



GEORGIA F.O.G ALLIANCE

Promoting a cleaner environment by controlling fats, oils and grease

By-Laws of the Georgia F.O.G Alliance

Section 1: Name and Objectives

Article: 1.01 Name of Organization

This organization formerly known as the Georgia F.O.G Task Force shall be known as the Georgia F.O.G Alliance.

Article 1.02 Objectives of Organization

The objectives of the Georgia F.O.G Alliance shall be

- 1.02.01 To be a unifying voice through association with fellow F.O.G Prevention Professionals in informing and educating the general public in the management and prevention of Fats, Oils and Grease in the State of Georgia.
- 1.02.02 Help maintain the ethical standards of F.O.G Programs.
- 1.02.03 Afford opportunities for member to become better informed in local and state issues that affect F.O.G Programs.
- 1.02.04 To provide a forum for members to discuss new State and Federal laws on Fats, Oils and Grease and how to implement those laws into existing F.O.G Programs.
- 1.02.05 To provide Education, Assistance, Technical Support, and Training / Certification programs in Fats, Oils and Grease.
- 1.02.06 To develop conferences and educational programs dedicated to Fats, Oils and Greases.

Section 2: Activities Limited to Exempt Purposes

Article: 2.01 Restricted Activities

- 2.01.01 No part of the funds of the Georgia F.O.G Alliance shall inure to the benefit of or be distributable to its members, trustees, officers, or other private persons, except that the Georgia F.O.G Alliance shall be authorized to empowered to pay reasonable compensation for services rendered and to make payments and distribution in furtherance of the objectives set forth in Article 1.02 thereof.
- 2.01.02 No substantial part of the activities of the Georgia F.O.G Alliance shall be the carrying on of propaganda. The Georgia F.O.G Alliance shall not participate in, or intervene by publishing or distributing statements in any political campaign on behalf of any candidate for public office.
- 2.01.03 In the case of a written request from a governmental or an approved non-governmental body, committee or subdivision of the Georgia F.O.G Alliance shall provide technical assistance and advice providing the Georgia F.O.G Alliance deems it appropriate to provide such assistance.

- 2.01.04 Notwithstanding any other provision of these articles, the Georgia F.O.G Alliance is organized exclusively for charitable and educational purposes under section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code.
- 2.01.05 The Georgia F.O.G Alliance does not perform legislative activity, The Georgia F.O.G Alliance will not conduct any financial support of any legislative activity, The Georgia F.O.G Alliance is strictly educational information for legislative activity for we are the professionals in the field of Fats, Oils and Grease.

Section 3: Membership Definition and Criteria

Article 3.00 Definitions of members and requirements of its members

- 3.00.01 Individual(s) participating, implementing, creating and developing a FOG Program that is responsible for compliance of commercial waste generators and/or transporters are eligible for membership in the Georgia F.O.G Alliance.
- 3.00.02 Commercial Waste defined as: nontoxic, non-hazardous liquid wastewater from commercial facilities that is generated by a food operation or institutional food preparation facility, or any oil waste residue produced from vehicle maintenance or washing.

Article 3.01 Membership

- 3.01.01 Anyone meeting the criteria stated in the definition for membership can apply for membership in the Georgia F.O.G Alliance.
- 3.01.02 Any member in good standing shall be eligible for holding office in the Georgia F.O.G Alliance. Exception will be any person with an Associate or Retired to definition of associate and retired membership. Refer to the definitions of Associate and Retired memberships.
- 3.01.03 There will be (4) types of memberships established:
- | | |
|---------------------------|------------|
| Individual Membership | 1 Person |
| Associate Membership | 1 Person |
| Retired Membership | 1 Person |
| Organizational Membership | 1-3 People |

Article 3.02 Definitions of Memberships

- 3.02.01 Individual Membership: membership of one single member meeting the requirements of membership. This member is eligible to hold an office in the Georgia F.O.G Alliance.
- 3.02.02 Associate Membership: membership of one single member. This member will have access to information on the organizations web site as needed. This member will have no voting privileges in elections or meetings. This member is not required to be at all meetings.
- 3.02.03 Retired Membership: membership of one single member. This membership shall only be available to retired persons who were previously eligible for individual membership as defined in Article 3.00. This member will have access to information on the organizations web site as needed. This member will have no voting privileges in elections or meetings. This member is not required to be at all meetings.

3.02.04 Organizational Membership: membership of one to three members. This membership shall have the same entitlement to the organization as an individual membership but with the ability to have three members at a discounted rate. Under the organizational membership, each member must be listed; only (1) organizational membership is allowed for any one designated group. Only one member from each organizational membership will have voting privileges in voting and elections.

