Buckeye Food Alliance Constitution

Article I: Name, Purpose, and Non-Discrimination Policy

Section 1: The name of the organization is the Buckeye Food Alliance (BFA). The organization is an active member of the College and University Food Bank Alliance (CUFBA), but is independently managed by Ohio State students.

Section 2: The purpose of the Buckeye Food Alliance is to alleviate hunger within the Ohio State community and to raise awareness of food insecurity among our fellow Buckeyes.

Section 3: The 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 or veteran status.

Article II: Establishment of membership categories and necessary qualifications

There are two categories of official membership, Executive Board members and general membership, as well as a third category for volunteers.

Volunteers: Any student who would like to volunteer their time to assist with the distribution of food on the assigned day. They are not required to attend BFA meetings, nor have any ongoing obligation to the organization. They notify leadership that they would like to volunteer their time and then are directed in their responsibilities by a member in charge of distribution.

General Members: Any student that would like to consistently help the organization meet its goals. They will attend regular meetings and be expected to work a certain amount of time with the organization. This includes distribution of food, maintaining the food supply, and any other tasks necessary to the success of BFA. There are no qualifications necessary to become a general member, other than a commitment to the organization’s endeavor. Members may join at any point in the year.

Executive Board: The executive board will consist of the President, Vice President, Treasurer, Secretary, Director of Fundraising, Director of Outreach, and Director of Operations, Director of Marketing, Director of Volunteering, Director of Media, and Director of Dietetics. Executive Board members will be selected based on a spring or fall application process. Applicants will be reviewed and selections will be made by the standing Board, with the approval of the staff advisor. Executive Board members may apply and be selected to serve consecutive terms, under the discretion of the advisor. Board members will attend general meetings as well as weekly Board meetings.

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Article III: Executive Board and Board Member’s Responsibilities

Section 1: The executive board is in charge of management and all major decision making for the organization. It is tasked with defining specific organizational goals within the purpose of the organization, and then developing strategies for achieving these goals. The Board will also handle any other issues which may arise concerning the organization. The Executive Board will meet every two weeks outside of the general meetings. The President will chair each meeting and the Secretary will take minutes. Decisions will be determined by a simple majority. A formal vote is not necessary if there is a consensus on an issue during discussion.

Section 2: Board Member’s Responsibilities

President – the President will lead the organization. He will lead both Executive and general meetings. He or she will have final say in any decisions that are not able to be discussed in an Executive meeting. In addition, the President is in charge of general oversight of the entire organization. This oversight will be focused on the long term organizational strategy. The President will meet regularly with the Secretary, and Treasurer for updates about their individual roles. In addition, the President will meet regularly with the Vice President and advisor.

Vice President – the Vice President is the secondary leader of the organization. He or she is to substitute for the President if he or she is unable to meet his or her responsibilities. The Vice President will have oversight focused on the day-to-day activities of the organization. The Vice President will meet regularly with the three directors, and with the President and advisor.

Treasurer – the Treasurer is the main financial officer of the organization. He or she will be in charge of compiling the budget, as well as overseeing all financial activity. The Treasurer will report activity to the President at regular meetings. In addition, he or she must complete the required university training for the position.

Secretary – the Secretary will be in charge of all records for the organization. This includes meeting minutes and copies of all forms and documents produced by the BFA activities. The Secretary will also oversee the completion of all required forms. He or she will report to the President at regular meetings.

Director of Fundraising – the Fundraising Director is in charge of all efforts to raise financial and food resources. He or she will be in charge of coordinating several food drives and fundraisers throughout the course of the semester. In addition, he or she will manage ongoing fundraising efforts throughout the year.
**Director of Outreach** – the Outreach Director will manage all methods of communication with the client base. This includes maintaining relationships with current clients, as well as distributing information across campus to potential clientele.

**Director of Operations** - the Operations Director will manage the hands on activities of BFA. This includes the storing and distribution of food stocks, and any other logistical operations.

**Director of Marketing** – the Marketing Director is responsible for all efforts to market the organization. This includes, but is not limited to, planning events throughout the semester, coordinating with other organizations that can market us, and designs that will be used in advertisements. The Marketing Director is also responsible for assigning marketing tasks and preparing costs and arrangements for any event or collaboration.

**Director of Volunteering** – the Volunteering Director is responsible for planning all volunteer opportunities and recruiting volunteers. The Volunteering Director will be the primary contact for volunteers and must establish strong communication for all volunteers. Finally, the Volunteering must always be looking to see how the volunteering experience can be improved with BFA.

**Director of Media** – the Media Director is responsible for all content that is published on BFA’s social media outlets, acquiring content to post on BFA’s social media outlets, compiling and publishing the BFA newsletter, and may contribute to the BFA website.

**Director of Dietetics** – the Dietetics Director is responsible for providing information about nutrition and must be able to tie this nutrition with what the pantry currently holds.

All directors will meet with the Vice President regularly to report activity.

