

 Constitution

# Article I: Name

**Section 1:** The name of this organization shall be Buckeye Food Alliance at The Ohio State University; hereinafter referred to as BFA.

# Article II: Mission

# Section 1: The mission of BFA is to alleviate hunger within the Ohio State community and raise awareness about food insecurity among our fellow Buckeyes.

# Article III: Non-Discrimination Policy

# Section 1: Buckeye Food Alliance prohibits discrimination against any person 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, or protected veteran status, or any other bases under the law, in its activities, programs, admission, and employment.

# Article IV: Sexual Misconduct Policy

# Section 1: As a student organization at The Ohio State University, Buckeye Food Alliance 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. 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 V: Membership Requirements

**Section 1:** All currently enrolled undergraduate students in good academic standing (good academic standing defined as a cumulative Grade Point Average of at least 2.00) at The Ohio State University shall be eligible to apply for membership in BFA.

**Section 2:** A BFA member may remain in good standing by attending their weekly pantry shifts and bimonthly General meetings unless other arrangements have been made with the Executive Board.

# Article VI: Executive Board

**Section 1:** The Executive Board of BFA shall consist of a President, a Vice President, and a Treasurer.

**Section 2:** The voting members of the Executive Board shall be the President, Vice President, and Treasurer. The non-voting member of the Executive Board shall be the Student Wellness Center Staff Member designated as the Staff Advisor.

**Section 3:** The Executive Board shall determine the goals and direction of the organization by completing ongoing evaluations, hearing grievances, taking suggestions, and initiating appropriate actions. The Executive Board shall develop strategies for achieving the outlined goals.

**Section 4:** The ExecutiveBoard shall attend biweekly General meetings, quarterly Advisory Board meetings, and occasional Executive Board meetings.

**Section 5:** Executive Board members shall be selected during the Spring semester. New General members may be selected for an Executive Board position. General members who have expressed interest will be reviewed and selections will be made by the standing Executive Board and the Staff Advisor.

**Section 6:** The term of office for all Executive Board members shall be one year. Incumbent Executive Board members must be reselected to continue their offices after their term has expired.

**Section 7:** No members of the Executive Board may hold more than one office, nor may they serve as Directors.

**Section 8:** 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 that proves the member has not completed their duties to the best of their abilities must be provided. The accusations and evidence will be discussed in a special meeting of the Executive Board in which the Executive Board member in question will be able to defend their position. Following the discussion, a vote will take place among the Board excluding the member in question. A 50% +1 majority will allow the motion to pass. The motion must then be approved by the Advisor.

# Article VII: Executive Board Responsibilities

**Section 1:** The President shall call and chair all BFA General and Executive Board meetings and act as their representatives and spokespeople in all external functions. The responsibilities of the President also include setting the agenda for all meetings, leading general body meetings and advisory board meetings, organizing retreats, overseeing recruitment, and acting as the Big Ten Basic Needs Coalition contacts. The President shall maintain communication between The Ohio State University Student Wellness Center, the Staff Advisor to BFA, and Executive Board members. They will have the final say in any decisions that are not able to be discussed in an Executive or General meeting. In addition, the President shall be charged with the general oversight of the entire organization. This oversight will be focused on the long-term organizational strategy. The President shall meet regularly with the rest of the Executive Board for updates. The President must complete the required university training for the position. The President will create semester pantry schedules and coordinate with the BFA Advisor.

**Section 2:** The Vice President is the secondary leader of the organization. When the President is not able; the Vice President shall call and chair all BFA General and Executive Board meetings. In the event that a President is no longer capable of performing their duties, the Vice President shall assume the position of President and a new Vice President shall be selected. The responsibilities of the Vice-President include leading general body and advisory board meetings, taking meeting notes, and assisting with the recruitment process. The Vice President’s responsibilities shall also include serving as the main email correspondent for the organization and passing along pertinent information to the Presidents. They shall also communicate through email to organize donation drop-offs along with coordinating other events and answering frequently asked questions. The Vice-President and President shall work together to perform other duties as they arise and implement new initiatives.

