

OnlyFoods

Student Organization Constitution

ARTICLE I. NAME OF ORGANIZATION

OnlyFoods

ARTICLE II. ORGANIZATION PURPOSE

The purpose of OnlyFoods is to combat on-campus food insecurity among undergraduate and graduate students by providing healthy, fresh prepared meals weekly at prices 65-70% of those at grocery stores during the autumn and spring semesters. OnlyFoods will build a community of health-focused, financially conscious students meeting weekly to share food, recipes, and memories as part of a student run food cooperative.

ARTICLE III. UNIVERSITY REGULATIONS

Section A. Harassment and Discrimination, including Sexual Misconduct

Onlyfoods 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 the Student Organization Registration Guidelines.

Section B. Hazing

Onlyfoods agrees to maintain a zero-tolerance policy for hazing, in compliance with Ohio State University and Collin's Law. All members must conduct themselves in a manner that supports an environment free from hazing. Hazing includes any activity, regardless of consent, that causes or creates a substantial risk of physical, mental, or emotional harm or humiliation to any individual as part of membership or affiliation with the student organization. If found responsible for hazing, members and/or the organization may face disciplinary actions.

Section C. Bylaws

Onlyfoods retains the right to maintain separate bylaws to outline the day-to-day operations of the organization and to clarify policies and procedures otherwise not included in the previous articles. Bylaws and/or other guiding documents may not take precedence over the requirements set forth by local, state, and federal laws, The Ohio State University's regulations, policies, and procedures, and the Council on Student Affairs (CSA) Student Organization Registration Guidelines. Organizations may make amendments and changes to the bylaws without consulting the Ohio Union & Student Activities department, and changes to bylaws do not require approval. All elements of organizational bylaws shall be consistent with the organization's currently approved constitution on file and CSA constitution requirements.

ARTICLE IV. MEMBERSHIP

Section A. Membership Eligibility

Membership is open to any student, current or former, as well as faculty and staff.

Section B. Member Selection

Members will first contact the current OnlyFoods Primary Leader with an email detailing their interest in the club. If the club is looking for new members and the interested party meets OnlyFoods' needs they will be given a 20 minute Zoom meeting with a current officer. After the interview, the prospective member will receive an admittance or rejection email within a week following the scheduled interview.

Section C. Membership Timeline

Membership applications open April 1st for the following academic year and applications must be submitted by April 15 at 11:59 PM to be considered.

Section D. Member Removal

Members of OnlyFoods may be removed if they engage in behavior that disrupts club activities, violates the club's constitution or university policies, or fails to meet membership expectations. Any member or officer may submit a written statement requesting removal to the Executive Board, which will review the information and determine if further action is warranted. The member in question will be notified in writing of the charges and given at least one week's notice and an opportunity to respond, either in writing or at a scheduled hearing. A hearing will be conducted by the Executive Board with the club Advisor present, and removal will require a two-thirds (2/3) majority vote of the Executive Board. The Advisor must be consulted throughout the process to ensure fairness and adherence to university policy. The removed member may appeal in writing to the club Advisor within seven (7) days of the decision, and the Advisor's decision will be final.

ARTICLE V. ADVISOR

Section A. Advisor Duties and Responsibilities

Advisors are not required to attend meetings but are expected to remain aware of OnlyFoods' goals and events by meeting virtually with the OnlyFoods Primary Leader at least once every 2 months.

Section B. Advisor Term

No term limits are associated with the Advisor.

Section C. Advisor Selection

OnlyFoods will be supported by an Advisor who provides guidance, continuity, and institutional support. The Advisor will be a member of the university's faculty or administrative and professional staff, selected by the organization. The Advisor must complete all university-required certification/training. Advisors should not be on extended leave unless a contingency plan is in place.

Selection Process:

1. Identify Needs & Candidates - When the Advisor role becomes vacant or is reviewed annually, the Executive Board evaluates club needs and compiles a list of eligible faculty or staff. Members may also propose candidates.
2. Contact & Meet Candidates - The Primary Leader or Secondary Leader contacts potential Advisors to explain responsibilities. Interested candidates meet with the Executive Board to discuss expectations and availability. The Board evaluates each candidate's fit and capacity to advise the club.
3. Executive Board Decision - After meeting candidates, the Executive Board votes to select one candidate to recommend. A 2/3 majority vote of the Board is required to advance a candidate.
4. Membership Confirmation - The recommended candidate is presented to active members for approval. Appointment is confirmed with a 2/3 majority vote of members present.
5. Formal Appointment - The Primary Leader notifies the Advisor and submits their information to the university. The Advisor completes all required certification/training.

Section D. Advisor Replacement

1. Advisor Resignation:

If an Advisor chooses to resign, they should:

- Provide written notice to the Primary Leader and Executive Board at least 30 days in advance, when possible.
- Assist in the transition by sharing relevant information and ongoing responsibilities.

2. Advisor Removal:

An Advisor may be removed if they are unwilling or unable to meet expectations.