**Section 3:** Assistant Directors

If an Assistant Director position is filled for any of the Director positions mentioned in Article III, Section 2: Board Members’ Responsibilities, this Assistant Director shares the Director’s responsibilities as the Director’s discretion. The Assistant Director can also stand in for the Director if the Director is unavailable.

**Section 4:** Committees

There will be three Committees within the Executive Board: marketing, fundraising, and strategic planning. The purpose of the Committees is to strategize efforts towards their focus as well as provide progress on their initiatives. Committees will meet every two weeks to coordinate efforts. These meetings will be overseen by the President and/or Vice-President.
Article IV: Selection, Accountability, and Removal of Board Members

Section 1: Selection

New Executive Board members shall be selected by the standing Board, through a multi-week application and review process. If a position on the Executive Board becomes open, any interested candidate shall submit an application to the Board within three weeks of the position becoming available. This includes general members and standing Board members interested in a new position. For a Director role (or Assistant Director role) an applicant must have been an official member or has volunteered multiple times. For a non-Director role (President, Vice-President, Treasurer), an applicant must have been an official member of the organization for at least one semester to be eligible for selection. Alternatively, new board members can be selected based on the current board’s discretion after at least one volunteering session from the candidate. The standing Board will have one week following the deadline to review the applications. If a standing Board member is being reviewed for a separate position on the Board, he or she will not participate in the review of applications for that position. Once the Board has finished the review, the best candidate will be appointed.

Section 2: Accountability

A member of the Executive Board must always be communicative and must strive to be at every meeting that he or she can. Every Board member must be aware of all meetings and events that occur throughout the semester. If a Board member must miss a Board meeting, the Board member will inform the President and/or Vice-President. If a Board member must miss a pantry shift, the Board member must inform the President and/or Vice-President as well as the other members who are working that shift. A Board member may only miss three unexcused Board meeting and only three unexcused pantry shifts. If a Board member misses more than three of either, sufficient reason must be provided by the Board member and will be decided on a case-by-case basis if further disciplinary action is required by the President and/or Vice President. If a Board member misses consecutive unexcused meetings or shifts, the member will be asked to discuss their future at their role.

Section 3: Removal

Executive Board members may step down, or be removed from office. To be removed, an Executive Board member must propose the removal of another member. Evidence must be provided that shows that accused member has not completed his or her responsibilities to the best of his or her abilities. The accusations and evidence will be discussed in a special meeting of the Executive Board, where the member in question will
be able to defend his or her position. Following the discussion, a vote will take place among the Board, excluding the member in question. A 67% +1 majority will allow the motion to pass. The motion must then be approved by the advisor in order to remove a Board member.

Article V: Role and Qualification Criteria of Advisor

The staff Advisor(s) of the organization shall be active participant(s) in the organization. The Advisor(s) will meet regularly with the President and Vice President. He or she shall be the organization’s main resource regarding interaction with faculty and staff at Ohio State. He or she shall be involved of all aspects of the organization. If necessary, the Advisor is the tie breaking vote for the Executive Board.

Article VI: Meetings of the Organization

The Buckeye Food Alliance general membership will meet regularly at intervals determined by the Executive Board. This meeting will be overseen by the President.

The Executive Board will meet weekly to coordinate efforts.

The President, Treasurer, and Secretary will meet as needed to coordinate long term efforts. The Vice President, will meet with the Directors as needed to coordinate day-to-day activities.

Article VII: Alternate Operating Locations

Buckeye Food Alliance may have the opportunity to operate out of different locations. Should this be the case, all operations performed must be in compliance with the Constitution, as well as a lease and/or any other written or verbal agreement with the entity who owns the space. While operations should be overall similar in practice to the operations of the main pantry, some operations might be different due to differences in the available space.

Article VIII: Method of Amending Constitution

The constitution may be amended at any point during the school year. The amendment process consists of two steps: proposal and voting.

An amendment must be proposed by a standing member of the Executive Board. It will first be read at a meeting of the Board and then subsequently read at a general meeting. At the following Executive and general meeting, a discussion will take place about the proposed amendment. If it is determined through these discussions that the amendment may be acceptable, it will be moved to a vote.
To be ratified, an amendment must be approved by both the general meeting and the Executive Board. At the meeting following the discussion, the amendment will be put to a vote. A quorum must be present at both the Executive meeting and general meeting for a vote to take place. For the Executive meeting, a quorum consists of 50% +1 attendance. A quorum for the general meeting consists of 50% +1 of general members in attendance. A vote will first take place in the Executive meeting. To be approved, the vote must pass by a simple majority. Once the amendment has passed the Board, it will be passed to the general meeting. A two-thirds majority must vote for the amendment for it to be ratified.

The organizations advisor must provide a final approval, after which the constitution will be officially amended.

This Constitution must be reviewed every three (3) years.

*Article IX: Dissolution of the Organization*

Any food or financial resources remaining after the dissolution of the organization shall be donated to the Mid-Ohio Foodbank. The advisor of the organization shall decide how debts will be settled.