Article 3.03 Membership termination

Individual/Organizational Membership in the Georgia F.O.G Alliance may be terminated by:

- 3.03.01 Voluntary resignation
- 3.03.02 Failure to pay dues
- 3.03.03 Expulsion or resignation from a FOG program in the State of Georgia
- 3.03.04 Transfer to a FOG program outside the boundaries of the State of Georgia
- 3.03.05 Failure to attend at least (3) meetings per year; based on meetings defined as quarterly.

Article 3.04 Membership Transferability

- 3.04.01 Individual/Associate/Retired membership shall not be transferred.
- 3.04.02 Organizational memberships can be transferable to another person within the organization as long as the organization of the outgoing member submits a letter to the Information officer for the outgoing member and provides the name of the member replacement. The transfer information must be provided to the Information Officer prior to the new member(s) attendance to their first quarterly meeting. Failure to do so and the new member will be considered a visitor on the first visit and will have no voting privileges until membership is established.

Article 3.05 Reinstatement of Membership

- 3.05.01 A member may be reinstated if their membership is terminated based on the following:
 - 1.) Voluntary resignation
 - 2.) Failure to pay dues
 - 3.) Failure to attend the required number of meetings.Any member terminated under these conditions listed, must submit a written request for Reinstatement to the Executive Committee. The Executive Committee will determine whether reinstatement will be granted.

Section 4: Dues

Article 4.01 Classification of paid members, vendors and visitors.

- 4.01.01 Annual membership dues of the Georgia F.O.G Alliance shall be due and payable at the end of the first quarter in a calendar year. Membership may be terminated if dues are not received by the end of the first quarter. Dues shall be collected by the Treasurer.
- 4.01.02 Annual membership dues shall be the following fees:

Individual Membership:	\$45.00
Associate Membership:	\$45.00
Organizational Membership:	\$80.00
Retired Membership:	\$10.00

- 4.01.03 New members admitted during the year shall pay the full amount of dues. The new members must pay their membership (30) days after attending their first meeting. Fees shall be doubled for late payments. Failure to pay dues after the penalty is assessed shall terminate the member(s) membership.
- 4.01.04 The amount of dues will be voted at the same time as the elections of officers.
- 4.01.05 The fiscal year of the Georgia F.O.G Alliance shall be from January 1 through December 31.
- 4.01.06 Dues are to be assessed by individual, associate, retired, or organization.
- 4.01.07 When a membership is terminated by adherence to provisions listed in Section 3; Article 3.04, no refund of dues will be granted to the terminated member.

Article 4.02 Visitor Dues

- 4.02.01 Any person who wished to attend a Georgia F.O.G Alliance meeting who is not a member must pay a \$2.00 visitor fee. A visitor must make a request to the executive committee to attend a meeting 15 days in advance to the next quarterly meeting. The Executive committee will determine if the visitor will be allowed. The Information Officer will notify the visitor and provide directions to the meeting. No person shall be a visitor for more than (2) times within a fiscal year.

Article 4.03 Vendor Fee

- 4.03.01 This fee will be established for person(s) presenting special products or services to the group during regular quarterly meetings. The fee will be \$35.00 per person for presentations.

Article 4.04 Government Officials, Agencies or Special Presenters

- 4.04.01 There will be no fees charged to any agency, official or person(s) presenting information to the Georgia F.O.G Alliance that will promote, inform and assist in the objectives of the group stated in Section 1; Article 1.02.

Section 5: Officers and Elections

Article 5.01 Appointment of Office Positions

- 5.01.01 The officers of the Georgia F.O.G Alliance shall include a Chairperson, Vice Chairperson, Educational Co-Chairperson, Conference Co-Chairperson, Membership/Scholarship Co-Chairperson, Treasurer and Information Officer or any other officers that may be deemed necessary.
- 5.01.02 The Chairperson, Vice Chairperson, Educational Co-Chairperson, Conference Co-Chairperson, Membership/Scholarship Co-Chairperson, Treasurer and Information Officer shall be elected by a majority vote of the Georgia F.O.G Alliance membership. Term of Office shall be for (2) years and shall commence in January. There is no limit to the number of consecutive terms for elected positions.

