and President-Elect.
- Order plaques for Service Awards in coordination with the President-Elect.

Fall Quarter (October-December):

- Attend annual conference and lead the Fall Board Meeting.
- Seek for Board members who would be finalizing their service term.
- Prepare a draft agenda for the Fall Board meeting and request input for the agenda from the Board.
- Chair the opening of the FDRS Annual Conference welcoming participants on Sunday.
- Chair the luncheon and the banquet on Monday.
- Present Service Awards.
- Meet with President-Elect to evaluate organizational structure of FDRS and refine to serve Society needs.

PRESIDENT-ELECT

The President-Elect serves on the Board and the Executive Committee and works with the President to carry out special initiatives to serve the immediate goals of the Society. The President-Elect will assist the President in evaluating the organizational structure of the Society and refocus, combine, or create leadership positions and committees that may be necessary to meet the current goals of the Society.

The President-Elect chairs the Service Awards Committee and assists the President at the awards ceremony at the annual conference.

The President-Elect serves as program chair in the Conference Committee. With the President and the VP for Logistics and Outreach, they coordinate efforts with the Secretary/Treasurer and included VPs to manage the annual conference program development, promotion, and management. The President-Elect is responsible for developing the overall theme and specific topics for the annual FDRS conference to be held during his/her Presidential term.

The President-Elect Co-chairs the Communications Committee with the VP Communications and works to promote the Society's activities through the appropriate media, including social media and electronic communications channels. The President-Elect is also a member of the Finance Committee, which oversees and manages the investments in the Richardson-Applebaum Scholarship Award Fund.

Timeline of Responsibilities

Winter quarter (Jan-March):

- Participate in the January Board meeting.
- Confirm the location for the annual conference for the subsequent year.
- Coordinate with the VP Communications access to social media accounts.
- Coordinate with the VP Communications to verify that newsletter, social media, and electronic communications are up to date.
- Coordinate with VP Richardson-Applebaum Fund to be added to Edward Jones (EJ) account.

Spring Quarter (April-June):

- Solicit nominations for the Service Awards.
- Coordinate with the VP Communications to verify that annual conference promotional materials, calls for awards, and calls for research papers are distributed through social media and electronic communications.
- In coordination with the VP Student Programs, assist in identifying potential clients for the Student Marketing Challenge for the annual conference. Also, assist in identifying places for the tour at the annual conference site.

Summer Quarter (July-September):

- Select Service Awards and communicate the winners to the President.
- Help develop annual conference program for Board consideration with VP Programs and VP Logistics and Outreach for subsequent year.
- Coordinate with VP Communications to verify that annual conference and program promotional materials are distributed through social media and electronic communications.

Fall Quarter (October-December):

- Coordinate with VP Communications to promote annual conference.
- Communicate with VP Communications to publicize/feature Service award winners on FDRS website and via social media channels before and during conference.
- Attend annual conference.
- Participate in Fall Board Meeting and request the Board for theme ideas for the next conference. Meet with President to evaluate the organizational structure of FDRS and refine it to serve Society needs.

PAST-PRESIDENT

The immediate Past-President is a member of the Board and the Executive Committee. The immediate Past-President chairs the Nominating Committee, serves as member in the Finance Committee, and serves to assist the executive officers in carrying out special projects as required.

SECRETARY/TREASURER

The Secretary/Treasurer is a member of the Executive Committee, the Finance Committee, and the Conference Committee. The Secretary/Treasurer is responsible for timely deposit and disbursement of funds, maintenance of accounts of expenses and income, preparation of an annual budget, and presentation of annual financial statements at the Annual Board Meeting and Business Meeting during the FDRS Annual Conference. The Secretary/Treasurer deposits annual fees, and page charges for the Journal and keeps the Society's books and checking account in order. The Secretary/Treasurer has authority to sign checks for the organization and prepares and presents minutes of official Society meetings. The Secretary/Treasurer is also responsible for communicating with members in connection with official Society business when necessary and acts as custodian of the official financial records of the Society.

