THE FOOD PANTRY AT COLUMBIA
CONSTITUTION AND BYLAWS
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CONSTITUTION

ARTICLE I: NAME

The name of this body shall be The Food Pantry at Columbia, hereafter referred to as The Food Pantry.

ARTICLE II: MISSION STATEMENT

Our mission is to relieve hunger through the acquisition and distribution of non-perishable food to those students who most need it, and to lead our campus community in the fight against hunger.

ARTICLE III: PURPOSE STATEMENT

Columbia University is, above everything else, a community. When one of us is in need, we respond. The difficulty of an Ivy League education is further compounded when hunger is a constant presence. As a result, The Food Pantry envisions a campus in which every student, regardless of their affiliation or socioeconomic status, has sufficient access to nutritious food.

According to the United States Department of Agriculture (USDA), low and very low food security are defined as reports of reduced quality, variety, or desirability of diet that may also disrupt eating patterns and reduce food intake. Every day, thousands of college students across the country make tough financial and dietary decisions in pursuit of higher education. No one should have to make these type of decisions. Recognizing the gravity of such decisions means we are compelled to act. We, as part of the Columbia University community, must force the issue of campus hunger into the spotlight to understand the magnitude of these decisions. The Food Pantry aims to:

- serve Columbia students who are food-insecure by providing them with nutritious, non-perishable food
- improve, wherever possible, the nutritional value of the food available to food-insecure students and affiliates who, because of financial circumstances, lack access to such food
- raise awareness of the presence of campus hunger even within an Ivy League institution.
ARTICLE IV: NON-PROFIT STATUS

The Food Pantry is a non-profit organization under the purview of Columbia University. Relevant tax information:
- **Tax Exempt Certification**
- **W9 – Taxpayer Identification Number**

Any funds obtained by The Food Pantry, whether through donations, fundraising, grants, or awards, must be applied solely towards promoting the organization’s mission and purpose. No part of any funds obtained by The Food Pantry, whether through donations, fundraising, grants, or awards, may be paid, transferred, or distributed, whether directly or indirectly, to any volunteer or executive member of The Food Pantry.

ARTICLE V: ANTI-DISCRIMINATION

The Food Pantry is an “equal opportunity student organization.” The Food Pantry will not discriminate and will take “affirmative action” measures to ensure against discrimination in membership, recruitment, advertisements for membership, termination, upgrading, promotions, and other conditions of contribution against any volunteer, Board member, or committee member on the bases of race, creed, color, national origin, gender, or sexual orientation.

ARTICLE VI: ANTI-HARASSMENT

The Food Pantry is committed, in all areas, to providing an environment that is free from harassment. Harassment based upon an individual’s gender, race, ethnicity, national origin, age, religion, sexual orientation, or any other legally protected characteristic will not be tolerated. All volunteers, including Board members, are expected and required to abide by this policy. No person will be adversely affected in membership with The Food Pantry as a result of bringing complaints of unlawful harassment.

Sexual harassment is behavior of a sexual nature that is unwelcome and offensive to the person or persons it is targeted toward. Examples of harassing behavior may include unwanted physical contact, foul language of an offensive sexual nature, sexual propositions, sexual jokers or remarks, obscene gestures, and displays of pornographic or sexually explicit pictures, drawings, or caricatures.
ARTICLE VII: DEFINITIONS

