***rConstitution of Food Recovery Network***

***Formal Name***

The name of this organization shall be the Food Recovery Network at Ohio State University and may simply be referred to as the Food Recovery Network or FRN

***Purpose and Mission***

Food Recovery Network will work to create a food recovery program to help end hunger and work within the community. We will collect and retrieve food from The Ohio State University Dining Services, and donate it to local shelters. We will also commit to educating the public on food waste and hunger in America.

1. To act as a liaison between students and the Food Recovery Network administration, the Feeding America administration, the University administration, the student body as a whole, the Student Government Association, and the University as a whole
2. To provide a support structure for student activities
3. To provide social activities to enhance and enrich student life as well as community involvement
4. To protect the academic and non-academic rights of the students
5. To provide a forum for the expression of student views and interests.

***Article I: Membership***

1. **Non-Discrimination Language**
   1. Food Recovery Network shall not discriminate on basis of race, color, religion, sex, sexual orientation, national origin, ancestry, age, marital status, disability, or status as a Vietnam era or disabled veteran in the conduct of its activities or the selection of its members.
2. **Membership**
   1. Open to students and faculty of OSU as well as the general public. Students must be in good standing with the university. Members will agree to the purpose and mission statement in that they will help FRN with community service acts and any other activities put on by the organization.
3. **Requirements**
   1. Minimal requirement to be met: participate in at least 2 events per semester unless otherwise allowed by executive board.
4. **Governance**
   1. The Executive Board of the Food Recovery Network shall consist of:
5. President
6. Vice President
7. Secretary
8. Treasurer
9. Volunteer Coordinator
10. Partner Agency Coordinator
11. Social Media Chair
    1. No student may hold more than one position on the Food Recovery Network board simultaneously unless otherwise agreed upon by the executive board of Food Recovery Network.

***Article II: University Compliance***

1. Food Recovery Network shall comply with all policies and regulations of Ohio State University, as well as with all local, state, and federal laws.

***Article III: Statement of not-for-profit status***

1. Food Recovery Network is a not-for-profit.

***Article IV: Relationship with larger organization***

1. Food Recovery Network at Ohio State University is affiliated with the national organization: Food Recovery Network

***Article V: Advisor***

1. Advisor duties will be to observe and oversee the mentoring of students and assist when necessary.

***Article VI: Board Members***

1. Board members shall serve a period of 52 weeks, beginning the day after finals conclude and ending on the last day of finals of the following school year.
2. Powers and Duties:
   1. The board is responsible for seeing that Food Recovery Network reaches its goals and fulfills its duties. It’s also responsible for overseeing the day-to-day operations of the Food Recovery Network
   2. The President:
      1. Acts as the chief administration and representative of Food Recovery Network
      2. Presides over all meetings of Food Recovery Network, ensuring orderly and democratic procedure at all meetings
      3. Oversees Vice President, Secretary, Treasurer, Volunteer Coordinator, Partner Agency Coordinator, and Dining Services Liason
      4. Ensures that all decisions, projects, and recommendations authorized by Food Recovery Network are carried out
      5. Has the power to appoint ad hoc committees should the need arise, after consulting the rest of the boards. The President may appoint individual members of Food Recovery Network to deal with special concerns and projects that do not require a full committee.
      6. May call or cancel a meeting of the executive board with 72 hours’ notice.
      7. May appoint a member of the executive board to handle a special concern or project
      8. Ensures communication between Food Recovery Network representatives and local chapter remains constant
      9. Reports donation logs to Food Recovery Network national organization
   3. Vice President
      1. Assists the President in the execution of Presidential duties
      2. Helps oversee the Secretary, Treasurer, Volunteer and Shelter Coordinator, and Public Relations and Community Outreach
      3. Assumes the duties of the President in the event of the President’s absence.
      4. Shares responsibility of recording donations with Secretary and presenting them at meetings
   4. Secretary
      1. Records minutes of all Food Recovery Network meetings and ensures that these minutes are made available to all members in a timely fashion
      2. Ensures that correspondence received by Food Recovery Network is directed to the appropriate individuals
      3. Take attendance at all meetings
      4. Shares responsibility of recording donations with Vice President and presenting them at meetings
   5. Treasurer
      1. Is responsible for all monies of Food Recovery Network
      2. Serves as financial coordinator between Food Recovery Network and any organization providing funds
      3. Formulates, with the assistance of the executive board, a budget at the beginning of each school year, which shall be subject to the approval of Food Recovery Network. At the beginning of the second semester, the budget will be adjusted and presented again
   6. Volunteer Coordinator
      1. Is responsible for recruiting Food Recovery Network volunteers
      2. Plans volunteer events, subject to approval from executive board
      3. Keeps track of volunteer dates and members who are involved
   7. Partner Agency Coordinator
      1. Is responsible for maintaining relationship between Food Recovery Network and existing partner agencies
      2. Is responsible for finding new partner agencies for Food Recovery Network to donate to, and verifying that they are eligible to receive donations

h. Dining Services Liaison

i. Communicates with The Ohio State University Dining Services on behalf of Food Recovery

Network.