Standard Operating Procedures for FDRS Treasurer

Financial Procedures

- Maintain single business account (Wells Fargo) with other signatories (VP Membership) on record.
- Serve as secondary signatory on Edward Jones accounts to support primary signatory the VP Richardson-Applebaum Scholarship Award Fund.
- Review and approve proposed annual conference fees (hotel, F&B, registration, etc.)
- Pay various annually recurring accounts (award plaques, editorial management software, journal technical editor, accountant, any shipping fees, etc.)
- Work with the Audit Committee to review books on all accounts when directed by the President. Such examination is encouraged when officers with direct financial responsibility end their terms of office, every five years, or as recommended by the FDRS Finance Committee.
- Employ accountant to prepare annual financial record books and assist their efforts in filing annual IRS form 990 on time.
- Coordinate with the VP Richardson-Applebaum to accept possession of all annual financial record books and maintain possession during the term of service. Ensure these books are passed to next Treasurer at end of term of service.
- Ensure that an updated Conflict of Interest Statement is prepared and signed by each officer and Board member annually (for IRS record-keeping purposes).

Accounts Procedures

- Edward Jones (EJ): The VP Richardson-Applebaum Scholarship Award Fund, with the guidance of the Finance Committee, makes all investment decisions. EJ original monthly statements are sent to the VP Richardson-Applebaum Scholarship Award Fund and copies shared with the Treasurer and the President-Elect. Any other expenditures must be approved by the Board and the VP Richardson-Applebaum Scholarship Award Fund notified at least 2-4 weeks in advance.
- Wells Fargo (WF): The Treasurer and VP Membership have access to FDRS accounts; both can make electronic deposits; Treasurer holds checkbooks, debit cards and maintains spreadsheet on balances.

Communications Procedures

- Copied on all transactions related to income/expenses, i.e., conference contracts, JFDR Editor contracts, AAEA and Editorial Express agreements, registrations, etc.
- Submits Treasurer's Report to the Board, in writing, one week prior to January, May, and Fall Board meetings.
- Coordinates annual FDRS conference registration prices with the President, VP Logistics and Outreach, and VP Membership to ensure funds are available and the conference will cash flow.
- The use of fdrssectreas@gmail.com is encouraged for all official communications in which the Secretary/Treasurer represents FDRS. When a term ends, the outgoing and incoming Secretary/Treasurer coordinate access and passwords for all accounts. The incoming Secretary/Treasurer updates log-in information as needed.

FDRS Expenses:

Conference:

1. Annual January Board meeting venue / food costs.
2. Annual conference venue, food, consultants, field trip travel costs.

Awards – bring these checks to the conference and/or mail to recipients.

1. Richardson-Applebaum Awards (\$1,500 for best Ph.D. Dissertation, M.S. Thesis, and M.S. Case Study, and \$1,000 for best undergraduate student research paper – paid from Edward Jones account).
2. Doug and Anne Richardson Research and Engagement Award (\$1,500)
3. Richardson-Applebaum awardee's lodging and conference registration reimbursement, travel stipend.
4. Award plaques plus shipping (~\$2,000).
5. Student Food Marketing Case Study Competition awards (\$1,000, \$750, and \$500 paid from Edward Jones account).

JFDR:

1. As per contract, two JFDR issues, one proceedings issue (approximate cost of \$4,000 per issue, totals \$12,000 per year).
2. Editorial Express (\$1,000 per year).

Miscellaneous:

1. AAEA processing fee (\$125 per year) to handle FDRS membership transactions through their system.
2. FDRS Accountant Richard Beason to build annual book and file FDRS taxes (\$1,000)
3. Global, GoDaddy, EPX, Authorize.net, and website services (~\$8,000)
4. Stamps, envelopes, postage, bank fees, etc. (~\$300)

FDRS Income:

1. FDRS annual membership fees.
2. FDRS annual conference registration fees.
3. JFDR page charges.
4. EBSCO royalty fees.
5. Charitable gifts/donations.