1. Absentee – a person who is expected or required to be present at a place or event but is not
2. Abstention – choose not to vote for a particular reason
3. Agenda – list of points to be addressed within a particular meeting
4. Aide – an individual who provides support and guidance to a Board member
5. Blatant – Consciously and without regard to consequence take action towards or against The Food Pantry or its recipients
6. Board – the executive body of an organization that makes the decisions related to said organization
7. Committee – a branch of the executive body that executes decisions made by the Board
8. Co-sponsorship – an agreement or acknowledge to financial assist another organization
9. Critical – a request that has some level of urgency
10. Disbursement – a collection of food provided to a recipient
11. Donation – a gift given to an organization with nothing expected in return
12. Fiscal year – July 1 through June 30
13. Food bank – operates out of large warehouses and distributes millions of pounds of food per year
14. Food Bank for New York City – Wholesale vendor where The Food Pantry purchases its food
15. Food pantry – provides food directly to those individuals who need it the most
16. Gift account – a secondary financial account used primarily for monetary donations
17. Google Drive – electronic storage of all organizational-critical data
18. Google Form – electronic documentation used to gather data
19. Low food security – reports of reduced quality, variety, or desirability of diet. Little or no indication of reduced food intake
20. Maximum – the highest possible value
21. Meeting – gathering of individuals to provide updates and address concerns
22. Minimum – the lowest possible value
23. Monetary – related to money or funding
24. Nefarious – any action or activity that would cause irreparable harm to The Food Pantry’s reputation, its recipients, or The Food Pantry as a whole
25. Non-critical – a request that does not have a sense of urgency
26. Non-Disclosure Agreement – contract between The Food Pantry at Columbia and its Board members, committee members, and Aides to ensure adherence to the former’s confidentiality protection of its recipients, trade secrets, and work product
27. Non-perishable – shelf-stable food items that can last for weeks or longer without being opened
28. Non-profit organization – granted tax-exempt status by the Internal Revenue Service (IRS)
29. Onboarding – formally making someone a part of the organization
30. Open Hours event – an event held regularly to provide recipients with non-perishable disbursements
31. Perishable – food items that require refrigeration in order to remain fresh
32. Personally Identifiable Information (PII) – any data that could potentially identify a specific individual
33. Proxy – a stand-in or substitute for an individual who cannot attend a required function
34. Quorum – the minimum number of individuals required to formalize a meeting
35. Recipient – an individual who requests a disbursement from The Food Pantry
36. Ryver – the communication platform for The Food Pantry
37. School – an individual program, department, or organization within an institution of higher education
38. Student-fees account – the main financial account used primarily for internal transfers
39. SYSCO – Low-cost retail vendor from where The Food Pantry purchases its food
40. Term – period of time in which a particular position may last
41. University – the entire scope of an institution of higher education
42. Very low food security – reports of multiple indications of disrupted eating patterns and reduced food intake
43. Virtual – using technology to substitute for in-person meetings
44. Volunteer – an individual who is supportive of the initiative, but not fully vested in its development or growth

ARTICLE VIII: CONFIDENTIALITY

The information shared to The Food Pantry by its donors and recipients will be held in the strictest of confidence. No personally identifiable information (PII) will be disseminated to any persons or organizations outside of The Food Pantry executive team without explicit permission. Examples of PII include, but are not limited to: name, address, email address, and UNI. Anonymous aggregated data pertaining to usage of The Food Pantry will be given to schools and administration upon request. This aggregated data will only detail the frequency upon which students from a respective school utilize The Food Pantry. The aggregated data will be provided to University, school, and student organizations, as requested. All individuals affiliated with The Food Pantry must keep any PII confidential.

To this end, The Food Pantry sends the Volunteer Confidentiality Agreement to all prospective volunteers before offering them volunteer roles (Refer to Article X). In addition, all Board members, committee members, and Aides must acknowledge and submit The Food Pantry at Columbia’s non-disclosure agreement. Refusal to do so will immediately terminate a committee member’s or Aide’s affiliation with The Food Pantry. It will also immediately invoke impeachment proceedings of a current Board member, or halt onboarding procedures of a new Board member, as pursuant to Article XIV, Section 1.

As a means to better understand our recipient base, non-PII data collected from recipients upon receipt of disbursements may potentially be analyzed in conjunction with other groups for research purposes. As of 2018, The Food Pantry has a working partnership with a research team from the Columbia University Mailman School of Public Health. Any such partnerships that involve the sharing of data must be disclosed to those receiving disbursements.
ARTICLE IX: BOARD MEMBERS

Section A: Board Members
1. While The Food Pantry recognizes the importance of having representation from all schools, it is not feasible to properly represent the entire University within the Board. As a result, it is acceptable to have more than one Board member from the same school.
2. Positions
   a. Chair
   b. Vice Chair of Communication
   c. Vice Chair of Development
   d. Vice Chair of Events Coordination
   e. Vice Chair of Finance
   f. Vice Chair of Pantry Operations – Barnard
   g. Vice Chair of Pantry Operations – Lerner
   h. Vice Chair of Pantry Operations – Medical Center
   i. Vice Chair of Technology
   j. Vice Chair of Volunteer Management
3. All Board members must acknowledge and submit The Food Pantry at Columbia’s Non-Disclosure Agreement (NDA). Refusal to do so will immediately invoke the impeachment process outlined in Article XIV, Section 1.

