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:

1. 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.
2. Members will adhere to membership requirements and sign an acknowledgement of these requirements within TEN (10) days of becoming a member of the Food Recovery Network. The executive board is responsible for maintaining all records related to this agreement.
3. Members will act in accordance with **Roberts Rules of Order** and the **Student Code of Conduct**. This includes but is not limited to:
	1. Everyone has the right to participate.
	2. Only one thing can be discussed at a time.
	3. Everyone has the right to know what’s going on.

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.

1. Term of office shall be one academic year.
2. All officers will be considered in good standing with the Office of Student Conduct.
3. The Office of Student Leadership and Involvement is responsible for maintaining records for these requirements.

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.

 Section C:

1. In the event that an officer is removed, the officer may still be permitted to remain a member of the organization provided the officer has not been processed through the Member Accountability process as outlined in Section D.
2. Outcome of this process will be communicated in writing with the Office of Student Leadership and Involvement.

Section D: Member Accountability Process

1. A member may be removed for the following reason:
	1. Non-adherence to Minimum Membership requirements as defined in Article III.

Section E: Member Removal process is as follows:

1. Any member in good standing of Food Recovery Network may submit a written report regarding a member’s non-adherence to Minimum Membership requirements as defined in Article III to the Advisor.
2. *Upon receipt of the allegations, the Advisor will send a written request to the member in question via email* to schedule a meeting with the Advisor to discuss the reported allegations.
3. *The purpose of the meeting is to review the allegations and if appropriate, establish an action plan to address the reported allegations.*
4. *The Advisor will provide a written summary of the meeting* via email to the member outlining an action plan including a timeline, if applicable.
5. *In the event that the* member does not complete the action plan requested by the designated deadline, communication from the Advisor to the President will be provided regarding initiation of the formal removal process.
6. Once a formal request for the removal of the member has been communicated, the President will call and hold a mandatory meeting within five (5) business days with the Executive Board, the Advisor and the member in question.
7. The member must be *notified* of the meeting at least 3 business days in advance, will be scheduled when the member in question does not have class.
	1. If the President is the student in question, the Vice-President will assume the role of convening the executive board meeting and carrying out the duties in this section.
8. At the meeting the Executive Board will discuss the allegations with the member. If the member does not appear or chooses to not participate in the meeting, the officers will be allowed to take action at the scheduled meeting.
9. A 2/3 affirmative vote is required to remove the member from the organization.
10. The member will be *notified* in writing of the outcome upon conclusion of the meeting.
11. The outcome of the proceeding will be communicated in writing with the Office of Student Leadership and Involvement.
12. Appeals

Section F: The process defined in Article VI: OFFICER AND MEMBER ACCOUNTABILITY may not be used for any violations of University policy. Allegations of violations of University policy should be discussed and reviewed with the Advisor. Violations must be reported to the proper University channels as defined in

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:

West Chester University and Food Recovery Network is committed to providing leadership in extending equal opportunities to all individuals and prohibits any form of discrimination and harassment on the basis of sex, race, color, age, religion, national or ethnic origin, sexual orientation, gender identity or expression, pregnancy, marital or family status, medical condition, genetic information, veteran status, or disability in any decision making regarding admissions, employment, or participation in a University program or activity in accordance with the letter and spirit of federal, state, and local non-discrimination and equal opportunity laws, such as Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments Act of 1972, The Age Discrimination in Employment Act, The Americans with Disabilities and ADA Amendments Act, The Equal Pay Act, and the Pennsylvania Human Relations Act.

Section B: Any violations of the above must be reported via the following channels for member accountability:

* + 1. Office of Diversity, Equity and Inclusion Reporting Forms:

[Sexual Misconduct](https://cm.maxient.com/reportingform.php?WestChesterUniv&layout_id=1)

[Discrimination and Harassment](https://cm.maxient.com/reportingform.php?WestChesterUniv&layout_id=21)

Section C. Any violations of the Student Code of Conduct need to be reported via the Office of Student Conduct [reporting form](https://cm.maxient.com/reportingform.php?WestChesterUniv&layout_id=2).

Written by: Claire McCreavy, February 15, 2018

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