

The Constitution and By-Laws of Best Food Forward (BFF)

Article I

Section 1: The name of this organization shall be Best Food Forward, referred to as BFF.

Section 2: Our mission is to increase access and decrease cost to healthy food on college campuses, and engage the college community through the discussion of food insecurity.

Section 3: Our objectives are as follows:

- Establish a student bulk-buying food program as our first pilot program
- Engage the campus community through accessible community events such as dinners, speakers, etc. around the topic of food insecurity
- Create an on-campus food cooperative run by Ohio State students for Ohio State students following the pilot program

Section 4: Non-Discrimination Policy: This organization and its members shall not discriminate against any individual(s) for reasons of age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, veteran status, or musical proficiency.

Article II

Section 1: Voting members will be limited to enrolled Ohio State undergraduate, graduate, and postgraduate students. Faculty, staff and community members are encouraged to join the organization in an advisory capacity if they are so interested, but they will be non-voting members.

Article III

Section 1: Organizational leadership will be determined by a vote of the organization after applicants have had the opportunity to express their interest to their peer members via speeches or some other format. Members of the Executive Board include the President, Secretary, Treasurer, the Operations Chair, the Outreach Chair, and the primary Advisor.

Section 2: The President shall call and chair all General Body BFF meetings and Executive Board Meetings. They shall oversee all external operations of the organization and act as the representative and spokesperson for BFF in external functions. The President shall maintain positive communication and relationships with the Advisor, external organizations, as well as the Ohio State University and its administration.

Section 3: The Secretary shall create all Executive Board and General Body meeting agendas and take Executive Board and General Body meeting minutes. In addition, they shall assist the other members of the Executive Board as needed. The Secretary shall serve as parliamentarian to ensure that all meetings adhere to Parliamentary Procedure, obey Robert's

Rules of Order as stated in the membership handbook, follow the agenda, and start as well as end at the specified time. The Executive Secretary shall also be responsible for any and all revisions to the Constitution and Bylaws of the organization, and will monitor overall internal operations of the organization.

Section 4: Treasurer will oversee the financials of the organization according to Ohio State University policy. The Treasurer will be responsible for overseeing all necessary paperwork regarding the financial transactions of the organization including, but not limited to: fundraisers, grant applications, operational expenses, and event expenses.

Section 5: The Operations Chair will oversee the planning and all major operations of the pilot program. They will also make plans for the sustainable food cooperative, including all aspects of the business plan.

Section 6: The Outreach Chair will oversee all campus engagement activities as well as events with outside organizations, and is responsible for monitoring the progress of student engagement with the program. They will also oversee the process of recruiting new members of the organization.

Article VI

Section 1: Members will apply for the organization based on their interest. They will fill out an online application along with a resume, and will then be interviewed before notification that they have been accepted/declined. Applications will be released before Winter Break and will be due in January.

Section 2: Applicants will express their interest in a position to member of the Executive Board. After describing their ideas via email or live conversation to the voting members of the organization, the applicants will be voted upon. Each applicant will only be eligible to run for a single position, and each voting member (including applicants) will be permitted to vote once for each office. Voting may occur via anonymous paper ballot during a meeting or via an emailed, digital survey.

Article VII

Section 1: The advisor should be Administrative & Professional staff or a faculty member of the Ohio State University.

Section 2: The advisory board will be made up of members of the University faculty or Administrative & Professional staff, as well as members of outside organizations as necessary.

Article VIII

Section 3: General Body meetings shall be held once a week unless otherwise. The Secretary, on behalf of the Executive Board will also communicate via email regularly with all

members of the organization, including those with schedule conflicts during meetings, as well as members of the advisory board.

Section 2: The Executive Board shall meet regularly and communicate through email as needed to discuss the organization overall as well as specific points of discussion.

Article IX

Section 1: Proposed amendments should be communicated in writing to members present at two consecutive meetings and via email. The amendment shall then be voted upon with a digital ballot. A two-thirds majority of participating voting members will be required to pass an amendment.

Article X

Section 1: Should a two-third majority of all voting members support the dissolution of the organization, the President will close down the organization through the Ohio State Student Activities portal. The sitting Treasurer will be responsible for processing all debts and assets. Unpaid debts will require the organization to complete sufficient fundraising prior to the dissolution of the organization, and any liquid assets should be donated to the University or a charitable organization of the voting members' choosing.

Bylaws

Article I

The rules contained in Robert's Rule of Order shall govern the organization in all cases to which they are applicable, and in which they are not inconsistent with the by-laws of this organization.

Article II

Members will apply for the organization based on their interest. They will fill out an online application along with a resume, and will then be interviewed before notification that they have been accepted/declined. Applications will be released before Winter Break and will be due in January.

Article III

All voting members who have belonged to the organization for a semester will be considered eligible applicants. Before the end of spring semester annually, applicants will be able to express their interest in a position to the current officers. After describing their ideas via email or live speech to the voting members of the organization, the applicants will be voted upon. Each applicant will only be eligible to run for a single position, and each voting member (including applicants) will be permitted to vote once for each office. Voting may occur via anonymous paper ballot during a meeting or via an emailed, digital survey.

Article VI

The primary advisor and members of the advisor board will be encouraged to connect interested students with the programming of the organization. The feedback and involvement of the advisors in the organizational, operational, and professional development of the organization shall be met with extreme appreciation.

Article VII

General body meetings shall be held once a week on the day that works best for most members. Email communication will occur weekly with advisors as well as members, including those with schedule conflicts during meetings. All voting members of the organization shall be able to provide feedback and ideas during their respective committee meetings as well as during general body meetings, with additional input through email and other forms of communication if necessary.

Article VIII

Proposed amendments to bylaws should be communicated in writing to voting members present at two consecutive meetings and via email. The amendment to the by-laws shall then be

voted upon with a digital ballot. A one half plus one majority of participating voting members will be required to pass an amendment.