***Constitution of “Food Recovery Network at Iowa State University”***

***Formal Name***

The name of this organization shall be Food Recovery Network at Iowa State University and may simply be referred to as Food Recovery Network or FRN.

***Purpose and Mission***

Food Recovery Network at Iowa State University will work to create a food recovery program to help end hunger and work within the community. We will work with Food at First, helping collect and retrieve food. We will also commit to educating the public on food waste and hunger in America.

1. To act as a liaison between students and the Food Recovery Network administration, the Food at First administration, the University administration, the student body as a whole, the Student Government Association, and the University as a whole
2. To provide a support structure for student activities
3. To provide social activities to enhance and enrich student life as well as community involvement
4. To protect the academic and non-academic rights of the students
5. To provide a forum for the expression of student views and interests.

***Article I: Membership***

1. **Membership**
	1. Open to students and faculty of ISU as well as the general public. Students must be in good standing with the university. Members will agree to the purpose and mission statement in that they will help FRN with community service acts and any other activities put on by the organization.
2. **Requirements**
	1. Minimal requirement to be met: participate in at least 2 events per semester unless otherwise allowed by executive board.
3. **Governance**
	1. The Executive Board of the Food Recovery Network shall consist of:
4. President
5. Vice President
6. Treasurer
7. Public Relations and Community Outreach Chair
	1. No student may hold more than one position on the Food Recovery Network board simultaneously unless otherwise agreed upon by the executive board of Food Recovery Network.

***Article II: University Compliance***

1. Food Recovery Network abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations.  Food Recovery Network agrees to annually complete President’s Training, Treasurer’s Training and Adviser Training.

***Article IV: Relationship with larger organization***

1. Food Recovery Network at Iowa State University is affiliated with the national organization: Food Recovery Network

***Article V: Advisor***

1. Advisor duties will be to observe and oversee the mentoring of students and assist when necessary.
2. The advisor will be appointed by the executive board by majority vote
3. The advisor may serve as long as he/she/they wish
4. The advisor may be impeached if the person commits such an act warranting
	1. Warrants and process for impeachment of an advisor will follow Article VI (D) of this document
5. The advisor position shall be filled if a vacancy occurs
	1. The new advisor shall be appointed by the executive board and must pass with a majority vote