Section B: Minimum and Maximum Number of Board Members
1. To ensure the longevity and viability of The Food Pantry:
   a. The Food Pantry Board shall be no smaller than five (5) members
   b. The Food Pantry Board shall be no larger than ten (10) members
2. In order to create a new Board seat that sets the total number of Board members beyond the established upper limit of ten (10) members, a supermajority vote, more than 2/3 of voting members, is required in order to pass

Section C: Term Limits
1. The Food Pantry sets no term limits for its Board members.
2. A Board member can hold a Board seat, indefinitely, until he or she resigns or is asked to leave by removal or impeachment

Section D: Compensation
1. No executive member or volunteer receives compensation derived from internal funding for their affiliation with The Food Pantry at Columbia
2. The Vice Chair of Pantry Operations – Barnard is paid through a partnership between The Food Pantry at Columbia, Barnard College’s Office of Diversity, Equity, and Inclusion, and Chartwells
3. Refer to Article XIX, Section C for further details
Section E: Roles and Responsibilities

1. Chair
   a. Oversee all Vice Chair positions
   b. Bear primary responsibility for the execution of all The Food Pantry directives
   c. Meet with an administrative advisor regularly to provide updates on The Food Pantry
   d. Meet with University administration in an effort to expand The Food Pantry throughout the University
   e. Meet with School administration in an effort to solidify positive relationships amongst those Schools that have recipients who utilize the most The Food Pantry resources
   f. Meet with impactful student organizations throughout the University in an effort to strengthen inter-organizational bonds
   g. Meet with an administrative advisor regularly to provide updates on The Food Pantry
   h. Meet with University administration in an effort to expand The Food Pantry throughout the University
   i. Meet with School administration in an effort to solidify positive relationships amongst those Schools that have recipients who utilize the most The Food Pantry resources
   j. Meet with impactful student organizations throughout the University in an effort to strengthen inter-organizational bonds
   k. Oversee monthly Board meetings
   l. Work collaboratively with all Board members
   m. Ensure responsibilities are properly delegated across all Vice Chair positions
   n. Ensure responsibilities for any open Vice Chair position are addressed to maintain seamless transition of duties
   o. Submit monthly people served reports to FBNYC via feednyc.org website
   p. Manage weekly disbursement of voucher for farmshare initiative
   q. Ensure monthly data reports are accurate and available to the public
   r. Ensure all Board communication is maintained with the new Ryver platform (See Article XVI)

2. Vice Chair of Communications
   a. Assist The Food Pantry Chair in the fulfillment of their duties
   b. Coordinate with University news publications (e.g. Columbia Spectator and BWOG) to maximize The Food Pantry’s exposure within the University
   c. Coordinate with off-campus news publications to maximize The Food Pantry’s exposure outside of the University
   d. Work collaboratively with all Board members
   e. Oversee a Communications Committee, and ensure committee members are actively engaged within committee
   f. Ensure all Board and committee communication is maintained with the new Ryver platform (See Article XVI)
   g. Other duties as assigned by The Food Pantry Chair

3. Vice Chair of Development
   a. Assist The Food Pantry Chair in the fulfillment of their duties
   b. Establish and maintain relationships with both School, University, and governmental entities
   c. Submit grant and funding proposals to both School, University, and governmental entities
   d. Establish University-wide initiatives to attract the attention of both students and administration
   e. Work collaboratively with all Board members
f. Coordinate efforts with the Vice Chair of Finance and the Vice Chair of Communications to properly manage co-sponsorships and other monetary donations from both within and outside of the University.

g. Coordinate efforts with the Vice Chair of Communications to ensure transparency and ensure maximum exposure across the University.

h. Coordinate efforts with the Vice Chair of Technology to propose, evaluate, and initiate fundraising opportunities both within and outside of the University.

i. Oversee a Development Committee, and ensure committee members are actively engaged within committee.

j. Ensure all Board and committee communication is maintained with the new Ryver platform (See Article XVI).

k. Other duties as assigned by The Food Pantry Chair.

4. Vice Chair of Events Coordination

a. Assist The Food Pantry Chair in the fulfillment of their duties.

b. Devise an annual programming calendar and establish a timeline for The Food Pantry to begin planning for and executing all events.

c. Reserve rooms through the University Events Management portal and maintain communication with:
   i. University administration for proper space allocation
   ii. External vendors for catering and supplies, whenever necessary

d. Work collaboratively with all Board members.

e. Coordinate efforts with the Vice Chair of Communications for email outreach to the university community about all events.

f. Coordinate efforts with the Vice Chair of Technology for social media outreach to the university community about all events.

g. Coordinate efforts with the Vice Chair of Development for fundraising and campus hunger advocacy endeavors on campus.

h. Coordinate efforts with the Vice Chair of Finance to determine budgeting for all events.

i. Oversee an Events Coordination Committee, and ensure committee members are actively engaged within committee.

j. Ensure all Board and committee communication is maintained with the new Ryver platform (See Article XVI).

k. Other duties as assigned by The Food Pantry Chair.

