

**Constitution of the
Campus Kitchen at Indiana University**

Preamble

Campus Kitchen at Indiana University aims to reduce food waste and student food insecurity on IU Bloomington's campus. Actions will involve the recovery, transformation, and delivery of campus food waste into wholesome meals for Indiana University students with the goal of expanding to host food-waste centered cooking classes and partnering with Bloomington community groups. These actions will be headed by a Student Leadership Team and supported by a Volunteer Network.

Article I: Membership

Section 1: Open Participation

Campus Kitchen at Indiana University allows any interested student to participate in, become a member of, and seek leadership positions in the organization without regard to arbitrary consideration of such characteristics as age, color, disability, ethnicity, gender, marital status, national origin, race, religion, sexual orientation, or veteran status.

Section 2: Student Leadership Team and Volunteer Network

Campus Kitchen shall comprise a Student Leadership Team and a Volunteer Network. The Student Leadership Team shall be comprised of a minimum of three student leaders who are ServSafe Certified. At minimum, one of the Student Leadership Team members should be a graduate student. The Volunteer Network will include any student at IU who would like to volunteer with the program. Members of service fraternities or those who can dedicate a minimum of two hours weekly will be given preference in volunteer shift sign-ups.

Section 3: Revocation of Volunteers

The decision to remove a student from the volunteer roster is the responsibility of the Student Leadership team. A volunteer can be prevented from signing up for future shifts if $\frac{2}{3}$ of the leadership team agrees upon removal.

Section 4: Revocation of Student Leadership Team position

Only student leaders who fail to actively participate as shift leaders will be revoked. This can be determined by $\frac{2}{3}$ of the members of the student leadership team at the discretion of the staff advisor.

Article VII: University Compliance

This organization shall comply with all Indiana University regulations, and local, state, and federal laws.

Article III: Student Leadership Team

Section 1: Selection

Student leadership team members will be selected by the staff advisor and the current Student Leadership Team at their discretion. Previous volunteers will be given preference for positions. There will not be a GPA requirement for members of the Volunteer Network or Student Leadership Team; however, students currently enrolled in a relevant course of study (example: Finance for the Treasurer) will be given preference to such rolls.

Section 2: Duties and Responsibilities of Roles

Student Leadership Team Roles:

Campus Kitchen Coordinator: responsible for the general management of kitchen activities including but not limited to ensuring pick-up times are arranged, kitchen time is booked, media and marketing, and attending all cooking and serving days

Campus Kitchen Volunteer Coordinator: responsible for the management of volunteers, setting schedules, ensuring a ServSafe certified person is at all kitchen events, tracking volunteer hours and recruiting new volunteers

Campus Kitchen Treasurer: Responsible for management of the budget including but not limited to approving or denying requests for purchases, applying for applicable grants, and presenting 'The State of the Budget' at all Student Leadership meetings

The Roles of Campus Kitchen Treasurer and Campus Kitchen Volunteer Coordinator may be absorbed by two or more general 'Campus Kitchen Coordinators' at the discretion of the current Student Leadership Team and the faculty advisor. In these cases, all responsibilities must be discussed and assigned under the co-coordinators and voting rights will be taken over by the Faculty Advisor.

Positions in the Student Leadership Team must be renewed at the end of every Spring Semester. See the Elections section for further details.

Section 3: Certification

The student leadership team will be comprised of at least three members. Any member of the student leadership team should be ServSafe certified within 2 months of formally joining the team. Any volunteer may become ServSafe certified if they wish; however, they will be responsible for arranging their certification class and exam.

Section 4: Stipends

If the organization obtains funds and approval, the student leadership team will receive stipends contingent on their semester long commitment to leading the organization. If a student leader already receives a stipend or compensation through another entity for their work with Campus Kitchen, then they will not receive an additional stipend from Campus Kitchen. Any student leader receiving a stipend must devote at least 50 hours (approximately) per semester to the Campus Kitchen project. Student leaders receiving stipends will track their hours in a spreadsheet and present it to the staff advisor every other month for approval.

Article IV: Meetings

The student leader team will meet at a minimum of every other week, either virtually or in person, to discuss updates and planning for future cooking and distributing sessions. The advisor is not required to attend every meeting but must send minutes taken by the treasurer. In addition, the advisor must meet in person with the entirety of the Student Leadership Team three times a semester at a minimum.

Volunteers are not required to attend meetings; however, the regular meeting time decided by the Student Leadership Team will be shared with a listserv of volunteers to ensure open communication.

Article V: Advisor

The Campus Kitchen shall have as its advisor as SustainIU's sustainability program assistant, a Geography Department member, member of Indiana University's Food Institute, or a member of any other relevant department on campus. The Advisor shall, at the request of the Student Leadership Team, offer guidance to the organization in any of its activities.

Article VI: Elections

Voting will take place during a cumulative meeting of the current Student Leadership Team, the Faculty Advisor, and any interested volunteers. Since volunteers are not required to attend elections, only the Student Leadership Team and Faculty Advisor are required to be present. Here, anyone may make a short speech to advocate for their election into a role. Voting will be conducted by online ballot and tallied by the previous Campus Kitchen Treasurer.

Article VII: Non-Hazing

Hazing is strictly prohibited. Hazing shall be defined as any conduct which subjects another person, whether physically, mentally, emotionally, or psychologically, to anything that may endanger, abuse, degrade, or intimidate the person as a condition of association with a group or organization, regardless of the person's consent or lack of consent.

Article VIII: Dues and Budget

There will be no dues for the Campus Kitchen. Participation on the student leadership team or within the volunteer network will not rely on dues.

Article IX: Finances

The Campus Kitchen Treasurer is responsible for financial affairs which will include management of the Student Organization Account.

Article X: Personal Gain Clause

This organization, if raising funds, shall ethically raise and distribute profits from organizational functions to either the organization or to members who provide a service that directly benefits the organization. Individual members may not receive compensation from for-profit companies if acting as a representative of a student organization.

Article XI: Amendments

Amendments to this Constitution shall be proposed and voted on within the student leadership team with the presence of the advisor. A majority of $\frac{2}{3}$ can pass a new amendment to the constitution.

Article XII: Ratification

This Constitution must be ratified by a $\frac{2}{3}$ majority by the student leadership team with the presence of the advisor and is effective immediately upon ratification.