THE BYLAWS OF THE WCU FOOD RECOVERY NETWORK

OF WEST CHESTER UNIVERSITY

Article I: NAME

Section A:

The name of this organization shall be WCU Food Recovery Network (abbreviated as FRN).

Article II: PURPOSE

Section A:

The purpose of this organization is to help reduce food waste on campus by recovering food waste and distributing the surplus to local community partners that address food insecurity within West Chester and Chester County.

Article III: MEMBERSHIP

Section A:

Any West Chester University student may become a member of the WCU Food Recovery Network, provided that they have paid in full their Student Activities Fee.

Section B:

Members in good standing shall be defined as: any member that has attended at least five recoveries and two meetings per each academic semester. These individuals will be the voting members.

Article IV: OFFICERS AND DUTIES OF OFFICERS

Section A:

The officers of the WCU Food Recovery Network shall be:

President

Vice-President

Treasurer

Secretary

Outreach Chair

Section B:

The duties of the President shall be:

i. To chair all meetings.

ii. To be a non-voting member; will vote only in the case of a tie.

iii. To make final decisions about recovery protocols (e.g. minimum number of volunteers per recovery, how recoveries are reported.

iv. To serve as point of contact with Food Recovery Network National.

v. To act as the main point of contact with campus dining services.

Section C:

The duties of the Vice-President shall be:

i. To be the head of committee chairs.

ii. To preside over meetings in the absence of the President.

iii. To be a voting member of the WCU Food Recovery Network.

iv. To institute and maintain a system for volunteers to sign up for food recoveries.

v. To coordinate student volunteers scheduled for each recovery, ensuring there are enough volunteers present and that they show up on time.

vi. To document all volunteer information.

vii. To ensure all volunteers are aware of food safety guidelines set by FRN National, and that at least one leadership team member or experienced volunteer is present at each recovery.

Section D:

The duties of the Treasurer shall be:

i. To manage the monies of the WCU Food Recovery Network.

ii. To attend the annual Student Government Association budgeting seminar meeting, held in the fall of each year.

iii. To be a voting member of the WCU Food Recovery Network.

iv. To preside over meetings in the absence of the President and Vice President.

v. To seek out and apply for funding from the institution and grants, including FRN National grants.

vi. To coordinate fundraisers for chapter needs (i.e. attendance at FRN’s national conference, etc.)

Section E:

The duties of the Secretary shall be:

i. To take and report all minutes from Food Recovery meetings.

ii. To be a voting member of the WCU Food Recovery Network.

iii. To maintain current and past membership records.

iv. To preside over meetings in the absence of the President, Vice President, and Treasurer.

v. To be the liaison and manager for the organization's website.

vi. To establish, update, and manage a food recovery schedule in accordance with food donor and volunteer’s availability.

vii. To follow up with recovery leaders and ensure that the online tracking form is filled out after each recovery, or that all recoveries for the week are accounted for in a weekly form.

viii. To ensure that all community service hours are reported to the Office of Service-Learning and Volunteer Programs at the conclusion of each semester.

Section F:

The duties of the Outreach Chair shall be:

i. To be a voting member of the WCU Food Recovery Network.

ii. To act as the main point of contact with partner agencies that receive recovered food donations.

iii. To ensure partner agencies are aware of and in agreement with the recovery schedule, items donated, and procedures followed.

iv. To lead outreach for new partner agencies; ensures Partner Agency Agreement is signed and submitted at beginning of each partnership.

Section F:

All officers will have a cumulative GPA of 2.0 at the time of election and during their term of office.

i. Term of office shall be one academic year.

Article V: ELECTIONS

Section A:

The election process will take place by March 31st. The elected officials will spend the remainer of the Spring Semester shadowing the current executive board and will take office after the last day of the semester.

Section B:

Any member in good standing as defined in Article III, Section B, may be nominated for office. Nominations must be made by members in good standing. Members may be self-nominated.

Section C:

There will be a minimum of two weeks between nominations and election of officers.

Section D:

Voting will be done by secret ballot. Ballots will be counted by an

uninvolved third party.