Timeline of Responsibilities

Secretary

- January/Feb: Attend Officer and Board of Directors meeting on-site for upcoming conference and record notes.
- May: Attend Officer and Board of Directors meeting via conference call and record notes.
- Sept/Oct: Attend Officer and Board of Directors meeting and, member business meeting during Annual Conference and record notes.

Treasurer

- January/Feb: Attend Officer and Board of Directors meeting on site for upcoming conference and present Treasurer's report. Make sure that .ORG website domain renewal is paid for at godaddy.com. Renewal reminders are sent to fdrssectreas@gmail.com.
- March: Provide financial records and receipts to FDRS Accountant; pay IRS.
- January-March: Set up upcoming annual conference event registration and payment options on www.fdrsinc.org
- May: Attend Officer and Board of Directors meeting via conference call; present Treasurer's report; discuss upcoming conference estimated expenses and revenues.

- Sept/Oct: Attend Officer and Board of Directors meeting and, member business meeting during Annual Conference; present Treasurer's report; prepare and distribute award winner check payments.
- November: Compile final conference revenues and expenses details.
- Year-round duties as needed (described in job duties & responsibilities).

VICE PRESIDENT FOR RESEARCH

The Vice President for Research encourages research and implementation of research findings. As part of the Conference Committee, the VP Research coordinates and publicizes the call for and selection of presentations (e.g., research reports, research updates, outreach writing, and research posters) for the annual conference, and organizes the schedule of presentations with the President, the Vice President for Logistics and Outreach, and the President-Elect. As part of the Scholarship Awards Committee, the VP Research assists the VP Richardson-Applebaum Scholarship Award Fund in selection of the annual Doug and Anne Richardson Research and Engagement Award recipient.

Timeline of Responsibilities

- Serve as member of the Scholarship Awards Committee with the VP Education (chair) and the VP Richardson-Applebaum Scholarship Award Fund.
- Serve as member of the Conference Committee, co-chaired by the President and VP Logistics and Outreach.
- Release the Call for Presentations (e.g., research reports, research updates, outreach writing, and research posters), and the Call for the Doug and Anne Richardson Research and Engagement Award submissions by March 15 (target date).
- Set the deadline for all submissions of June 1.
- Coordinate with VP Richardson-Applebaum Scholarship Award Fund and 1-3 additional Board members to review submissions, with final decisions due by July 15.
- Correspond with authors of accepted (and rejected) submissions by August 1.
- Develop presenter schedule and share with authors by August 15.
- Communicate conference room needs with VP Logistics and Outreach by August 15.
- Coordinate with VP Communications to post presenter schedule and conference rooms on FDRS website and in the Conference schedule by September 1.
- Coordinate with VP Logistics and Outreach before and during conference to arrange for equipment needs of presenters and recruit session moderators from Board members.
- Communicate with presenters before and during the conference (create and place flyers in program, in presentation rooms, announce during meals, etc.) to encourage submission of reports and updates to the JFDR Proceedings.

- Coordinate with Editorial Team and FDRS Technical Editor to follow-up with presenters to encourage submission of reports and updates to the JFDR Proceedings due November 30.
- The use of fdrsvpresearch@gmail.com is encouraged for all official communications in which the VP Research represents FDRS. When a term ends, the outgoing and incoming VP Research coordinate access and passwords to the account. The incoming VP Research updates log-in information as needed.

VICE PRESIDENT FOR EDUCATION

The Vice President for Education is responsible for programs that encourage food distribution education as described in the Purposes of the Society. As part of the Scholarship Awards Committee, the VP Education conducts the Richardson-Applebaum Scholarship Award program, including publicizing the call for submissions, organizing the reviewers, and communicating the winner(s) to the President, VP Logistics and Outreach, and Treasurer/Secretary. As part of the Conference Committee, the VP Education coordinates with the President and the VP Logistics and Outreach the presentation by the winner(s) at the annual conference.

