



IFT Bylaws Amendment Signature Form

Amendment Process and Guidelines	<p>A copy of the form must be signed by twenty-five (25) members of the Institute. A wet signature from a current member is required to constitute a valid signature on the amendment form. A wet signature is defined as the process of signing a physical paper document, form or contract with pen and ink. A copy of the wet signature on the provided amendment form must be scanned and emailed to the CEO (executiveoffices@ift.org) from the corresponding member email on file with IFT to be counted towards the total number of signatures. Completed signature forms should be scanned and emailed with the attached proposed amendments to executiveoffices@ift.org.</p> <p>Signatures will be received and verified by IFT. When 25 signature forms have been received, the CEO will forward proposed amendments to the Office of the President. The Office of the President shall review all proposed amendments and respond to the initiating group within 45 days of notification by the CEO.</p>
Statement of support for Bylaws amendment	<p>I, the undersigned, am a Member of the Institute of Food Technologists (IFT) in good standing as of the date indicated below, and hereby indicate my support for the proposed Bylaws amendments that are attached with this signature form.</p>

IFT Member Number	Home Address	Email Address

Date	Full Name	Wet Signature

IFT Bylaws – Article XI – General Provisions

Section 11.1 Amendments

Proposed amendments to the bylaws shall be submitted to the CEO of the INSTITUTE in writing and may be initiated by the Board of Directors, any Committee of the INSTITUTE, or any twenty-five (25) members of the INSTITUTE. The CEO will forward proposed amendments to the Office of the President.

The Office of the President shall review all proposed amendments and respond to the initiating group within 45 days.

The Office of the President may:

1. Return the proposal to its initiators for further information or revision
2. Forward the proposal to a volunteer workgroup for review, recommendation and/or revision. Revised proposals shall be returned to the initiators and the CEO for appropriate distribution.

Proposed amendments acceptable to both parties shall be forwarded to the Board of Directors for consideration.

The Board of Directors may:

1. Approve the proposal and amend the bylaws
2. Reject the proposal and return it to its initiators