- Concerns must first be discussed with the Advisor by the Executive Board.
- If issues continue, the Executive Board may vote on removal. A 2/3 majority vote is required.
- The Primary Leader provides written notice of the decision.

3. Replacement Process:

When a vacancy occurs, the organization will follow the steps in Section C. Advisor Selection, including:

- Identifying candidates and meeting with them.
- A 2/3 Executive Board vote to recommend a new Advisor.
- A 2/3 membership vote to confirm the appointment.

ARTICLE VI. ORGANIZATION LEADERSHIP

Section A. Officer Positions

The governing body will consist of seven members:

Primary Leader: Duties are, but not limited to, planning meetings, setting goals, leading meetings, introducing new members to the club, completing administrative work for the club, assigning tasks to other members of the leadership team and club, and keeping an open and clear conversation going with the advisor and other members of the governing body. The Primary Leader will also be responsible for leading club operations and logistics.

Secondary Leader: Duties are, but not limited to, helping plan meetings, overseeing the progress of goals and club objectives, overseeing meetings, helping with administrative work, managing legal status, filing tax documents, and keeping an open and clear conversation with the advisor and other members of the governing body. The Secondary Leader is responsible for managing member feedback through surveys and direct conversations. In the case that the Primary Leader is unable to perform their duties, the Secondary Leader will step in to temporarily manage the club.

Treasurer: Duties are, but not limited to, keeping track of the club's funds, recording income and expenditures, creating a budget for the club every semester, helping organize events, and communicating ideas to the other members of the governing body. The Treasurer is also responsible for maintaining a clear dialogue with the other members of the governing body.

Secretary: Duties are, but not limited to, keeping track of club events, recording discussed ideas, communicating any problems within the club, making calendar invites for meetings, tracking member attendance, and keeping a clear dialogue with the advisor and other members of the governing body. The Secretary is also responsible for recording meeting minutes.

Social Media Chair: Duties are, but not limited to, recording media at club events, managing OnlyFoods social media, posting updates and marketing on social media, designing graphics and representing the club online. The Social Media Chair is also responsible for keeping a clear dialogue with the other members of the governing body.

Chair of Diversity/Inclusion: Duties are, but not limited to, creating the club website, keeping the club website up to date, making the club website accessible and inclusive to visitors, representing club values and morals, and encouraging outreach across economic and personal levels. The Chair of Diversity/Inclusion is also responsible for keeping a clear dialogue with the other members of the governing body.

Chair of Service: Duties are, but not limited to, finding volunteers for club operations, coordinating volunteering dates and times with volunteers, tracking volunteer hours, and ensuring sufficient volunteers attend club events. The Chair of Service is also responsible for keeping a clear dialogue with the other members of the governing body.

Section B. Officer Eligibility

Officers must be current students at The Ohio State University that can fulfill the term of 1 academic year (autumn and spring semesters)

Section C. Officer Selection Process

Each term for the positions listed above will last approximately 1 year. After this time, each officer will be given the chance to step down or continue in their role. Officers may hold roles until they graduate, at which point they must be replaced. To select a new officer, a vote will occur in April within the Executive Board to appoint a member into an executive position. Majority vote wins each position. In the event that the Executive Board is unable to support a new executive with a majority, an election will occur within the full club between competing candidates and the candidate with the most votes will fill the vacated officer role. If a member of the governing body is unable to perform his/her job, a two-thirds (2/3) majority vote from the remaining governing body will determine whether said person will continue being a part of the governing body or will vote on a replacement.

Section D. Officer Removal

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 the organization, including violations of the Student Code of Conduct, university policy, or federal, state, or local laws. The Executive Board may act for removal upon a 2/3 affirmative vote of the board in consultation with the Advisor.

ARTICLE VII. ORGANIZATION DISSOLUTION

Section A. Dissolution Requirements

A dissolution of the club will take place with 3/4 of a general membership vote in consultation with the organization's Advisor.

Section B. Dissolution Procedures, including Assets and Debts

If OnlyFoods votes to dissolve, the organization will address all existing assets and debts before dissolution is finalized.

Settlement of Debts: All remaining organizational assets will first be used to pay any outstanding debts or financial obligations. If the organization's assets do not fully cover its debts, the Executive Board will determine an appropriate plan to resolve the remaining balance. Under no circumstances will any debt be transferred to The Ohio State University or any of its entities.

Distribution of Remaining Assets: If all debts are paid and assets remain, remaining funds or physical assets will be transferred to another recognized student organization with a similar mission or donated to a charitable organization agreed upon by a 2/3 majority vote of the remaining active members. No individual member may personally benefit from remaining assets.

ARTICLE VIII. CONSTITUTIONAL AMENDMENTS

Section A. Amendment Process

The process of amending the constitution will consist of a 2/3 majority vote by the governing body, advisor approval, and a majority of members at a voting session. Any amendment not passed by either the advisor or the governing body can be passed by 3/4 vote of general membership.