Timeline of Responsibilities

- Serve as Chair of the Scholarship Award Committee, with members including VP for Richardson-Applebaum Scholarship Award Fund and the VP for Research, beginning immediately after the FDRS Membership Breakfast during the annual conference.
- Release the Call for Scholarship Awards for the Richardson-Applebaum Outstanding Graduate Research and the Call for Scholarship Awards for the Richardson-Applebaum Outstanding Undergraduate Research by November 1 (target date).
- Set the deadline for award applications of February 1.
- Select and coordinate with Board members to review applications and make recommendations for award recipients by April 1.
- Communicate final selections with award winners and Board members by May 15th.
- Communicate with all award winners' regarding travel logistics and attendance expectations at the Richardson-Applebaum Awards Luncheon prior to conference.
- Coordinate with VP Logistics and Outreach before and during conference to arrange for equipment needs of PhD award winner who is featured speaker during Richardson-Applebaum Awards Luncheon.
- Communicate with VP Communications to publicize/feature award winners on FDRS website and via social media channels before and during conference.
- Communicate with VP Richardson-Applebaum and Treasurer and provide award winner names, addresses, emails to ensure award cheques are in hand prior to the Richardson-Applebaum Awards Luncheon.

VICE PRESIDENT FOR MEMBERSHIP

The Vice President for Membership maintains a current membership roster, emails dues notices, collects dues (working with AAEA), and deposits to Wells Fargo. As member of the Communications Committee, the Vice President for Membership maintains the listserv and facilitates Board electronic communications, updates and publishes the online FDRS Membership Directory, and is responsible for membership survey and recruitment. As member of the Conference Committee, the VP Membership reports on past conference registration numbers during the Board meetings.

Timeline of Responsibilities:

- Serve as member of the Communications Committee, co-chaired by the President-Elect and VP Communications, with members including the Journal Editorial Team, VP Government Relations, and VP Industry Relations.
- Serve as member of the Conference Committee, co-chaired by the President and VP Logistics and Outreach, with members including the President-Elect, the Secretary/Treasurer, and all VPs except for the VPs for Industry and Government Relations.
- The use of fdsvpmembership@gmail.com is encouraged for all official communications in which the VP Membership represents FDRS. When a term ends, the outgoing and incoming VP Membership coordinate access and passwords to the account. The incoming VP Membership updates log-in information as needed.

VICE PRESIDENT FOR THE RICHARDSON-APPLEBAUM SCHOLARSHIP AWARD FUND

The Vice President for the Richardson-Applebaum Scholarship Award Fund serves as Chair of the Finance Committee and as member of the Scholarship Awards Committee and the Conference Committee. The VP Richardson-Applebaum Scholarship Award Fund is charged with implementing final investment decisions for the Edward Jones account and arranging for reporting at the Annual Board Meeting the status of the said assets. The VP Richardson-Applebaum Scholarship Award interacts with and coordinates financial reporting with the Secretary/Treasurer, is responsible for consultation with the elected officers concerning investment accounts, and implements recommendations of the Finance Committee in line with policy determined by the Board. As member of the Scholarship Award Committee, the VP Richardson-Applebaum Scholarship Award Fund works with the VP Research to select the recipient of the annual Doug and Anne Richardson Research and Engagement Award. They communicate the winner to the President, VP Logistics and Outreach, and VP Education.

Financial Procedures:

- Add President-Elect to the EJ investment account.
- Work with the Audit Committee to review investment accounts when directed by the President. Such examination is encouraged when officers with direct financial responsibility end their terms of office, every five years, or as recommended by the FDRS Finance Committee.