5. Vice Chair of Finance

a. Assist The Food Pantry Chair in the fulfillment of their duties.

b. Manage day-to-day expenses.

c. Coordinate efforts with Vice Chair of Development to properly manage co-sponsorships and other monetary donations.

d. Work with University administrative financial advisor to ensure proper tracking of funds.

e. Provide monthly financial health status to the Board using the Financial Health and Status topic within Ryver.

f. Work collaboratively with all Board members.
g. Provide annual budget before start of fall semester
h. Oversee a Finance Committee, and ensure committee members are actively engaged within committee
i. Ensure all Board and committee communication is maintained with the new Ryver platform (See Article XVI)
j. Other duties as assigned by The Food Pantry Chair

6. Vice Chair of Pantry Operations – Barnard
   a. Assist The Food Pantry Chair in the fulfillment of their duties
   b. Establish and maintain working relationships with Corbin Hill Food Project and Chartwells
   c. Manage ordering processing for Chartwells to sustain the Barnard location
   d. Maintain viable secondary sources of food including, but not limited to, local supermarkets
   e. Develop initiatives to establish connection between food-related disorders and the lack of nutritious food
   f. Ensure food deliveries are accepted, unpacked, and stocked within 2-3 hours of delivery
   g. Evaluate food, both donated and purchased, for:
      i. Expiration
      ii. Dents
      iii. Nutritional value
      iv. Placement within standard disbursement
   h. Maintain accurate inventory control protocols
   i. Work collaboratively with other Board members but, more specifically, the other Vice Chairs of Pantry Operations
   j. Respond to all email correspondence related to disbursement requests and donations within a strictly adhered to timeframe based on the severity of the email) (e.g.)
      i. respond to food donation requests within 24 hours
      ii. respond to requests for food with no sense of urgency within 12 hours
      iii. respond to requests for food with minimal urgency within 6 hours
      iv. respond to requests for food with urgency within 3 hours
      v. send all emails as The Food Pantry, unless a primary relationship has already been established
      vi. copy thefoodpantry@columbia.edu on all outgoing emails
      vii. send BCC emails to volunteer base as needed, and responding to those emails in a timely matter
   k. Oversee a Pantry Operations Committee, and ensure committee members are actively engaged within committee
   l. Ensure all Board and committee communication is maintained with the new Ryver platform (See Article XVI)
m. Other duties as assigned by The Food Pantry Chair

7. Vice Chair of Pantry Operations – Lerner
   a. Assist The Food Pantry Chair in the fulfillment of their duties
b. Establish and maintain working relationships with Columbia Dining, Corbin Hill Food Project, and the Food Bank for NYC

c. Manage ordering processing for both primary sources of food (SYSCO and the Food Bank for NYC) to sustain the pantry in the Morningside campus

d. Maintain viable secondary sources of food including, but not limited to, local supermarkets

e. Ensure food deliveries are accepted, unpacked, and stocked within 2-3 hours of delivery

f. Evaluate food, both donated and purchased, for:
   i. Expiration
   ii. Dents
   iii. Nutritional value
   iv. Placement within standard disbursement

g. Maintain accurate inventory control protocols

h. Work collaboratively with other Board members but, more specifically, the other Vice Chairs of Pantry Operations

i. Respond to all email correspondence related to disbursement requests and donations for the Morningside campus within a strictly adhered to timeframe based on the severity of the email (e.g.)
   i. respond to food donation requests within 24 hours
   ii. respond to requests for food with no sense of urgency within 12 hours
   iii. respond to requests for food with minimal urgency within 6 hours
   iv. respond to requests for food with urgency within 3 hours
   v. send all emails as The Food Pantry, unless a primary relationship has already been established
   vi. copy thefoodpantry@columbia.edu on all outgoing emails
   vii. send BCC emails to volunteer base as needed, and responding to those emails in a timely matter

j. Oversee a Pantry Operations Committee, and ensure committee members are actively engaged within committee

k. Ensure all Board and committee communication is maintained with the new Ryver platform (See Article XVI)

