

Know Food Waste Student Organization Constitution

Article 1 - Name, Purpose, and Non-Discrimination Policy of the Organization.

SECTION 1: Student Organization Name

Know Food Waste

SECTION 2: Purpose

The KNOW: Educate The Ohio State University community on food waste. To provide the community with the “know-hows” for reducing and repurposing individual food waste through research-driven activities and events.

The NO: Develop and execute food waste reduction and reutilization initiatives to close the loop on food waste.

SECTION 3: Non-Discrimination Policy

Know Food Waste 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, Know Food Waste 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 – Member Selection Process

SECTION 1: Know Food Waste shall have a President, Vice President, Treasurer, and an Advisor. These officers comprise the Executive Committee. All officers must be a member of Know Food Waste.

SECTION 2: Membership: Qualifications and categories of membership. The organization's voting membership should be limited to currently enrolled Ohio State students. Others nonstudent members, such as faculty, alumni, professionals, etc., may become members, but only as non-voting associate or honorary members.

For educational and leadership development reasons, student organizations are to be student initiated, student lead, and student run. Please refer to the Guidelines for Student Organizations for more information at https://activities.osu.edu/involvement/student_organizations/resources. In addition to defining membership, Article II should explain the benefits for student members of the organization will receive and, if your organization allows non-student members, the difference in benefits for non-members and guests.

II.a. As required by the Guidelines for Student Organizations, 90% of the membership of a student organization must include current Ohio State University students. Active members and Executive Committee are able to make decisions regarding the membership of community and other non-student members of an organization. Community or other non-student members may be temporarily suspended with a majority vote of the Executive Committee

Article III – Methods for Removing Members and Executive Officers

SECTION 1A: *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 may be removed through a majority vote of the officers in consultation with the organization's advisor.*

SECTION 1B: *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, 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. The Executive Committee may act for removal upon a two-thirds affirmative vote of the executive board in consultation with the organization's advisor.*

SECTION 1C: *In the event that the reason for member removal is protected by the Family Educational Rights and Privacy Act (FERPA) or cannot otherwise be shared with members (e.g., while an investigation is pending), the executive board, in consultation with the organization's advisor, may vote to temporarily suspend a member or executive officer.*

ARTICLE IV – Organization Leadership: Titles, terms of office, and type of selection

SECTION 1: Know Food Waste shall have a President, Vice President, Treasurer, and an Advisor. These officers comprise the Executive Committee. All officers must be a member of Know Food Waste.

SECTION 2: The term of the Executive Committee members shall be a minimum of one semester.

SECTION 3: Any team leader may be removed from membership by a two-thirds vote of the executive board members. Any team member removed may appeal to the general membership. Said officer shall be considered reinstated with two-thirds approval of the members.

SECTION 4: Any vacancy which may occur in an office shall be filled by appointment by the President pending ratification at the next group meeting.

SECTION 5: Election of officials shall be held in April and/or when needed. Members can apply for vacant positions through google forms/Qualtrics. Applications will be reviewed by the current exec board members and elections done by a ballot. The person receiving the majority vote will be elected.

ARTICLE V – Duties of Leaders

SECTION 1: The President

- The president shall be the chief executive officer.
- The president shall appoint all committee chairpersons.
- The president, with approval of the executive board, directs the budget.

- The President shall fill vacancies in offices by appointment by the President with approval of the executive board.
- The President shall oversee all communication between general body and executive board members.
- The President is responsible for the delegation of various responsibilities and setting deadlines.
- The President shall suggest future programs and events.
- The President shall coordinate meeting times to best accommodate the members of Know Food Waste.
- The President shall facilitate external collaboration with student organizations and groups at and beyond OSU.

SECTION 2: The Vice President

- The vice president shall be responsible for checking the organization's email account at least two times per week as well as sending out correspondence as needed to the general body.
- The vice president shall assume the duties of the president should the office become vacant or in the absence of the president.
- The vice president will keep and have available current copies of the constitution.
- The vice president shall be responsible for orientation of new members after their first meeting (i.e. send out the committee interest form and assign them to committees).
- The VP will apply for recognition/awards.
- The VP shall be responsible for keeping the minutes of the meetings of the executive board and send action highlights/action items to the executive board post-meeting.

SECTION 3: Treasurer

- The treasurer shall keep a current record of all financial transactions.
- The treasurer shall develop quarterly reports containing a list of all receipts and disbursements and distribute them among the membership.
- The treasurer will be responsible for checking the accuracy of all bills.
- The treasurer will make sure there is a sign-in sheet wherever giveaways/food is involved.
- The treasurer is responsible for submitting Programming Fund and Operating Fund requests and audits each year.
- The treasurer should seek new funding opportunities for the club through the University and beyond.

SECTION 4: The Advisor

- The advisor shall assist the group in their execution of roles and responsibilities.
- The advisor shall provide feedback to the organization regarding its operations and functioning and give direction towards the future of the organization.
- The advisor shall serve as a resource.
- The advisor should provide advice upon request and should share knowledge, expertise, and experience with the group.
- The advisor will be a nonvoting member of the organization.

SECTION 5: Repurposing Committee Chair

As chair of the Repurposing Committee, you will be responsible for organizing food donation events before breaks during the academic semesters. You will coordinate with local food pantries and with the executive board to delegate responsibilities. The Repurposing Committee Chair will also be responsible for coordinating and repurposing food scraps and goods after club events. You will organize one event per semester.

SECTION 6: Education & Outreach Committee Chair

As Chair of the Education and Outreach (E&O) Committee, you will work with the executive board to identify programs focused on educating the Ohio State community about food waste. The E&O Committee Chair will schedule and conduct committee meetings as needed and assign duties to committee volunteers. You will organize seminars focused on food waste/sustainability and maintain contact with speakers.

SECTION 7: Composting Committee Chair

As Composting Committee Chair, you will manage our ongoing Ohio State Compost Drop-off Program and ensure everything is running smoothly. You will maintain contact with our collaborators at the OSU Zero Waste team. You will work closely with our Secretary and Treasurer. You will conduct committee meetings as needed and delegate tasks such as payment portal management, participant contacts/management.

SECTION 8: Social Media Chair

- The Social Media Chair will be responsible for expanding KFW's social media reach through our Instagram, Twitter, and Facebook accounts in addition to our website.
- The Social Media Chair will create flyers (or delegate this task to club members) to advertise KFW events/activities.
- The Social Media Chair will work closely with the Committee Chairs and/or Secretary to advertise and publicize events/activities on social media.
- The social media chair shall be in charge of coordinating social events and mixers at general body meetings.
- The secretary will be responsible for maintaining the KFW website.

ARTICLE VI – Meetings of the Organization

The times for regularly scheduled general body meetings shall be twice a semester at a predetermined time. Committee meetings will happen at least once a month at a predetermined time.

ARTICLE VII – Method of Amending Constitution

These rules may be suspended or amended via two-thirds vote of the membership.