Article 5.02 Duties and Responsibilities of Officers

- 5.02.01 The Chairperson shall be responsible for developing and continuing the Georgia F.O.G Alliance activities during term of office. The Chairperson shall preside at all meetings; serve as Chairperson of the Executive Committee and as official member of all committees, oversees the business affairs and activities; presents the report of the Georgia F.O.G Alliance activities and perform all other duties commonly associated to such office.
- 5.02.02 In the absence of the Chairperson, the Vice Chairperson shall preside at meetings and act for and assist the Chairperson in conducting affairs. As may be requested by the Chairperson. In the absence of both Chairperson and Vice Chairperson, the Education or Conference Co-Chairperson shall preside.
- 5.02.03 The Educational Co-Chairperson shall be responsible for creating and preparing instructional material for training, as well developing presentations for seminars.
- 5.02.04 The Conference Co-Chairperson shall be responsible for selecting locations and organizing training, technical and educational conferences.
- 5.02.05 The Membership/Scholarship Chairperson shall be responsible for soliciting new members by advertising and promoting the Georgia F.O.G Alliance; shall create advertising and promotional materials and distribute them to municipalities and LGAs by emailing, facsimileing, and mailing. The Membership/Scholarship Chairperson shall keep current members informed of meeting dates and organizational information available. The Membership/Scholarship Chairperson shall establish a scholarship program; shall determine the program parameters and criteria for applying; shall oversee the scholarship program.
- 5.02.06 The Information Officer, as directed by the Executive Committee or Chairperson shall conduct all elections and referendums; shall keep the minutes of all meetings and shall distribute those minutes to the membership and to the Webmaster; conduct correspondence; and perform such other duties as may be assigned by the Executive Committee or Chairperson. The Information Officer shall report to the Chairperson, the adoption of and amendment to these bylaws.
- 5.02.07 The Treasurer as directed by the Executive Committee or Chairperson, shall act as custodian of the Georgia F.O.G Alliance accounting records and accounts; receive and deposit all money and disburse all money authorized by the Chairperson or Executive Committee on behalf of the Georgia F.O.G Alliance; and perform such other duties as may be assigned by the Executive Committee or the Chairperson. The Treasurer shall prepare a quarterly report at each meeting of the Georgia F.O.G Alliance financial status. The Treasurer shall provide a copy of the annual financial statement and all other information specifically requested by the United States Internal Revenue Service regulations
- 5.02.08 All elected positions are non-paid positions and are solely voluntary.

Article 5.03 Elections

- 5.03.01 Election of Officers shall be at the December meeting that ends the current officer(s) term.
- 5.03.02 The Chairperson shall solicit nominations from the membership for the Chairperson, the Vice Chairperson, the Education Co-Chair, the Conference Co-Chair; the Vice Chairperson shall solicit nominations for the Treasurer, the Information Officer, and the Membership/Scholarship Chairperson. The nomination submittals must be transmitted to the Executive Committee by 3rd quarterly meeting. All nominees are evaluated to determine if they are members in good standing and eligible to hold office. A ballot shall

be prepared for the 3rd quarterly meeting listing the nominees eligible for election.
Voting shall be completed after 60 days of posting the nominees.

5.03.03 The outcome of all elections shall be by the 4th quarterly meeting.

5.03.04 All members of the Georgia F.O.G Alliance shall be informed of the election results as soon as possible.

5.03.05 Members who are classified in an organizational membership will have (1) ballot per organizational membership. No Proxy votes will be allowed.

5.03.06 If you are nominated for multiple positions you will need to decide what position you will run for office and decline nomination for any other position. You have 30 days from the date of nomination to accept or decline what position you will be running for.

Article 5.04 Recall

5.04.01 Any Officer may be removed from office for reasons of misconduct, incompetence or neglect of duty provided such removal is approved by 2/3 (two-thirds) vote of all members voting in a letter ballot. Such ballot may be initiated by the Executive Committee on petition setting forth the points of contention and signed by at least two percent, but, in no case, less than ten of the voting members of the Georgia F.O.G Alliance. Ballots shall be received by a designated member on the Executive Committee not in recall.

Section 6: Standing or Special Committees

Article 6.01 Executive Committee

6.01.01 The Executive Committee shall consist of the Chairperson, Vice Chairperson, Education Co-Chairperson, Conference Co-Chairperson, Membership/Scholarship Chairperson, the Treasurer, and the Information Officer.

6.01.02 Business of the Executive Committee shall not be conducted without a quorum of 50% of the said committee in attendance.

6.01.03 Executive committee meetings shall be held monthly at a central location, convenient for the majority of its executive members. Video conferencing and conference calls are acceptable means of attendance to these meetings.

