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 expose members to the industry and experiences that they may want to pursue as a career. 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 paying the annual dues and attending as many meetings as possible within their schedule.

Section II: Members who fail to pay dues by the designated deadline will be removed from the roster, the email list, and the GroupMe.

ARTICLE IV – DUES

Section I: Amount

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

Section II: Payment

A. Dues must be paid by the fourth meeting of the semester.

ARTICLE V – MEETINGS

Section I: Meetings will be held at least five (5) times each semester 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, Community Service Chair, Social Chair, and Marketing Chair. Officers are expected to attend the first meeting of the academic year. If they cannot, they need to inform the President as soon as the conflict is known, ideally at least 2 weeks in advance of the first meeting.

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.
11. Send all meeting and event updates through email and GroupMe.
12. Organize officer meeting, at least 1 per semester.
13. Participate in yearly training through the OSU Office of Student Life.

Section II: Vice President

A. Responsibilities

1. Be available to step in for the president when s/he is not present to carry out responsibilities entailed by the president.
2. Assist the president in his/her responsibilities.
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. Help monitor GroupMe, or other means of communication, for the executive board and general organization.
6. Help the president organize officer meeting.

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.

1. Collaborate with faculty advisor to collect reimbursements.
2. Attend the officer meeting each semester.
3. Participate in yearly training through the OSU Office of Student Life.

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 the 2nd meeting, with exceptions.
4. Creates a welcoming atmosphere at community service events and is encouraging towards members.
5. Attend the officer meeting each semester.

Section V: Social Chair

1. Responsibilities.
2. Is required to plan at least one social event, relating to nutrition, per semester.
3. Has the event planned prior to the 2nd meeting, with exceptions.
4. Creates a welcoming atmosphere at social events and is encouraging towards members.
5. Attend the officer meeting each semester.

Section VI: Marketing Chair

1. Responsibilities
2. Design appropriate content to post with goal of member recruitment and retainment.
3. Post updates on social media per agreement with President/Vice President.
4. Manage all active social media platforms.
5. Work with other executive board members to develop content to promote engagement for special events (community service or social events).
6. Attend the officer meeting each semester.

ARTICLE VII – OFFICER ELECTIONS

Section I: Members have eligibility to run for office if they are a current member and have attended at least one (1) meeting prior to elections. Members shall apply through an online application for the offices of President, Vice President, Treasurer, Community Service Chair, Social Chair, and Marketing Chair.

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

Section III: Voting by all members will take place online starting the second to last meeting of the academic year. Voting will close the week prior to the last meeting of the academic year.

Section IV: Applicants will be evaluated based on their answers during the application process, compatibility with current executive board members, and eagerness to participate. The applicant with the majority of votes gets elected. If officers run uncontested, current officers will approve of applicants and name them the incoming officer. If a tie occurs, officers will be selected by current officers.

Section V: 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, 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.