l. Other duties as assigned by The Food Pantry Chair

8. Vice Chair of Pantry Operations – Medical Center

   a. Assist The Food Pantry Chair in the fulfillment of their duties
   b. Establish and maintain working relationships with Corbin Hill Food Project and the Food Bank for NYC (FBNYC)
   c. Manage ordering processing for FBNYC to sustain the pantry in the medical center campus
   d. Maintain viable secondary sources of food including, but not limited to, local supermarkets
   e. Ensure food deliveries are accepted, unpacked, and stocked within 2-3 hours of delivery
   f. Evaluate food, both donated and purchased, for:
i. Expiration  
ii. Dents  
iii. Nutritional value  
iv. Placement within standard disbursement  
g. Maintain accurate inventory control protocols  
h. Work collaboratively with other Board members but, more specifically, the other Vice Chairs of Pantry Operations  
i. Respond to all email correspondence related to disbursement requests and donations for the medical school campus within a strictly adhered to timeframe based on the severity of the email) (e.g.)  
   i. respond to food donation requests within 24 hours  
   ii. respond to requests for food with no sense of urgency within 12 hours  
   iii. respond to requests for food with minimal urgency within 6 hours  
   iv. respond to requests for food with urgency within 3 hours  
   v. send all emails as The Food Pantry, unless a primary relationship has already been established  
   vi. copy thefoodpantry@columbia.edu on all outgoing emails  
   vii. send BCC emails to volunteer base as needed, and responding to those emails in a timely matter  
j. Oversee a Pantry Operations Committee, and ensure committee members are actively engaged within committee  
k. Ensure all Board and committee communication is maintained with the new Ryver platform (See Article XVI)  
l. Other duties as assigned by The Food Pantry Chair  

9. Vice Chair of Technology  
a. Assist The Food Pantry Chair in the fulfillment of their duties  
b. Manage all social media platform, including but not limited to:  
   i. Facebook  
   ii. Twitter  
   iii. Instagram  
c. Manage all volunteer and Board listserv accounts  
d. Manage all Google Forms pertaining to the volunteer community to ensure entire university is aware of all The Food Pantry initiatives  
e. Manage all Google Drive content including permissions and file/folder structure  
f. Manage all website content and permissions  
g. Work collaboratively with all Board members  
h. Take minutes during both The Food Pantry Board meetings and formal The Food Pantry volunteer meetings, and upload minutes within 24 hours of the end of said meetings  
i. Oversee a Technology Committee, and ensure committee members are actively engaged within committee  
j. Ensure all Board and committee communication is maintained with the new Ryver platform (See Article XVI)
k. Other duties as assigned by The Food Pantry Chair

10. Vice Chair of Volunteer Management
   a. Assist The Food Pantry Chair in the fulfillment of their duties
   b. Ensure adequate volunteer coverage during weekly Open Hours events
   c. Ensure volunteers hours are properly tracked
      i. Upon request from a volunteer, the Vice Chair of Operations will either provide
data documentation to or read and authorize provided documentation from a
volunteer
      ii. A copy of said documentation must be scanned and saved under a
       corresponding folder in Google Drive
   d. Work collaboratively with all Board members
   e. Work collaboratively with Vice Chair of Events Coordination to ensure significant
volunteer coverage across all The Food Pantry events
   f. Respond to all email correspondence related to volunteering requests and questions
within a strictly adhered to timeframe based on the severity of the email (e.g.)
      i. respond to general inquiry requests within 24 hours
      ii. respond to time-sensitive requests within time detailed within the email
      iii. send all emails as The Food Pantry, unless a primary relationship has already
been established
      iv. copy thefoodpantry@columbia.edu on all outgoing emails
      v. send BCC emails to volunteer base as needed, and responding to those emails in
a timely matter
   g. Oversee a Volunteer Management Committee, and ensure committee members are
actively engaged within committee
   h. Ensure all Board and committee communication is maintained with the new Ryver
platform (See Article XVI)
   i. Other duties as assigned by The Food Pantry Chair