Article 6.02 Other Standing Committees

6.02.01 In order to promote professionalism and ongoing education in the field of fats, oils and grease waste management, the following Standing Committees are recognized: the Conference Planning Committee and the Educational and Training Committee. The Chairpersons of these committees shall be responsible for reporting to the Executive Committee all business undertaken by the individual committee in the name of the Georgia F.O.G Alliance. Membership on these committees shall be voluntary.

Section 7: Meetings

Article 7.01 Regular Meetings

7.01.01 Meetings shall be held quarterly.

7.01.02 Meetings shall be held at designated member locations.

7.01.03 Meetings must have a quorum of 25% of their membership to conduct business.

Article 7.02 Attendance

- 7.02.01 Meetings are open to members, their guests and other persons (upon invitation) interested in the exchange of ideas on subjects of relevance to the organization. Any attendees not members do not make up the voting membership and will not be eligible to receive member benefits.
- 7.02.02 Attendance is defined as: Physical presence at a regular quarterly meeting.

Section 8: Corporate Sponsorship

Article 8.01 Corporate Sponsorship Definition and Criteria

- 8.01.01 A corporate sponsorship is any individual or organization that supports the Georgia F.O.G Alliance ideas and would like to further the organizations goals as stated in our by-laws Section 1: Name and Objectives. Corporate sponsors have no membership privileges.

Article 8.02 Corporate Sponsorship Privileges

- 8.02.01 Business advertising on Georgia F.O.G Alliance website (4x6 maximum advertising logo size.)
- 8.02.02 Listed as official sponsors of Georgia F.O.G Alliance Scholarship Program.
- 8.02.03 Corporate sponsors can speak as a vendor during Georgia F.O.G Alliance Quarterly Meetings at no charge. However, each sponsor will be allowed to speak once per fiscal year and only (1) sponsor will speak per quarterly meeting.
- 8.02.04 Corporate sponsors can participate in special events such as Christmas parties, etc. that are non-inclusive of Georgia F.O.G Alliance business meetings.
- 8.02.05 Corporate sponsors will be entitled to a discounted rate for Exhibitor fees during conferences that the Georgia F.O.G Alliance has.

Article 8.03 Corporate Sponsorship Dues

- 8.03.01 Annual corporate sponsorship dues shall be as follows. The fee will be renewable yearly starting with January 1st.
 - a.) Standard Sponsorship/Membership \$250.00
 - b.) Silver Sponsorship/Membership \$500.00
 - c.) Gold Sponsorship/Membership \$750.00

Article 8.04 Corporate Sponsorship Fee Distribution of Funds

- 8.04.01 Fees collected by Corporate Sponsorship shall be used in the following manner.
 - A.) Administrative / Operations of the Organization
 - B.) Scholarship Fund – Fund set up for scholarship given out at conference

Section 9: Scholarship

Article 9.01 Scholarship Definition and Criteria

9.01.01 The Georgia F.O.G Alliance offers a scholarship every two years to a high school senior or any existing college student in an effort to encourage and advance science-related education and career interests in Environmental Sciences.

9.01.02 To be considered for a scholarship, the student must live in Georgia and be enrolled for the fall semester at a college/university in Georgia, be an entering freshman and/or an upperclassman student who demonstrates academic achievements, and plans to pursue science related studies (i.e. biology, environmental science, chemistry, ecology, general science, etc.)

9.01.03 The scholarship applicant must complete a scholarship application along with an essay to be eligible for the Georgia F.O.G Alliance Scholarship.

9.01.04 The applicant must be enrolled in an accredited college or university in addition to providing proof of enrollment.

9.01.05 The applicant must be the child, step-child, or grandchild of an active or retired member of the Georgia F.O.G Alliance. Georgia F.O.G Alliance members who meet this criterion may also apply.

Article 9.02 Scholarship Funding

9.02.01 Scholarship Funding shall be provided at an amount of \$100.00 per Corporate Sponsor (new or renewing sponsor) each year out of the corporate sponsor \$200.00 annual registration.

9.02.02 The scholarship amount given to the selected scholarship applicant shall be determined by the Membership/Scholarship Chair and/or the Georgia F.O.G Alliance Executive Board and is based on the amount of scholarship funds available.

Article 9.03 Director of Scholarship Program

9.03.01 The Scholarship Program shall be directed by the Membership/Scholarship Chairperson as mentioned in Article 5.02.05 under Duties and Responsibilities of Officers.

Section 10: Amendment of By-Laws

Article 10.01 Amendments

10.01.01 It shall be the responsibility of the Executive Committee to interpret the by-laws. Amendments of these by-laws may be proposed by the Executive Committee or upon written petition of no less than ten members of the Georgia F.O.G Alliance. Proposed amendments shall be submitted to members at quarterly meetings and these by-laws shall require a simple majority of a quorum of 25% of the membership to pass.

