**Cook with Communities at Ohio State Constitution 2023-2024 Article I**

**Section 1: Name**

The name of the organization shall be Cook with Communities at Ohio State. CWC is the collegiate chapter of Cook with Communities, a 501(c)(3) nonprofit organization aiming to improve nutrition in vulnerable communities through the use of interactive nutritional education, hands-on cooking classes, and raising food insecurity awareness in adjacent communities.

**Section 2: Purpose**

This chapter shall exist to:

Provide Nutritional Education

* Through nutritional education, we seek to teach people that they can be nutritionally conscious while staying within various dietary preferences.
* Raise awareness on the risks of over supplementation through artificial sources.
* Educate people on the components of a balanced diet, and how to economically shop to meet those needs.

Teach Hands-on cooking classes

* Provide low-cost nutritious recipes.
* Teach how to cook recipes efficiently and teach general culinary skills to make home cooking easier.
* Some classes will be a part of soup kitchens and will provide meals to others who are food insecure.

Raise awareness

* Perform outreach in adjacent communities to mobilize members to provide aid through donations, volunteering, and further outreach.

**Section 3: Non-discrimination Policy**

This organization does not discriminate on the basis of age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, protected veteran status, or any other bases under the law, in its activities, programs, admission, and employment.

As a student organization at The Ohio State University, Cook with Communities at Ohio State expects its members to conduct themselves in a manner that maintains an environment free from sexual misconduct. All members are responsible for adhering to University Policy 1.15, which can be found here: https://hr.osu.edu/public/documents/policy/policy115.pdf.

If you or someone you know has been sexually harassed or assaulted, you may find the appropriate resources at http://titleIX.osu.edu or by contacting the Ohio State Title IX Coordinator at titleIX@osu.edu**.**

**Article II: Membership**

**Section 1: Voting Privileges**

The voting membership of this organization should be defined as limited to currently enrolled undergraduate Ohio State students.

**Section 2: Recruitment**

Undergraduates may join at any point during the school year. Interested undergraduate students must be enrolled at The Ohio State University. Only active undergraduate students are allowed to vote and must be in good standing with the university to be permitted to run for office positions.

**Section 3: Revocation**

If a member engages in behavior that is detrimental to advancing the purpose of this organization, violates the organization’s constitution or by-laws, or violates the Code of Student Conduct, university policy, or federal, state or local law, the member will receive a notification of possible revocation 72 hours in advance of voting. The member will be removed upon a 2⁄3 majority vote by the officers in consultation with the organization’s advisor or if deemed necessary by the Executive President or Advisor. The organization reserves the right to address member or event attendee behavior where the member or event attendee’s behavior is disruptive or otherwise not in alignment with the organization’s constitution. Revocation will be in effect for (3) semesters.

**Section 4: Appeals Process**

Revoked members have up to (7) days to appeal their revoked status, which must be submitted to the Vice President and decided upon by a voting board consisting of the President, Advisor, and Vice President privately.

**Article III: Organization Leadership**

**Section 1: Eligibility**

Required leadership positions include the President, Vice President, Treasurer, and any other positions deemed necessary for the proper functioning of the organization. Any member of the organization that is an Ohio State undergraduate student is eligible to run for Executive Board.

All Executive Board members are expected to be present at all Chapter meetings and can attend National Chapter Team Meetings (some positions are required to attend)

**Section 2: President**

The President shall be elected by the previous year’s Executive Board. They are responsible for enforcing leadership and overseeing all positions and members of the organization. The President, along with the Vice President, is responsible for maintaining close contact with the National CWC Organization, the Ohio State University, the Executive Board, and general members. In doing so, the President is responsible for communicating time-sensitive projects, potential events, and any CWC initiatives to the Executive Board. Meetings are officially declared by the President or Vice President, which may be assembled if necessary. Ultimately, this position ensures that large-scale projects are progressing in a timely manner and tasks are delegated to the appropriate persons. The President is responsible for attending all Team Meetings with the National Chapter.

**Section 3: Vice President**

The Vice President shall be elected by the previous year’s Executive Board. Responsibilities of the Vice President include overseeing operations of the CWC Chapter and to serve as a direct point of contact for other board and general body members. This includes, but is not limited to, establishing the attendance policy (with consulting other members of the Executive Board), tracking member attendance and enforcing the attendance policy, emailing weekly meeting reminders and meeting recaps, planning the logistics of each general body meeting, updating the organization’s constitution according to University policy and any changes made to the organization’s structure, and will additionally lead meetings if the President is unable to attend. The Vice President should also attend Team Meetings with the National Chapter.