VICE PRESIDENT FOR COMMUNICATIONS

The Vice President for Communications is responsible for enforcing publications policy while promoting the dissemination and publicity of the Journal. The VP Communications and President-Elect co-chair the Communications Committee and work to promote the Society's activities through the appropriate media, including social media and electronic communication channels (e.g., FDRS Listserv).

Related tasks for the VP of Communications include Webmaster responsibilities. After each conference, the VP Communications updates website information on the slate of officers and directors and the recipients of scholarship, service, and research and outreach excellence awards. Before each conference, the VP Communications updates website information on award deadlines and contact information for award applications.

Timeline of Responsibilities:

- Serve as Co-Chair of the Communications Committee along with the President-Elect, with members including the Journal Editorial Team, VP Membership, VP Government Relations, and VP Industry Relations.
- Coordinate with President-Elect access to social media accounts.
- When a term ends, the outgoing and incoming VP Communications coordinate access and passwords to social media accounts. The incoming VP Communications updates login information as needed.
- Serve as member of the Conference Committee, co-chaired by the President and VP of Logistics and Outreach, with members including the President-Elect, the Secretary/Treasurer, and all VPs except for the VPs for Industry and Government Relations.

VICE PRESIDENT FOR STUDENT PROGRAMS

As a member of the Conference Committee, the Vice President for Student Programs is responsible for organizing and chairing the Student Food Marketing Competition (FMC) that takes place at the annual conference. The following are specific tasks in executing the FMC. These tasks and their timeline might change when the competition follows an online/hybrid format.

Timeline of Responsibilities

January

- Assist to the Board Meeting.

March

- Create and distribute save the date flyer.

April – June

- Coordinate with the President-Elect to identify a client for the case competition.
- Second informational push for team sign-ups.
- Coordinate with the President-Elect on identifying tour options.

July

- Secure client for case competition.
- Confirm case idea.
- Confirm with the Secretary/Treasurer that plaques have been ordered.

September

- Review client's case presentation.
- Obtain client approval for the evaluation rubric.
- Send last push for teams to register before deadline.

4 weeks from competition

- Send requests for preliminary round judges.
- Confirm all registered teams and team member names.

2 weeks from competition

- Send case prompt to coaches (along with rough schedule, scoring rubric that has been approved by the client, and contest rules).
- Obtain room information for the contest.

1 week from competition

- Print materials (room signs, schedules, evaluation rubrics, participant list).
- Compile team packets (copy of schedule, FDRS promo flyers, and participant list for each participant).
- Confirm judges (if possible, give them information to review regarding the case so that they can prepare to judge, reminding them it is confidential information).
- Email final schedule with room locations to coaches.
- Confirm with client and review finalized client presentation.
- Arrange for laptops, projectors, clickers for client case presentation, preliminary rounds, and final round of competition (check with conference organizer to see what the venue

is supplying and what technology is being used for research presentations during the conference).

- Contact FDRS president about welcoming teams on the morning of day 1 of the competition.
- Contact FDRS treasurer about checks for the winning teams (\$1,000 for 1st, \$750 for 2nd, \$500 for 3rd, plaque for all top 4 teams).

Day before competition

- Add team name badges to their packets of information.
- Check out presentation rooms to make sure they will work for the competition.

Day 1 competition

- Check-in teams.
- Welcome teams, introduce client, possibly introduce FDRS president to give “pitch” about joining FDRS as a student.
- Remind teams and coaches about the rules of the contest.
- Monitor Q&A sessions to ensure things stay on schedule.
- Attend Board meeting.
- Set up rooms for preliminary round of competition.
- Meet with preliminary round judges to brief them on the client’s presentation.
- Monitor rooms to ensure things run smooth and on schedule.
- Take pictures throughout the day.
- Post finalist information and email to coaches.

Day 2 competition

- Organize logistics and “host” the final round.
- Manage logistics for student tour.
- Obtain checks for the winning teams from treasurer.
- Make awards announcement at the reception, pass out plaques and checks.
- Have pictures taken of the winning teams and share with VP Communications.