Section F: Voting and Decision-Making Power
1. All members of The Food Pantry Board have equal executive, voting, and decision-making power
2. Voting can take place both within and without an official Board meeting, and take place:
   a. to initiate an amendment to the Constitution of Bylaws
   b. to decide on a proposal that affects the entire Board or organization directly
3. All voting occurs, and is maintained, within the Voting/Polling topic within Ryver (See Article
XVI)
4. The Chair does not vote, but is the tie-breaking vote in the case of a stalemate. In the event the
Board has an even number of members, the Chair only votes if an odd number of Board
members are eligible to vote on a particular motion
5. In cases where the Chair is absent, and there are an even number of Board members eligible to
vote on a particular motion:
   a. a designated Vice Chair shall be granted an additional vote to break a tie, if needed
b. the designated Vice Chair shall be selected based on a rotational monthly process based on the fiscal period, as well as availability during the vote (See Article XIX, Section B for details on fiscal period). The order is as such:
   i. Vice Chair of Communications (Months 1 and 10 of the fiscal year)
   ii. Vice Chair of Development (Months 2 and 11 of the fiscal year)
   iii. Vice Chair of Events Coordination (Months 3 and 12 of the fiscal year)
   iv. Vice Chair of Finance (Months 4 of the fiscal year)
   v. Vice Chair of Pantry Operations – Barnard (Month 5 of the fiscal year)
   vi. Vice Chair of Pantry Operations – Lerner (Month 6 of the fiscal year)
   vii. Vice Chair of Pantry Operations – Medical Center (Month 7 of the fiscal year)
   viii. Vice Chair of Technology (Month 8 of the fiscal year)
   ix. Vice Chair of Volunteer Management (Month 9 of the fiscal year)

6. A meeting where votes will be taken requires a quorum of a majority of Board members present. Any less than that:
   a. The meeting can either be rescheduled or cancelled
   b. The meeting can proceed without any votes

7. A Board member who is excused from a monthly meeting cannot cast a vote at said meeting

8. The following are prohibited in relation to voting rights
   a. Voting by proxy
   b. Absentee voting
   c. Abstentions

ARTICLE X: VOLUNTEERS and AIDES

Section A: Volunteers

1. Any Columbia affiliate who wishes to support The Food Pantry can do so on a volunteer basis. Upon the initial inquiry, The Food Pantry at Columbia Volunteer Confidentiality Agreement is sent to the requestor. Once the affiliate acknowledges that he or she read the agreement, the affiliate’s official Columbia or Barnard email address is added to the volunteer listserv.

2. Volunteers do not hold Board seats, and have no voting rights.

3. Failure of a volunteer to comply with keeping PII confidential will be immediately removed as a volunteer of The Food Pantry, barring extenuating circumstances. This includes, but not limited to:
   a. refraining from using a recipient’s name in public other than direct contact, via email, with the executive board members of the Food Pantry
   b. sharing of photos of recipients in connection with the Food Pantry unless expressed consent of the aforementioned recipient has been given, either verbal or written, connecting with the recipient on social media unless with verbal or written consent from the recipient.

4. Volunteers cannot transfer their status to another individual who has not already completed the Volunteer Confidentiality Agreement and/or completed the Volunteer Training.

5. While there is no minimum hourly service quota for volunteers, any volunteer may be recognized for their efforts and dedication. Such volunteers may be presented with
opportunities for leadership and project management, as decided upon by the Board and enacted by the Vice Chair of the respective committee.

6. Volunteers can terminate their affiliation with The Food Pantry at any time by sending an email request to The Food Pantry Board.

Section B: Aides
1. Each Board member may appoint up to two (2) aides to assist in their respective roles. This person does not necessarily need to be from the same school as the Board member.
2. Aides have no voting rights, and do not necessarily need to be part of The Food Pantry volunteer base.
3. Responsibilities of the Aide are at the discretion of the respective Board member.
4. Aides may sit in on a Board meeting in place of the respective Board member, but will not be eligible to vote.

ARTICLE XI: ADVISORY BOARD

Section A: Purpose
1. The Advisory Board of The Food Pantry consists of a select group of faculty and administrative members. They display leadership and professional success in their career, and are fully dedicated to helping The Food Pantry in continuing its mission.
2. The Advisory Board is the primary source of external guidance for The Food Pantry and provides counsel for The Food Pantry in relation to research, development, and growth in an effort to ensure The Food Pantry can meet its goals, and help promote The Food Pantry to the University at large as well as the public.

Section B: Appointment
1. Members of the Advisory Board serve at the behest of the Board of The Food Pantry.
2. There is no interview process; members are appointed based on both their desire to be a part of the Advisory Board and their willingness to promote The Food Pantry at Columbia in its endeavors.
3. Members of the Advisory Board can resign from the Advisory Board at any time based on their own availability and desire.