Section E:

Vacancies will be filled by current members of the WCU Food Recovery Network. Nominations will be made at the next regular meeting, or at an emergency meeting. The general election process outlined in these bylaws will be followed.

Article VI: REMOVAL

Section A:

Any officer is eligible for removal/impeachment. An officer may be removed for one or more of the following reasons:

i. Verifiable nonfeasance, misfeasance or malfeasance of the duties

of an officer or those duties as specified for that individual office.

ii. Failure to meet the qualifications for the office as specified.

iii. Malfeasance of student funds.

iv. Failure to attend the majority of meetings or attend at least 3 recoveries in one semester.

Section B:

The process of the removal an officer shall proceed as follows:

i. Any member in good standing of Food Recovery Network may file

written impeachment charges and submit them to the group’s

advisor.

ii. The advisor will form an Ad Hoc committee and select a

chairperson for that committee.

iii. The committee will convene within seven days of the receipt of

the charges. At the discretion of the committee, the accuser may

attend a portion of the meeting to explain the charges but will

not be present during deliberation.

iv. The committee will revise the charges and give

recommendations in writing to the accusers as to the validity of

the charges within two days of convening to consider the

charges.

v. After receiving these recommendations from the Ad Hoc

committee, it is the option of the accusers to proceed with or to

drop the charges. Within seven days of receiving the

recommendations of the Ad Hoc committee, the accusers will

state their intentions in a letter to the committee.

vi. The accused will be given a minimum of four days notice, in writing, of the charges and when the impeachment proceedings will take place.

a. A special meeting will be called to have the impeachment trial.

vii. Neither the accusers, nor the accused will preside at the trial.

Subject to that provision the following will be the rank for determining who will preside:

a. President

b. Vice President

c. Treasurer

d. Secretary

e. Outreach Chair

viii. The agenda for the trial proceedings will be as follows:

a. Call to Order

b. Roll Call

c. Presentation of charges by the accusers: the accusers will appoint a spokesperson who will be permitted a

maximum of twenty minutes speaking time to make the charges.

d. The accused will be permitted a maximum of twenty minutes

speaking time to answer the charges.

e. The floor will then be open for questions and debate.

f. At the conclusion of debate, a vote will be taken by secret

ballot, with 2/3 of the members present voting in the

affirmative necessary for removal.

Article VII: MEETINGS

Section A:

Meetings shall be defined as gatherings of members to discuss and vote on organization business. Recoveries shall be defined as collection and delivery of unused food around campus to community partners.

Section B:

Meetings will be held once a month. Recoveries will be held at least once a week.

Section C:

Quorum will be defined as 50% + 1 member for official business to take place.

Section D:

Meetings will be held using Parliamentary Procedure as adapted from Robert’s Rules of Order, Newly Revised.

Article VIII: COMMITTEES

Section A:

Committees will be formed as is deemed necessary by the officers of the WCU Food Recovery Network.

Section B:

All committees will have Ad Hoc status for one year. If a committee is still in existence after one year, it may be made into a standing committee by amending these bylaws.

Section C:

The duties of any committee will be formally outlined by the officers of the WCU Food Recovery Network at the time they recommend the formation of that committee.

Section D:

Committee chairs will be appointed by the officers of the WCU Food Recovery Network.

Article IX: AMENDMENTS

Section A:

These bylaws may be amended as necessary by a 2/3 majority vote of

members in good standing, attending the meeting where amendments shall

take place.

Section: B:

The process of amending these bylaws shall be as follows:

i. Amendments to these bylaws will be suggested by the officers of

Food Recovery Network.

ii. Amendments will be presented at the next Food Recovery Network

meeting. At this time, discussion will take place.

iii. The language for amendment will be tabled for no less than one week.

iv. After that period of no less than one week, a vote by secret ballot will take place.

Article X: ANTI-DISCRIMINATION STATEMENT

Section A:

The WCU Food Recovery Network will not discriminate against sex, race, age, religion creed, color, sexual orientation, military status, socioeconomic status, citizenship status, or individuals with disabilities.

Written by: Claire McCreavy, February 15, 2018

Revised: Elizabeth Gibson, Parliamentarian of SGA 2017-2018, Addie Brown and Peyton Barvinchack, October 9, 2023