***Article VII: Meetings***

1. Frequency:
   1. Food Recovery Network will meet twice a month of the school year
   2. President will advertise meeting times via email or calendar passed out during meetings
   3. Other means of communication such as telephone, social media, or face-to-face conversation may also be implemented
2. Rights of attendance:
   1. Food Recovery Network meetings shall be open to any student, faculty, or person of the general public who desires to attend
3. Attendance for Members:
   1. Food Recovery Network does not require attendance to all meetings due to schedule conflicts throughout the year
   2. However, communication must be kept between President and official members who are absent from meetings as ways to communicate future events or issues
   3. Attendance shall be recorded by Secretary
4. Attendance for Board Members:
   1. Board members are required to attend every meeting unless excused absence is agreed upon by President or 2/3rd’s vote by executive board
   2. Attendance shall be recorded by Secretary
5. Procedure:
   1. Meetings shall be conducted by parliamentary procedure
6. Agenda:
   1. Executive Board will set the agenda for the meeting
7. Emergency Meetings:
   1. Upon agreement of the executive board members, an emergency meeting may be called
   2. The President will call emergency meetings and member shall be notified by quickest way of communication: email, telephone, etc
8. Special Meetings/Executive Board Meetings:
   1. All special meetings and executive board meetings will be held by executive board members
   2. Regular members shall not attend unless otherwise requested to attend
   3. Attendance of regular member will be decided upon by the executive board members
9. Member Suspension:
10. If a member is not fulfilling his or her duties for the organization and/or is not abiding by The Ohio State University Code of Conduct and/or is not conducting him or herself in a respectful manner, the Secretary may terminate an individual's membership in the organization;
11. Removal of members will operate on a three strike policy, with clear notification of expectations and of receipt of a strike.

***Article VIII: Elections***

1. Elections
   1. The executive board shall be responsible for the organization and execution of the election project for the upcoming year’s board members.
   2. Elections for executive board members will take place one week following the close of nominations. Elections will be held by secret ballot. Each candidate will be given the opportunity to provide a position statement.
   3. The removal of officers shall be done at the installment of the new officers. Old officers will present the position to the new officer. Should problem arise that a board member need to be removed before the installment of new officers, executive board members shall call an emergency meeting to discuss matter and removal shall be based on a 2/3rd’s majority vote from members voting via secret ballot.
2. Eligibility
   1. Members of at least one year are eligible to become Food Recovery Network executive board member
   2. In order to be eligible for executive board membership, a person must have attended at least 3 meetings and have attended 2 events in the year prior to their potential position
   3. Only current board members are eligible to run for President of Food Recovery Network
3. Nominations
   1. Nominations shall be based on members nominating another member to serve on the executive board and also based on self-nominations. If member is nominated by another member, they shall decide whether to accept or decline that nomination.
   2. Meetings at which nominations are held must be adequately publicized at least one week in advance
4. Grounds for Election
   1. Voting shall be done by secret ballot. Nominees with the most votes will win the board position. Absent members will not get the chance to vote. In the event of a tie, executive board members shall vote via secret ballot. Results will be communicated to all members

***Article IX: Non-Hazing***

1. Hazing is strictly prohibited in connection with the activities of Food Recovery Network.  Hazing shall be defined as any conduct which subjects another person, whether physically, mentally, emotionally, or psychologically, to anything that may abuse, degrade, or intimidate the person as a condition of association with the organization, regardless of the person’s consent or lack of consent.

***Article X: Dues, Finances, and Budget***

1. There shall be no dues collected.
2. The executive board will agree upon a group budget. The Treasurer will be in charge of maintaining and keeping record of the budget.
3. Funding:
   1. Funding for an event may be voted on when the following requirements are met:
      1. Funds should be used to benefit all members and the event must be open to all members.
      2. The Public Relations Officer shall form a committee to properly organize and publicize any event sponsored by Food Recovery Network
   2. To receive a check for reimbursement from the Food Recovery Network, the representative must submit an itemized receipt to the Treasurer. Food Recovery Network may only reimburse those who are affiliated with Ohio State University’s chapter of Food Recovery Network
4. Food Recovery Network funds may not be used to purchase alcohol or illegal substances.
5. Should the group dissolve and money is left over, the money will be donated to the local Feeding America affiliate.

***Article XI: Indemnification Clause***

1. Food Recovery Network should not be required to indemnify the University with regard to the group’s activities on or off campus.

***Article XII: Constitutional Revision and Ratification***

1. Constitution Revision
   1. The constitution shall be reviewed at the beginning of each academic year. Changes will be submitted to the President who will adopt it into the constitution.
   2. At any time, the executive board has the option to review the Food Recovery Network Constitution to determine if changes are needed.
2. Constitution Ratification
   1. Changes must be proposed at least one week prior to voting.
   2. A meeting to which all members are invited must be called to discuss the changes. Changes must then be approved by a two-thirds majority of those in attendance.
   3. All members will be notified of changes.

***Adopted/updated date***

4/9/2015