Week following the competition

- Write and distribute a press release to coaches and appropriate media outlets.
- Email VP Communications to have updated information about the contest posted on the FDRS website and via social media (winning teams, press release, pictures, etc.)
- Follow up with the client, provide presentations and the press release.
- Follow up with coaches, provide presentations, pictures, and press release.

VICE PRESIDENT FOR LOGISTICS AND OUTREACH

As Co-Chair of the Conference Committee, the Vice President for Logistics and Outreach is responsible for assisting the President and President-Elect in planning and implementing the annual conference. The VP Logistics and Outreach solicits hotel bids and presents the

information on hotel options and negotiated room rates at Board meetings, serves as the main liaison between the selected hotel conference and the board, and works with the selected hotel to ensure that adequate equipment (microphones, projectors, etc.) is available during the annual conference. The VP Logistics and Outreach assists with the planning and implementation of study tours and Board meetings.

VICE PRESIDENT FOR INDUSTRY RELATIONS (*ex officio*)

The Vice President for Industry Relations serves a three-year term. This is an *ex officio* position with no fiduciary responsibilities and no role in lobbying, fundraising, or representational activities. Additional time commitment is minimal and consists primarily of participation in Board meetings. The goal of this leadership position for industry relations is to strengthen the communication and interactions between government, academic, and private FDRS members.

As a member of the Communications Committee, the VP for Industry Relations is tasked with the promotion and marketing of the FDRS conference and the JFDR within their professional networks. There is no fee or other remuneration associated with the position and minimal resource use expectations. Time devoted to FDRS leadership activities is expected to be no more than 30 hours/year (3 Board meetings * 8 hours) plus preparation. There could be travel expenses associated with the annual conference after COVID restrictions are lifted; 1 Board meeting is concurrent with the annual conference and the other 2 Board meetings are conference calls. This individual is expected to identify and recruit professionals employed in industry positions to join, participate, submit, and contribute to the Society. Additional duties include:

- Submission of potential conference themes that reflect the needs of professionals working in the industry.
- The leadership of track sessions featuring industry-academy interlinkages at the conference.
- Generation of JFDR themed articles related to professional areas of interest.
- Participation in FDRS social media and outreach efforts.

VICE PRESIDENT FOR GOVERNMENT RELATIONS (*ex officio*)

The Vice President for Government Relations serves a three-year term. This is an *ex officio* position with no fiduciary responsibilities and no role in lobbying, fundraising, or representational activities. Additional time commitment is minimal and consists primarily of participation in Board meetings. The goal of this leadership position for government relations is to strengthen the communication and interactions between government, academic, and private FDRS members.

As a member of the Communications Committee, the VP for Government Relations is tasked with the promotion and marketing of the FDRS conference and the JFDR within their professional networks. There is no fee or other remuneration associated with the position and minimal resource use expectations. Time devoted to FDRS leadership activities is expected to be no more than 30 hours/year (3 Board meetings * 8 hours) plus preparation. There could be

travel expenses associated with the annual conference after COVID restrictions are lifted; 1 Board meeting is concurrent with the annual conference and the other 2 Board meetings are conference calls. This individual is expected to identify and recruit professionals employed in government positions to join, participate, submit, and contribute to the Society. Additional duties include:

- Submission of potential conference themes that reflect the needs of professionals working in government.
- The leadership of track sessions featuring government-academy interlinkages at the conference.
- Generation of JFDR themed articles related to professional areas of interest.
- Participation in FDRS social media and outreach efforts.

JOURNAL EDITOR(S)

The Journal Editor(s) serve a three-year term. They manage the Editorial Team software interface that manages journal submissions. They assign submitted papers to referees, make a final decision on the manuscripts, and communicate with corresponding authors. They also coordinate with the Technical Editor to ensure timely publication of the Journal issues (2 issues per year: July and November). They select the Editorial Board and establish a journal policy in consultation with the Editorial team. They also Chair the Research and Communication Excellence Award Committee and serve as members of the Communications Committee. For detailed information about the responsibilities of journal editors, see “FDRS Editorial Team Guidelines.”