***Article VI: Officers***

1. Officers shall serve a period of 52 weeks, beginning the day after finals conclude and ending on the last day of finals of the following school year.
2. Officers of this organization must meet the following requirements:
	1. Be in good standing with the university and enrolled: at least half time (six or more credit hours), if an undergraduate student (unless fewer credits are required to graduate in the spring and fall semesters) during the term of office, and at least half time (four or more credits), if a graduate level student (unless fewer credits are required in the final stages of their degree as defined by the Continuous Registration Requirement) during their term of office.
	2. Have a minimum cumulative grade point average (GPA) as stated below and meet that minimum GPA in the semester immediately prior to the election/appointment, the semester of election/appointment and semesters during the term of office. For undergraduate, graduate, and professional students, the minimum GPA is 2.00. In order for this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration.
	3. Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and (b)
	4. Be a member for at least one year
	5. Must have attended at least 2 events in the semester prior to their potential position
3. Officers shall be elected using the guidelines found in Article VIII of this document
4. Officers may be impeached/removed if the officer commits an act warranting such action, including; failing to fulfill duties defined by Article VI of this constitution, mishandling of organization funds, misrepresentation of Food Recovery Network’s values
	1. Food Recovery Network members may bring impeachment/removal concerns to the President or Vice President with proper documentation of charges
	2. The President and Vice President will review the charges and if the officer is in fact not performing their duties as defined by Article VI:
		1. The officer in question will be informed in writing and all allegations will be disclosed
		2. The officer shall be given the chance to respond to the allegations to the executive board and the organization
		3. A majority vote of impeachment from the executive board shall be required for removal of any officer
			1. The officer in question may not partake in the vote
		4. If the officer in question is not removed, they shall be given 1 month to satisfy the duties of their position
			1. After the 1 month period the executive board shall review the progress of the officer in question
			2. If any further action is required, all members shall be notified and the organization will hold an open forum vote
		5. If the officer is removed, a standard election shall take place in a timely manor
5. Powers and Duties:
	1. The board is responsible for seeing that Food Recovery Network reaches its goals and fulfills its duties. It’s also responsible for overseeing the day-to-day operations of the Food Recovery Network
	2. The President:
		1. Acts as the chief administration and representative of Food Recovery Network
		2. Presides over all meetings of Food Recovery Network, ensuring orderly and democratic procedure at all meetings
		3. Oversees Vice President, Treasurer, and Public Relations and Community Outreach positions
		4. Ensures that all decisions, projects, and recommendations authorized by Food Recovery Network are carried out
		5. Has the power to appoint ad hoc committees should the need arise, after consulting the rest of the boards. The President may appoint individual members of Food Recovery Network to deal with special concerns and projects that do not require a full committee.
		6. May call or cancel a meeting of the executive board with 72 hours’ notice.
		7. May appoint a member of the executive board to handle a special concern or project
		8. Ensures communication between Food Recovery Network representatives and local chapter remains constant
		9. Is responsible for remaining in contact with Food Recovery Network partners
		10. Report donation logs to Food Recovery Network national organization
		11. Assists with the officer transition period by passing down important club information, contacts, and other reference material and may assume other responsibilities as deemed necessary to support the future of the club
		12. help minimize potential risks for club activities,
		13. recommend risk management policies or procedures,
		14. to submit documentation to ISU’s Risk Management Office and
		15. to ensure that proper waivers and background checks are on file with Risk Management for events (if applicable).
	3. Vice President
		1. Assists the President in the execution of Presidential duties
		2. Helps oversee the Treasurer and Public Relations and Community Outreach positions
		3. Assumes the duties of the President in the event of the President’s absence.
		4. Works with Public Relations and Community Outreach to plan volunteer events, subject to approval from executive board
		5. Report donation logs to Food Recovery Network national organization
		6. Records minutes of all Food Recovery Network meetings and ensures that these minutes are made available to all members in a timely fashion
		7. Ensures that correspondence received by Food Recovery Network is directed to the appropriate individuals
		8. Takes attendance at all meetings
		9. Is responsible for overseeing all of the volunteer drivers
		10. Must maintain an up-to-date log of driver information including license and insurance information
		11. Is responsible for maintaining food safety measures and proper food handling
		12. Administrates volunteer management platform to keep track of volunteer dates, logged hours and members who are involved
	4. Treasurer
		1. Is responsible for all monies of Food Recovery Network
		2. Serves as financial coordinator between Food Recovery Network and any organization providing funds
		3. Formulates, with the assistance of the executive board, a budget at the beginning of each school year, which shall be subject to the approval of Food Recovery Network. At the beginning of the second semester, the budget will be adjusted and presented again
	5. Public Relations and Community Outreach
		1. Is responsible for advertising campus events
		2. Works with Vice President and other members of the executive board to plan volunteer events, subject to approval from executive board
		3. In charge of flyers and communication with the public
		4. Is responsible for all Club Fest activities
		5. Is in charge of managing the FRN Iowa State Facebook page

***Article VII: Meetings***

1. Frequency:
	1. Food Recovery Network will meet a minimum of two times per semester
	2. President will advertise meeting times via email or calendar passed out during meetings
	3. Other means of communication such as email, telephone, social media, or face-to-face conversation may also be implemented
2. Rights of attendance:
	1. Food Recovery Network meetings shall be open to any student, faculty, or person of the general public who desires to attend
3. Attendance for Members:
	1. Food Recovery Network does not require attendance to all meetings due to schedule conflicts throughout the year
	2. However, communication must be kept between President and official members who are absent from meetings as ways to communicate future events or issues
	3. Attendance shall be recorded by Secretary
4. Attendance for Board Members:
	1. Board members are required to attend every meeting unless excused absence is agreed upon by President or 2/3rd’s vote by executive board
	2. Attendance shall be recorded by Vice President
5. Procedure:
	1. Meetings shall be conducted by parliamentary procedure
6. Agenda:
	1. Executive Board will set the agenda for the meeting
7. Emergency Meetings:
	1. Upon agreement of the executive board members, an emergency meeting may be called
	2. The President will call emergency meetings and member shall be notified by quickest way of communication: email, telephone, etc
8. Special Meetings/Executive Board Meetings:
	1. All special meetings and executive board meetings will be held by executive board members
	2. Regular members shall not attend unless otherwise requested to attend
	3. Attendance of regular member will be decided upon by the executive board members
9. Suspension:
	1. Members shall be suspended if they don’t comply with guidelines set up in the constitution
		1. Members shall be notified of their suspension via email.
	2. Board member shall be suspended if they don’t uphold their responsibilities and don’t comply with guidelines set up in the constitution
		1. Member shall be notified of their suspension during an executive board meeting.