**Section 3:** As the main financial officer of the organization, the Treasurer shall be responsible for compiling the budget and overseeing all financial activity. The Treasurer shall apply for grants and work closely with the Staff Advisor to ensure BFA is financially responsible. The Treasurer shall report activity to the President and Vice-President at Executive Board meetings. The Treasurer shall oversee the committee proposal process and work closely with the directors to monitor progress. The Treasurer shall work with the President and Vice-President to implement new ideas and initiatives. In addition, the Treasurer shall complete the required university training for the position.

# Article VIII: Directors

**Section 1:**The Directors of BFA shall consist of the Director of Fundraising, Director of Marketing, and Director of Outreach and Programming.

**Section 2:** The Directors of BFA shall be selected during the Spring semester. New General Members may be selected for a Director role. General Members who have expressed interest shall be reviewed and selections shall be made by the standing Executive Board and the Staff Advisor.

**Section 3:** The term of office for all Directors shall be one year. Incumbent Directors must be reselected to continue their offices after their term has expired.

**Section 4:** No Director may hold more than one office, nor may they serve as Executive Board members.

**Section 5:** Directors may step down or be removed from office. To be removed, an Executive Board member must propose the removal of a Director. Evidence that proves the Director has not completed their duties to the best of their abilities must be provided. The accusations and evidence will be discussed in a special meeting of the Executive Board in which the Director in question will be able to defend their position. Following the discussion, a vote will take place among the Executive Board. A 50% +1 majority will allow the motion to pass. The motion must then be approved by the Advisor.

# Article IX: Director Responsibilities

**Section 1:** The Director of Fundraising shall lead the committee charged with raising financial and food resources. Responsibilities include, but are not limited to, planning food drives and fundraisers throughout the year, coordinating collection with other student and professional groups hosting drives, and maintaining relationships with donors through consistent communication and outreach. The Director of Fundraising shall also be the primary point of contact for all donors looking to engage with BFA. The Director of Fundraising  will also work on proposals with their committee to best utilize BFA’s funds to improve pantry operations and offerings.

**Section 2:** The Director of Marketing shall lead the committee responsible for all efforts to market the organization. This includes, but is not limited to, planning social media campaigns throughout the semester, taking pictures and videos to be used in promotional materials, creating flyers and graphics, and spearheading customer retention and growth strategies. The Director of Marketing shall also maintain a close relationship with Student Life Marketing & Communications to ensure content aligns with Ohio State Brand Guidelines; work with the staff advisor for deployment of materials on BFA social media platforms and website; and maintain close contact with other campus groups managing platforms that can assist in the promotion of BFA. The Director of Marketing will also work on proposals with their committee to best utilize BFA’s funds to improve pantry operations and offerings.

**Section 3:** The Director of Outreach and Programming shall manage the community and campus engagement team. This includes, but is not limited to, identifying and executing educational events surrounding food insecurity. The Outreach and Programming Director shall also identify opportunities for BFA tabling and educational presentations to student groups - coordinating all outreach efforts across campus; collaborate closely with fellow student organizations working in parallel with BFA’s mission; and work with the President on the recruitment strategy and process. The Director of Outreach and Programming will also work on proposals with their committee to best utilize BFA’s funds to improve pantry operations and offerings.

Article X: Committees

**Section 1:** There will be three Committees of BFA which shall consist of Marketing, Outreach and Programming, and Fundraising.

**Section 2:** The members of each committee of BFA shall be selected during the summer semester. General Members who have expressed interest shall be reviewed and selections shall be made by the standing Executive Board, Directors, and the Staff Advisor.

**Section 3:** The term of office for all committee members shall be one year. Members must re-express interest during the spring semester for the same or for a different committee.

**Section 4:** No member may be placed in more than one committee, nor may they serve as Executive Board members.

**Section 5:** Committee members may step down or be removed from office. To be removed, an Executive Board member must propose the removal of a committee member. Evidence that proves the committee member has not completed their duties to the best of their abilities must be provided. The accusations and evidence will be discussed in a special meeting of the Executive Board in which the committee member in question will be able to defend their position. Following the discussion, a vote will take place among the Executive Board. A 50% +1 majority will allow the motion to pass. The motion must then be approved by the Advisor.