Section C: Board Makeup
1. There is no minimum or maximum number of Advisory Board members
2. Membership representation shall and should reflect a varied of professions from both within and without academia.
3. All members must be knowledgeable of The Food Pantry’s mission, and have a desire to effect change at Columbia University related to campus hunger.
4. Board members are aware of, have access to, and are willing to approach individuals and organizations within their ability and means to help The Food Pantry achieve its mission.
Section D: Access to Data

1. All Advisory Board members may be privy to all raw data, which could include personally identifiable information.
2. Advisory Board members are held to the same standards and policies as anyone else affiliated with The Food Pantry.
3. A member will be removed from the Advisor Board if they purposefully divulge information pertaining to recipients without their explicit permission.
ARTICLE XII: APPOINTMENT PROCESS

1. Board seats are not term-delimited. Once appointed as a Board member, that person holds that seat indefinitely. A Board member may step down at any time, or may be removed as a Board member at any time.

2. When a Board seat becomes available, an announcement is made to the University student body via social media and email blasts.

3. Interested applicants complete a Google Form, which changes based on the year and seat, with their statement of interest.

4. The application period will remain open on a rolling basis, with reminders sent out at the discretion of the Vice Chair of Technology or the Chair.

5. At the end of the application period, the interviewing process will consist of two parts:
   
   a. **First Round**
      
      i. One Vice Chair volunteers, or is selected at the discretion of the Chair, to interview all applicants for a particular Board seat.
      
      ii. While preferred, the interview does not need to be in-person; virtual or phone is acceptable.
      
      iii. The questions should be open-ended, and should gauge both the character and viability of the applicant as a potential Board member.
      
      iv. The Chair will invite all viable candidates to meet for a second interview; the Vice Chair who performed the initial interview will notify the remaining candidate(s).
      
      v. All candidates who did not make the second-round interview must also receive the opportunity to become a volunteer or committee member.

   b. **Second Round**
      
      i. The entire Board meets with potential candidate in a round-table-style interview format.
      
      ii. The interview must be in-person; virtual or phone interviews are not acceptable.
      
      iii. The Chair leads the interview, but every Board member actively participates in interview.
      
      iv. There will be a specific set of initial questions, decided upon by the entire Board prior to the interview, to gauge candidate’s viability as the next Board member.
      
      v. All interviews will occur on the same day, and will take place immediately after a monthly Board meeting.
      
      vi. If a quorum of Board members is not available to interview after a Board meeting:
      
          1. the interviews will take place on and Sunday between 2-5pm, or
          2. any day that a quorum of Board members are available
      
      vii. As a last resort, the Chair will interview each of the applicants individually, and then propose the best candidate for the position.
viii. The appointment vote will occur immediately after the last prospective applicant is interviewed.
ix. The Chair will notify both the selected candidate as well as those candidates not selected as the new Board member via email within 24 hours after the appointment vote. All candidates who do not get selected as the new Board member must also receive the opportunity to become a volunteer or committee member.
x. If the Chair seat is vacant, the Vice Chair of Communications will send the email notification.

ARTICLE XIII: RESIGNATIONS

1. Any Board member can resign from his or her Board seat at any time.
2. Upon advising the other Board members and their respective committee members, the resigning Board member will immediately:
   a. transfer ownership of all Google Drive files and folders to the Chair.
   b. update the Board on all outstanding tasks and projects
   c. draft an outline of key roles and responsibilities of Board seat that may not already be outlined within Article IX, Section E

ARTICLE XIV: IMPEACHMENT/REMOVAL

1. A Board member can be impeached or asked to resign for any of the following reason:
   a. Refusal to acknowledge and submit The Food Pantry at Columbia’s NDA
   b. Consistently missing mandatory meetings (See Article XV, Section A, Subsection 6, Part b)
   c. Consistent lack of communication with the other members of the Board
   d. Blatant or nefarious misuse of The Food Pantry funds
   e. Blatant or nefarious misuse of The Food Pantry resources
   f. Blatant or nefarious misuse of recipient confidential information
   g. Consistently not adhering to any guideline set forth by this Constitution
2. Any violations of Section 1, subsections b-f, while subjective, should be brought to the attention of the Chair as soon as the violation is known. The Chair will make the final determination as to whether the violation should immediately initiate impeachment proceedings
3. If the violation does not rise to the level of impeachment, the Board member in question:
   a. will temporarily lose voting privileges
   b. must meet with the Chair, in person, to discuss violation
   c. must ensure all Ryver task and topics are up-to-date (See Article XVI, Section B, Subsection 3)
   d. The Board member will regain voting privileges only after points b-d are satisfactorily met.
4. If the Chair commits any violation outlined in Section 1, this will immediately initiate impeachment proceeding. (See Article XIV, Section 5)

5. Any member of the Board can initiate impeachment or removal proceedings. The Board member must first notify the Chair as to his or her intentions. If a Board member would like to initiate impeachment or removal proceedings on the Chair, at least one other Board member must second the request before moving forward.

