CONSTITUTION

The Ohio State University

Food and Nutrition Forum

ARTICLE I – NAME

Section I: The name assigned to this organization shall be The Food and Nutrition Forum at The Ohio State University.

ARTICLE II – PURPOSE

Section I: Our mission is to connect students to issues surrounding nutrition through community outreach efforts and exposure to the most recent nutrition-related media productions, expert lectures, culinary experiences and other beneficial resources. The group consists of Dietetics, Nutrition, Nutrition in Industry, Nutritional Sciences, and Nutrition and Exercise Science, but is not limited to those majors.

ARTICLE III – MEMBERSHIP

Section I: Any student currently enrolled in The Ohio State University, who is interested in the fields of Nutrition or Dietetics, may become a member by attending the scheduled meetings and paying the annual dues. Students not interested in the field of Nutrition and Dietetics are also welcome to attend meetings should they pay the annual dues.

ARTICLE IV – DUES

Section I: Amount

A. The amount of dues will be set at five dollars per semester or ten dollars for the entire year.

Section II: Payment

 A. Dues may be paid by the third meeting of the semester.

ARTICLE V – MEETINGS

Section I: Meetings will be held at least twice (2) times each month at the time decided upon by the executive council to coincide with class schedules.

Section II: At any given time, a special meeting may be called by the president or faculty advisor.

ARTICLE VI – OFFICERS

The elected officers of this student member section shall consist of the President, Vice President, Treasurer, Director of Community Outreach, Director of Marketing, and three Chair Members.

Section I: President

 A. Responsibilities

1. Direct and start the business of the organization at all meetings.
2. Confer with each officer concerning the duties of the respective officer’s position as needed.
3. Schedule and organize an orientation period with retiring and incoming officers and advisors.
4. Keep the membership informed of executive council decisions.
5. Appoint committees as needed.
6. Inform executive council about current information.
7. Schedule meeting times and locations.
8. Ensure membership and executive board meet all attendance requirements.
9. Delegate and enforce responsibilities of each executive and general member.
10. Work with vice president to organize calendar for upcoming year.

Section II: Vice President

 A. Responsibilities

 1. Step in for the president when s/he is not present to carry out responsibilities entailed by the president.

1. Assist the president in his/her responsibilities
2. Keep minutes on executive meetings as well as membership meetings.
3. Ensure clear communication between all members on the executive board to make sure everyone is on the same page.
4. Work with president to organize calendar for upcoming year
5. Create a new GroupMe, or other means of communication, for the new executive board each year.

Section III: Treasurer

 A. Responsibilities

 1. Obtain treasurer’s books from the Student Organization Office.

 2. Accept responsibilities for the chapter’s financial obligations.

 3. Present financial report at executive meeting.

 4. Keep record of paid/unpaid bills, dues and deposits.

 5. Keep a copy of all receipts and give members the original.

6. Maintain up to date list of memberships.

7. Collaborate with faculty advisor to collect reimbursements.

Section IV: Community Service Chair

1. Responsibilities
2. Is required to plan at least one community service activity, relating to nutrition, per semester. (community service activity includes events on campus).
3. Has the activities planned prior to meetings.
4. Sets up meetings with committee members and delegate responsibilities to them.
5. Make sure minimal attendance requirements of activities are met.
6. Establish social events for every month.

Section VII: Director of Marketing

1. Responsibilities
	1. Responsible for maintaining the website
	2. Post all meetings and activities on the website
	3. Updates information as necessary, in a timely fashion

Section VIII: Culinary Chair

1. Responsibilities.

1. Plans fun and exciting recipes for members to cook.

2. Chooses meals that are practical to make with a college budget and resources.

3. Creates a welcoming atmosphere at cooking seminars and is encouraging towards members.

4. Chooses a variety of recipes that follow themes for each seminar.

5. Chooses weekly recipes to display on the website and to include in emails to members.

Section IX: Chair Members

1. Responsibilities
2. Carry out the duties delegated by Directors.
3. Recruit new members.
4. Assist in executing all socials and club events.
5. Acquire supplies needed for any meeting or event.

ARTICLE VII – OFFICER ELECTIONS

Section I: Membership shall nominate members for the offices of President, Vice President, Treasurer, Community Service Chair, Directors, and Chairs.

Section II: Nomination forms will be e-mailed with three (3) meetings left during the academic year.

Section III: Elections will be held at the second to the last meeting of the academic year.

Section IV: Officers will be elected based on their answers during the inverview process, compatability with current executive board members, and eagerness to participate by a small panel of current officers.

Section V: Officers will be selected by a small panel of current officers via an interview process. Members are not selected specifically, but are welcome to join the club if they are interested. Members and leaders must behave in a way that reflects well on the organization. If a member or leader does not meet the expectations of the organization, he or she may be removed from the organization by the discretion of the executive board of officers. Should an officer resign during the year, the president will appoint a member of the chapter to assume office temporarily. The President will publicize a special election where the vacancy will be filled.

ARTICLE XIII – PARLIMENTARY AUTHORITY

Section I: Robert’s Rules of Order shall be the parliamentary authority on all matters not covered in the constitution of the Food and Nutrition Forum.

ARTICLE IX – NON-DISCRIMATION POLICY

Section I: This organization and its members shall not discriminate against any individual(s) for reasons of age, color, disability, national origin, race, religion, sex, sexual orientation, or veteran status*.*

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