Section 11: Assets at Dissolution

Article 11.01 Assets dissipated

11.01.01 The Georgia F.O.G Alliance assets belong to the membership as a whole. In the event of division, or merger of the organization with another organization, the assets will be audited and allocated to the new division in proportion to the percentage of the voting members transferred.

11.01.02 Upon dissolution of the Georgia F.O.G Alliance, the State Executive Committee shall, after paying or making provisions for the payment of all liabilities of the organization; all assets of the chapter in such manner, or to such organizations(s) shall be transferred for one or more exempt purposes within the meaning of section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

Section 12: Vacated Elected Position

Article 12.01 Vacated Positions

12.01.01 The Georgia F.O.G Alliance members and Executive Committee have discussed, agreed, and voted upon, that before an elected member can vacate his/her position and be considered for reinstatement for future membership, and they must submit a written explanation to the executive committee and reviewed for justified separation.

Section 13: Sub-Districting within The State of Georgia (as sub-committees)

Article 13.01 Districting with State

13.01.01 The Georgia F.O.G Alliance Members and its Executive Committee have discussed, agreed, and voted upon, that Georgia will be sub-divided into nine (9) districts with representative in each district that will report directly to the Committee for all business conducted as it relates to the Georgia F.O.G Alliance.

<u>District Number</u>	<u>LGA Representative</u>
District #1	Dalton
District #2	Vacant
District #3	City of Atlanta/Fulton County
District #4	City of Griffin (Headquarters)
District #5	Milledgeville
District #6	Columbia County/Augusta
District #7	City of Tifton
District #8	Brunswick
District #9	City of Savannah

Section 14: Tax Exempt

Article 14.01 Taxing Requirements

14.01.01 On March 30, 2006 the Chairperson via phone completed the process in receiving our Tax Exempt number as follows EIN 06-1773755. This number is good as long as the Georgia F.O.G. Alliance is still in existence as an organization. Upon dissolution of the Georgia F.O.G. Alliance, this Tax Exempt number will be considered invalid. The confirmation letter was received on April 13, 2006. This will be passed on to all future Executive Committees.

Section 15: Accepting of By-Laws

Article 15.01 By-Law History

15.01.01 Acceptance of By-Laws 2005

These by-laws were adopted on Wednesday, January 12, 2005 and approved by 2/3rd of the voting membership.

These by-laws were amended on Wednesday, April 6, 2005 and approved by majority of the voting membership.

15.01.02 Acceptance of By-Laws 2006 Changes

These by-laws were adopted on _____, 2006 and approved by _____ of the voting membership.

These by-laws were adopted on _____, 2006 and approved by majority of the voting membership.

15.01.3 Acceptance of By-Laws 2009 Changes

These by-laws were adopted on June 5th, 2009 and approved by 60% of the voting membership.

These by-laws were adopted June 5th, 2009 and approved by majority of the voting membership.

15.01.4 Acceptance of By-Laws 2009 Amended Changes

These by-laws were amended on December 11th, 2009 and approved by 60% of the voting membership.

These by-laws were adopted on December 11th, 2009 and approved by majority of the voting membership.

15.01.5 Acceptance of By-Laws 2011 Amended Changes

These by-laws were amended on February 8th, 2011 to reflect new Objective changes and Corporate Sponsorship requirements.

These by-laws were adopted on February 8th, 2011.

15.01.6 Acceptance of By-Laws 2012 Amended Changes

These by-laws were amended on December 14, 2012 to reflect the addition of the new Scholarship section, State of Georgia Sub-Districting changes, and the addition of no limit to the number of consecutive terms to serve for elected positions.

These by-laws were adopted on December 14, 2012 and approved by 90% of the voting membership.

15.01.7 Acceptance of By-Laws 2014 Amended Changes

These by-laws were amended on December 12, 2014 to reflect the changes in membership fees and sponsorship fees.

These by-laws were adopted on December 12, 2014 and approved by 100% of the voting membership.

Section 16: Officers Signatures

Article 16.01 Signatures of current Officers

This shall be the signatures of the current elected Officers that have made changes to the By-Laws as stated in the Section 15; Article 15.01 By-Law History.

Douglas R. White Jr.
Georgia F.O.G Alliance Chairperson

Xavier V. Davis
Georgia F.O.G Alliance Vice Chairperson

Jennifer Brandon
Georgia F.O.G Alliance Information Officer

Jamie Stones
Georgia F.O.G Alliance Treasurer