***Article VIII: Elections***

1. Elections
	1. The executive board shall be responsible for the organization and execution of the election project for the upcoming year’s board members.
	2. Elections for executive board members will take place one week following the close of nominations. Elections will be held by secret ballot. Each candidate will be given the opportunity to provide a position statement but statements are not required.
	3. The removal of officers shall be done at the installment of the new officers. Old officers will present the position to the new officer. Should problem arise that a board member need to be removed before the installment of new officers, executive board members shall call an emergency meeting to discuss matter and removal shall be based on a 2/3rd’s majority vote from members voting via secret ballot.
2. Nominations
	1. The time period for nominations shall be of adequate length of at least 1 month
	2. Nominations shall be based on members nominating another member to serve on the executive board and also based on self-nominations. If member is nominated by another member, they shall decide whether to accept or decline that nomination.
	3. Meetings at which nominations are held must be adequately publicized at least one week in advance
3. Grounds for Election
	1. Voting shall be done by secret ballot. Nominees with the most votes will win the board position. Absent members will not get the chance to vote. In the event of a tie, executive board members shall vote via secret ballot. Results will be communicated to all members

***Article IX: Non-Discrimination***

1. Iowa State University and Food Recovery Network do not discriminate on the basis of genetic information, pregnancy, physical or mental disability, race, ethnicity, sex, color, religion, national origin, age, marital status, sexual orientation, gender identity, or status as a U.S Veteran

***Article X: Dues, Finances, and Budget***

1. There shall be no dues collected.
2. The executive board will agree upon a group budget. The Treasurer will be in charge of maintaining and keeping record of the budget.
	1. All monies belonging to this organization shall be deposited and disbursed through a bank account established for this organization at the Campus Organizations Accounting Office and/or approved institution/office (must receive authorization via Campus Organizations Accounting Office).
	2. All funds must be deposited within 48 hours after collection.
	3. The Adviser to this organization must approve and sign each expenditure before payment
3. Funding:
	1. Funding for an event may be voted on when the following requirements are met:
		1. Funds should be used to benefit all members and the event must be open to all members.
		2. The Public Relations Officer shall form a committee to properly organize and publicize any event sponsored by Food Recovery Network
		3. There should be at least 4 members participating in the event.
	2. To receive a check for reimbursement from the Food Recovery Network, the representative must submit an itemized receipt to the Treasurer. Food Recovery Network may only reimburse those who are affiliated with Iowa State University’s chapter of Food Recovery Network
4. Food Recovery Network funds may not be used to purchase alcohol or illegal substances.
5. Should the group dissolve and money is left over, the money will be donated to Food at First.

***Article XI: Constitutional Revision and Ratification***

1. Constitution Revision
	1. The constitution shall be reviewed at the beginning of each academic year. Changes will be submitted to the President who will adopt it into the constitution.
	2. At any time, the executive board has the option to review the Food Recovery Network Constitution to determine if changes are needed.
2. Constitution Ratification
	1. Changes must be proposed at least one week prior to voting.
	2. A meeting to which all members are invited must be called to discuss the changes. Changes must then be approved by a two-thirds majority of those in attendance.
	3. All members will be notified of changes.

***Adopted/updated date***

***2/17/2019***