**Section 4: Treasurer**

The Treasurer shall be elected by the previous year’s Executive Board. The primary responsibilities of the Treasurer are overseeing the finances and budgeting of the organization and keeping a detailed record of all expenditures and funds used by the chapter. More specifically, the Treasurer is responsible for managing all funds, sponsorships, or donations to the organization (including the organization’s dues), working with the Director of Finance/Accounting of the National Chapter to organize fundraising events, budgeting for all the supplies needed for events and applying for university-sponsored grants when applicable (such as large-scale fundraising events or larger cooking events). The Treasurer is also responsible to lead the Fundraising committee.

**Section 5: Social Media Chair**

The Social Media Chair shall be elected by the previous year’s Executive Board. The Social Media Director is primarily responsible for increasing the organization’s social media and on-campus presence and creating content for the purposes of chapter recruitment and sponsorship initiatives. Responsibilities include, but is not limited to, managing the organization’s social media accounts and branding, creating a variety of content to advertise the organization’s activities and increase engagement, collaborating with the Director of Outreach/PR, and working with the Recruitment Chair to reach out to interested members.

**Section 6: Recruitment Chair**

The Recruitment Chair shall be elected by the previous year’s Executive Board. Responsibilities of the Recruitment Chair include overseeing collaboration efforts with other Student Life organizations, manage the chapter’s recruitment efforts including all preparation required for the Involvement Fair, collaborate with the Social Media Chair to promote recruitment efforts on social media, communication with the National Chapter Director of Recruitment, and coordinate efforts geared towards member retainment. The position is also tasked with leading the Recruitment committee.

**Article IV: Selection of Officers Section 1: Eligibility to Hold Office**

Any student who is a member of the chapter or not may be eligible to hold a position.

**Section 2: Selection Process**

1. New officers are chosen via an application and interview process.
2. All officers will be selected by a majority vote among the incumbent Executive Board. The candidate who receives the majority vote will be elected to a position on the Executive Board.
3. Election will occur towards the end of the Spring semester

**Section 3: Term of Office**

Every member on the Executive Board, including President, Vice President, Treasurer, and all other necessary positions should uphold a one-year term of service. Individuals may hold the same position over the course of their membership, but they must not hold multiple positions simultaneously. All incumbent officers must be reevaluated for election to the position annually.

**Section 4: Officer Transition**

All incumbent officers are responsible for transitioning their successors for the following school year. Each officer must provide helpful information to their successors before leaving.

**Article V: Officer Vacancies Section 1: Statement on Removal of Officers**

Any elected officer of the chapter may be removed from their position for cause. Cause for removal includes, but is not limited to: violation of the constitution or by-laws, violation of standing rules, failure to perform duties, or any behavior that is detrimental to advancing the purpose of this organization, including violations of the Student Code of Conduct, university policy, or federal, state, or local laws. A designated committee may act for removal upon a 2⁄3 affirmative vote in consultation with the organization’s advisor.

**Article VI: Advisor(s) or Advisory Board**

Advisors of the organization must be faculty at the Ohio State University. The advisor(s) should be the primary resource for guidance to the Executive Board when questions or problems arise that can’t be resolved by the Executive Board. Advisors don’t need to be involved in every Executive Board meeting but time to time involvement is required.

**Article VII: Finances**

**Section 1: Membership Dues**

A. General Membership Dues may be established at the discretion of the chapter. Starting dues may be $10.00 for both the Fall and Spring semesters.

All fees are donated to Cook with Communities. As stated in Article I Section 3, no university student may be denied membership due to inability to pay dues. If a member is seeking active voting membership status and is not able to pay dues, other arrangements will be made. Members may be asked to supply proof of financial hardships.

**Section 2: Spending the Organization’s Money**

All purchases $200 or below must be approved by the Treasurer. Any purchase above $200 must be approved by the Treasurer, President, and Advisor.

**Article VIII: Amendments Section 1: Amendment Proposals**

To propose an amendment to the constitution, a general body member of Cook with Communities at Ohio State may contact any of the Executive Board members to communicate said amendment and its purpose in writing. Executive board members must unanimously vote to approve said amendment. Should this approval be provided, the amendment can be introduced to the general body by the president/vice-president (or other present board member if neither are available), and thereafter elaborated upon by the member that initiated the amendment.