# Article XI: Committee Responsibilities

**Section 1:** The Marketing committee shall be responsible for all efforts to market the organization. This includes, but is not limited to, planning social media campaigns throughout the semester, coordinating with other organizations that can market us, reposting/sharing content about BFA, and updating the BFA website.

**Section 2:** The Outreach and Programming committee shall 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 in the form of tabling and other programs. The committee shall also coordinate invitations to events from other student organizations to further promote BFA.

**Section 3:** The Fundraising committee shall manage the donor relations of BFA. This will include, but is not limited to, working with donors on re-engaging interest through newsletters and regular updates. Members will collaborate with student organizations to host food drives throughout campus.

*Article XII:*​ ***Selection, Accountability, and Removal of Members***

**Section 1:** New Members shall be selected by the entire organization through a multi-week application and review process. This formal recruitment process shall take place during the Fall semester with the new Members being initiated before the end of that semester. Prospective members shall submit an application to BFA within three weeks of the application becoming available. The members of BFA shall have one week following the deadline to review the applications and offer interviews to a select number of prospective members. Interviews shall be organized by the Executive Board but every member of BFA shall have the opportunity to take part in the interviewing process. These standardized interviews shall be scored in addition to their written applications and the prospective members with the highest scores shall be offered a position as a General Member of BFA.

**Section 2:** Members of BFA must schedule and work a weekly pantry shift unless they have an excuse on file with the Executive Board. Members always be communicative and strive to attend every pantry shift and General meeting. All Members must be aware of the meetings and events that occur throughout the year. If a Member must miss a General meeting, the Member shall inform the Co-Presidents. If a Member must miss a pantry shift, the Member must inform the Co-Presidents and attempt to find a replacement.

**Section 3:** Members of BFA may only miss three unexcused General meetings and three unexcused pantry shifts. If a member misses more than three of either, sufficient reason for the absences must be provided by the Member. It shall be decided on a case-by-case basis if further disciplinary action is required by the Executive Board. Members may be dismissed from the organization by the Executive Board with approval from the Advisor if their duties are not being fulfilled.

*Article XIII:* ***Role and Qualification Criteria of Advisor***

**Section 1:** The staff Advisor of the organization shall be an active participant in the organization. The Advisor will meet with the Executive Board regularly. They shall be the organization’s main resource regarding interactions with the faculty and staff at Ohio State. They shall serve as the liaison between BFA and the Student Wellness Center. They shall be involved in all aspects of the organization. If necessary, the Advisor is the tie breaking vote for the Executive Board.

*Article XIV:* ***Meetings of the Organization***

**Section 1:** The Executive Board consisting of the Co-Presidents, Vice President, Treasurer, and staff Advisor, will meet as needed to coordinate long term efforts. These meetings will be open to all members if they choose to attend.

**Section 2:** The Buckeye Food Alliance General meetings will occur twice every month to coordinate efforts and communicate updates. These meetings will be overseen by the Co-Presidents.

*Article XV:* ***Alternate Operating Locations***

**Section 1:** Buckeye Food Alliance may operate out of different locations. Should this happen, all operations performed must be in compliance with the Constitution, as well as the lease and all other written or verbal agreements with the entity that owns the space. While operations should remain similar to those of the main pantry, some operations may be adjusted to fit the available space.

*Article XVI:* ***Method of Amending Constitution***

**Section 1:** This constitution must be reviewed every three years and may be amended at any point. The amendment process consists of two steps: proposal and voting.

**Section 2:** An amendment must be proposed by a standing member of the Executive Board. It will first be read at a meeting of the Executive Board and then subsequently read at a general meeting. At the following Executive and general meeting, voting will take place.

**Section 3:** To be ratified, an amendment must be approved by both the Executive Board and then the general members. After the proposal, 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.

**Section 4:** The organization’s Advisor must provide a final approval after which the constitution shall be officially amended.

*Article XVII:* ***Dissolution of the Organization***

**Section 1:** Any resources remaining after the dissolution of the organization shall be donated to the Mid-Ohio Food Collective. The Advisor of the organization shall decide how debts are to be settled.