



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 agrees that it will not engage in sexual misconduct nor any harassment or discrimination 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 basis in accordance with these guidelines.

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.

Section 3: All members are free to leave and disassociate without fear of retribution, retaliation, or harassment. 90% of the voting membership must be currently enrolled Columbus campus Ohio State students. Faculty, staff, alumni, and the partners of students, faculty, staff, and alumni of Ohio State may participate in the activities and programs of student organizations as associate members but may not comprise more than 10% of the total membership.

Article VI: **Executive Board**

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

Section 2: The voting members of the Executive Board shall be the President, Vice President, Secretary, 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 Executive Board 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 assisting the President with overseeing organizational operations and initiatives, leading meetings when the President is unavailable, and stepping into the role of President when necessary to maintain organizational stability. The Vice President's responsibilities shall also include managing the Career Closet, including updates, volunteer coordination, scheduling, and overall organization. They shall organize donation drop-offs and plan events throughout the year to engage volunteers and patrons. The Vice President shall send monthly newsletters to volunteers and patrons featuring important updates, and track shift attendance while enforcing the strike system to ensure accountability. Additionally, the Vice President shall oversee the Marketing Committee to enhance outreach and engagement. The Vice President and President shall work together to perform other duties as they arise and implement new initiatives.

Section 3: The Secretary is responsible for maintaining accurate records and facilitating effective communication within the organization. The Secretary shall take detailed notes during all BFA General and Executive Board meetings to ensure accurate documentation of discussions, decisions, and action items. They shall track tabling hours by maintaining

a log of volunteer participation in tabling events and ensuring hours are accurately reported. The Secretary is responsible for sending follow-up emails after meetings to communicate key takeaways, reminders, and action items to members. Additionally, the Secretary shall keep track of meeting attendance to support member engagement and accountability. The responsibilities of the Secretary also include overseeing the Outreach Committee, coordinating outreach initiatives, and working to expand the organization's presence and impact. The Secretary shall work closely with the President, Vice President, and other Executive Board members to support the organization's overall operations and goals.

Section 4: 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 responsibilities of the Treasurer also include overseeing the Fundraising Committee. 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.

Section 6: Each director is responsible for creating and overseeing sub-committees within their committee. These sub-committees will handle specific responsibilities within the organization. The structure, leadership, and duties of each sub-committee will be determined by the director of the respective committee.

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: ***Member Selection***

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.

Section 3: Select General Members in good standing, members of the Executive Board, or Directors may be appointed as Shift Leaders by the President or Vice President during the creation of the pantry schedule for each semester. Shift Leaders shall be responsible for overseeing the effective operation of pantry shifts and may serve as either the designated opener or closer for a shift. Responsibilities of Shift Leaders include delegating and completing checklist tasks, ensuring the pantry is properly stocked and clean, tracking and reporting attendance to the Vice President, and responding to any conflicts or emergencies that arise during their shift. Shift Leaders are expected to uphold the mission of BFA, promote a productive and welcoming environment, and serve as points of leadership and accountability during pantry operations. New Shift Leaders will be selected at the beginning of each semester in alignment with the finalized pantry schedule.

Article XIII: ***Removal of Members***

Section 1: To ensure accountability and reliability within Buckeye Food Alliance (BFA), a strike system has been implemented for all members and volunteers. This policy is designed to promote consistent participation and provide the Executive Board with a fair and transparent way to address ongoing attendance issues.

Section 2: Members who accumulate three strikes within a semester will be released from the organization. If a member receives two strikes, they will be required to meet with members of the Executive Board to discuss their attendance and overall standing in BFA. Strikes will reset at the beginning of each new semester.

Section 3: Strikes will be issued based on specific attendance-related infractions at pantry shifts. A member who arrives more than 15 minutes late to a shift without prior notice will receive one strike. Missing an entire shift without any notice will result in two strikes. Additionally, calling out for a shift with less than 24 hours' notice will count

as one strike, except in cases of sudden illness or emergency. Such situations will be reviewed on a case-by-case basis by the Executive Board to determine whether a strike is appropriate. If a member is able to get their shift covered, they will not receive a strike.

Section 4: Each member is permitted to miss up to two general meetings per semester without consequence. Any additional unexcused absences beyond those two will result in one strike per missed meeting. If the scheduled general meetings conflict with a student's academic or work schedule, it is the student's responsibility to notify the Executive Board at the beginning of the semester to discuss possible accommodations.

Section 5: All disciplinary action related to strike accumulation will be evaluated on a case-by-case basis. In cases where dismissal from the organization is being considered, the Executive Board will make a final decision with approval from the organization's Advisor.

Article XIV: 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 XV: Meetings of the Organization

Section 1: The Executive Board consisting of the President, Vice President, Secretary, 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 President.

Article XVI: 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 XVII: 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 XVIII: 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.