**Section 2: Amendment Approval & Voting Requirements**

To finalize the approval of the amendment, there must be a majority vote within the general body in favor of the amendment (if a quorum is present). Notification of amendment voting will be communicated to the general body via the regular meeting notification emails to ensure that a quorum is obtained. Only after said finalization can the amendment be acted upon. Should an Executive Board member propose an amendment to the Cook with Communities at Ohio State constitution, the amendment must be deliberated upon by the Executive Board and similarly gain unanimous approval. Thereafter, this amendment is to follow the same finalization process as an amendment proposed by a general body member.

**Section 3: Frequency of Amendments**

The amendment constitution cannot be amended easily or frequently, which should be objectively regulated by the Executive Board members with no personal bias.

**Article IX: Meetings and Events**

Meetings will be held biweekly in the Fall and Spring semesters

Attendance at all or 50% of events hosted by CWC as well as 75% chapter meeting attendance is required for membership each academic term except for summer

**Article X: Dissolving the Organization Method, Requirements, and Procedures**

**Section 1:**

Should conditions arise in which Cook with Communities at Ohio State can no longer be financially maintained or consistent low membership volumes force the dissolution of the organization, the Executive Board must consider the circumstances surrounding potential dissolution and unanimously vote in favor of dissolution alongside the faculty advisor.

**Section 2:**

Unless extreme circumstances require it as signed off by the organization's faculty advisor, Cook with Communities at Ohio State dissolution will occur at the end of the academic semester in which it has been deliberated and voted upon.

**Section 3:**

Should such agreement for dissolution occur, dissolution procedures may begin and the general body should be notified at the first meeting following the decision to dissolve Cook with Communities at Ohio State.

**Section 4:**

Unless necessary for the sake of paying off debt, all organization fundraising activities will be halted immediately and removed from advertisement notifications, both digital and physical. All publicly-announced organization events that do not serve as a fundraising effort may be executed as planned.

**Section 5:**

Should any debts arise throughout each semester of the organization activity, the treasurer should communicate such debts to the Executive Board & National Cook with Communities board to create a comprehensive debt-relief plan based on the monetary value of the debt.

**Section 6:**

Any monetary surplus in organization funds that exists at the time of dissolution will be donated in whole to Cook with Communities. If dissolution is forced to occur before semester end, any monetary surplus may be redistributed among due-paying general body members.

**Section 7:**

Precautions should be taken to ensure that organization activity does not surpass the monetary value of “student-led organization seed money” initially provided and the combined value of member dues. These dues should be collected within the five weeks after the first official Cook with Communities at Ohio State meeting, excluding any informational/promotional meetings.

**Section 8:**

Physical organization assets such as recruitment fliers, posters, tri-fold displays, etc. and other merchandise bearing any Cook with Communities at Ohio State insignia can be given to general body members or Executive Board members at the time of organization dissolution with an understanding to not use these materials to falsely advertise the dissolved organization.

**Section 9:**

Digital assets such as social media accounts associated with Cook with Communities at Ohio State can be archived or deleted, based on Executive Board deliberation and the conditions surrounding organization dissolution.

**Section 10:**

Upon the official dissolution of Cook with Communities at Ohio State, Student Activities staff must be contacted to remove organization information from the official OSU organization website.

**Article X: Officer Removal Policy**

**Section 1: Conflict of Interest**

An officer has a conflict of interest when their personal interests – family, friendships, financial, service, entrepreneurial, or social – interfere with his or her judgment, decisions, or actions in the chapter. This section is to protect the interests of the chapter and Cook with Communitiesby a) preventing the personal interests of Executive, Director, Chair, and Committee officers as well as members from compromising their duties to the organization and (b) avoiding any unethical financial, professional, or political gain on the part of such individuals. Just because conflict of interest exists does not necessarily mean the officer(s) acted against the constitution & bylaws set forth: this clause is only in effect when causation is found to significantly impede progress and there is repeated failure by the officer(s) in question to address such instances as agreed upon in their conflict management plan.