The Journal Editor(s) request Board approval to employ a technical editor, who will assist in editing, publishing, and budgetary matters for the Journal. The technical editor oversees copyediting each accepted manuscript, communicates with corresponding authors regarding final proofs, bills the corresponding author the publication fees, and coordinates payment with the Secretary/Treasurer. Journal editors, including the technical editor, oversee the Proceedings issue in coordination with the VP Research and the corresponding authors.

MEMBERSHIP

FDRS membership is open to individuals and companies indicating an active interest in food distribution research and the food system in general. Non-participatory memberships are available for libraries. The following are classes of membership:

- **PROFESSIONAL MEMBER**

Professional Members work in government, academic settings, or private enterprises in the field of food distribution.

- **STUDENT MEMBER**

A Student member is a full-time student at an accredited university.

- **LIFE MEMBER**

A Life Membership may be acquired for a fee established by the Executive Committee. It exempts the member from paying annual fees for the life of the member.

- **HONORARY MEMBER**

A membership may be bestowed by vote of the Executive Committee and will have no fees.

MEMBERSHIP FEES

Membership fees are established by the Board. Student members are charged less than professional members. Membership fees are paid on an annual basis.

GRANTS

The Society, which is a non-profit organization, may accept grants from industry, institutions, organizations, foundations, or the government to fulfill all or part of its objectives. In addition, the Society may provide services, such as assistance with problem definition, coordination, project management, data collection and analyses, and implementation of research results. The Society may be compensated according to an agreed upon fee structure. Such services would be managed by the Secretary/Treasurer, Vice President for Research, and other Executive Officers designated by the President in accordance with policy established by the Executive Committee and approved by the Board.

TERMINATIONS

Membership will be terminated for failure to pay fees within an appropriate period as designated by the Board or may be terminated for any valid cause as determined. An Officer of the Society may be removed from office for failure to attend two consecutive meetings of the Board of Directors without an adequate excuse. The Board may declare the position held by such member as vacant. The President may fill the vacated position for the remaining portion of the term with concurrence of a majority of the Board members.

ELECTIONS

1. The immediate Past-President chairs the Nominating Committee. With the three most recent past Presidents as members, this committee selects candidates to fill the respective offices as set forth in this Constitution. The Nominating Committee presents the selections to the Board at the Fall Board Meeting and to the members at the Annual Business Meeting.

2. The election shall be held at the Annual Business Meeting. At the regular election of officers and directors, no professional member can vote who is in arrears for fees, and it shall be the duty of the Vice President for Membership to advise, when requested, as to the standing of the members voting. Each member is entitled to one vote.
3. The Nominating Committee shall have entire charge of the annual election. It appoints the necessary election officials to certify to the Secretary/Treasurer the number of votes cast for each candidate.

AMENDMENTS

This constitution may be amended as follows:

The Board may recommend the adoption of a proposed amendment. A copy of the proposed amendment shall be provided to each Society member present at the FDRS Annual Conference at least one day prior to the annual business meeting. The proposed amendment shall be voted upon at the annual business meeting.

A majority of the members present shall be required to pass on such proposed amendment, which shall be in full force and effect from the date of passage. A two-thirds vote is required to pass any amendments.

If a proposed amendment is not approved by the Board, such proposed amendment, if approved in writing by not less than 25 members of the Society, shall be submitted to the Society members and voted on as provided above.

- Amended and approved by the membership at the Annual Business Meeting on October 14, 1987.
- Amended and approved by the membership at the Annual Business Meeting on October 14, 1995.
- Amended and approved by the membership at the Annual Business Meeting on October 17, 2000.
- Amended and approved by the membership at the Annual Business meeting on October 18, 2005.
- Amended and approved by the membership at the Annual Business meeting on October 17, 2021.