A. Persons Concerned

1. All Chapter Officers
2. Advisor
3. Members

B. The following items are considered a conflict of interest to the organization:

1. Schoolwork
2. Preparing for Standardized Tests
3. Sports or Other Athletic Commitments
4. Family, Friends, or Other Interpersonal Matters
5. Additional Extracurriculars Activities
6. Participating in Service-Related Engagements with Similar Missions
7. External Business Venture
8. Having a Job

C. Procedure for Preventing & Reviewing Conflicts

a. Disclosure

1. All chapter officers must disclose both their own conflict of interests and report others’ as they arise using a Conflict of Interest Disclosure Form.
   1. Required Times to Disclose
      1. Beginning of Every Semester
      2. Mid-Terms of Every Semester
   2. Conflict of Interest Disclosure Forms will be reviewed and brought forth to the President & Vice President by the Secretary.
   3. The President shall generate and regularly review the conflict management plans of each officer. A conflict management plan is an outlined plan of action to minimize the extent by which an officer’s personal interests interfere with the progress of the chapter.
2. The chapter leadership team must devote at least one meeting per month to discussing conflict of interests that may have arisen.

b. Addressment  
i. Board will convene and ascertain if the conflict in question is a true issue.

c. Documentation  
i. Effective management strategies shall be implemented to minimize development of actual conflicts of interest

1. All chapter officers must attend compliance training sessions hosted by their school, if offered, and Cook with Communities.

ii. Conflict shall be tracked, documented, & consolidated from disclosure forms and reports on behavior by other officers, It Takes a Village, as well as performance reviews.

d. Disciplinary Actions for Violating Conflicts

1. If there is failure to disclose or the leadership team is unable to manage an individual’s conflicts of interest—leading to true conflict (ex. constantly delaying completing tasks)—appropriate internal disciplinary action will be taken.
2. A committee consisting of the Director of Chapter Relations, Advisor, and President will be formed to deliberate and vote on the disciplinary action to take on an officer.

i. The officer with said conflict of interest must NOT

1. attend or participate in deliberation of the vote on their conflict of interests.
2. improperly influence the deliberation or voting

**Section 2: Disciplinary Actions, Terminations, and Resignations**

A. Warning System  
If an officer is found neglecting his/her responsibilities in a manner significantly detrimental to the organization, via consistent failure to manage their conflict of interests

or otherwise, they will receive up to two warnings. A. Two Strikes

1. Verbal Warning
   1. An officer will receive a verbal warning if found during performance review they have been unable to minimize their conflict of interests.
   2. The conflict management plan for said officer(s) must be revised and monitored for the next (14) days before issuing a written warning.
2. Written Warning
   1. A written warning is issued (14) days after a verbal warning if the conflict of interest is not deemed on-track to be resolved according to their conflict management plan.
   2. Failure to demonstrate improvement (14) days after a written warning will trigger a notification and motion for removal to be set in motion.

B. Removal of Committee Leads

1. Committee Leads may be removed for any reason deemed necessary by the presiding Director over the team which the Committee Lead(s) is/are a part of.
2. Removal Committee Leads will be decided by a majority vote from the Director & Chairs of their respective team. For example, a Committee Lead in the Marketing Team may only be removed by a 2⁄3 majority vote of leaders in the marketing team.
3. The Committee Leads will be notified

C. Removal of Executive and Chair Officers

1. Should any officer receive (2) warnings, a deciding committee must be assembled and a date to vote on possible termination or removal must be set.
2. All officers will be notified of possible termination or removal at least 72 hours ahead of the voting date. They may present the presiding committee any relevant defense during this time period.
   1. The presiding committee must exercise impartiality at all points during the process, considering evidence for or against the conflict at hand.
   2. Following 72 hours:
      1. The Chair officer shall be removed by a 2⁄3 affirmative majority vote between Director, President, and Vice President.
      2. The Director officers shall be removed by a 2⁄3 affirmative majority vote between chapter Advisor, President, and Vice President.
      3. The Executive officers shall be removed by an 2⁄3 majority vote from an independent body consisting of the Cook with Communities board.

D. Tiebreakers  
a. In the event of a tiebreaker, cases for removal and termination shall be brought to the Board of Directors for further consideration.

E. Replacing Officers

a. Should any officer be terminated from their position, the chapter must provide an appropriate delegate or replacement for the position within (1) month following termination.

F. Resignation

1. Any officer no longer wishing to serve on the leadership team must submit a resignation email to the Secretary at least (2) weeks in advance.
2. Prior to leaving their position, officers must provide all documents related to the organization and brief the Secretary & Director on the current projects in his/her care.

G. Appeal Process

a. A removed officer has (7) days to fill out an Appeal Form if they believe they had an unjust trial by the investigating committee.

i. Possible negligence may occur at any of these points:

1. Creation & Monitoring of Conflict Management Plan
2. During & Between Issuance of Warnings
3. During the 72-hour period prior to voting for removal.