6. The impeachment or removal proceedings shall take place during the next Board meeting after the claim is initiated. Both the Board member who initiated the proceedings and the Board member as the subject of the proceedings will have an opportunity to voice their case.

7. Once both parties present their case, the remaining Board members will vote on the result; neither the complainant nor person accused shall vote. The vote passes with a simple majority. In the result of a tie, the vote fails.

ARTICLE XV: MEETINGS

Section A: Board Meetings
1. Purpose - The Food Pantry Board shall hold monthly meetings in order to perform their organizational, administrative, and leadership functions as to best serve the Columbia University student body and The Food Pantry Constitution.

2. Frequency - The Board shall hold no fewer than twelve (12) meetings per fiscal year.

3. Time and Location
   a. All Board meetings occur on the first Sunday of every month from 2-5pm.
   b. All Board meetings take place on campus.
   c. The Chair must send a reminder notification, via Ryver – see Article XVI – to all Board members at least one week prior to the meeting. If a meeting announcement is not made before this timeframe, the rules of attendance for that meeting shall be suspended.
   d. Board meetings during breaks
      i. Only applies to summer break (June – September) and winter break (January)
      ii. Standard meeting day and time (first Sunday of month from 2-5pm)
      iii. All efforts must be made to attend meeting – whether in person, virtually, or via proxy (Aide)
      iv. A Board member must respond no later than one (1) week prior to the Board meeting if unavailable for said meeting
      v. If a majority of Board is unavailable for meeting, the meeting will be moved to the second Sunday in that month

4. Virtual Meetings
   a. The Board may determine, when necessary, to hold a meeting virtually. Such methods are, but not limited to:
      i. Skype
      ii. Google Hangouts
      iii. Ryver Voice
      iv. Conference call
b. Every effort must be made to ensure that all Board members are able to participate in the virtual meeting

5. Quorum
   a. Quorum shall be a simple majority of all Board members.
   b. In a situation where a quorum is not reached, monthly one-on-one meetings between the Chair and each Vice Chair will substitute for the Board meeting.

6. Attendance
   a. Attendance at the Board meeting shall be mandatory
   b. Excused vs. Unexcused Absences
      i. The Chair may grant a limited number of excused absences, no more than three per Board member per academic year, at their discretion.
      ii. Any absence that is preceded by some form of communication (e.g. email, Ryver message, text, or call) shall be considered either excused or unexcused at the discretion of the Chair.
      iii. Once a Board member reaches their third (3rd) absence in an academic year, subsequent absences, regardless of reasoning, will be considered unexcused.
      iv. Any absence that is not preceded by some form of communication (e.g. email, Ryver message, text, or call) shall be considered an unexcused absence.
      v. Three (3) or more unexcused absences during an academic year will place the Board member in a probationary state. During this state, the Board member:
         1. will temporarily lose voting privileges
         2. must meet with the Chair, in person, to discuss unexcused absences
         3. must ensure all Ryver task and topics are up-to-date (See Article XVI, Section B, Subsection 3)
         4. The Board member will regain voting privileges only after points #2 and #3 are satisfactorily met.
      vi. Five (5) or more unexcused absences during an academic year will immediately initiate impeachment proceeding. (See Article XIV, Section 1)
   c. Absentee voting is not allowed.
   d. At their discretion, the Chair shall approve of anyone who is not on the Board attending monthly Board meetings.

7. Agenda
   a. The agenda consists of any and all tasks and topics that do not have current, within the last 72 hours, updates.
   b. The agenda shall be available to all Board members via Ryver before the start of the scheduled meeting.
   c. Exceptions to this rule may be made at the Chair’s discretion, but this would entail a less structured meeting

Section B: Volunteer Meetings
1. Purpose - The Food Pantry shall hold monthly volunteer meetings in order to facilitate a dialogue between the volunteers and Board members. In addition, the monthly volunteer meeting will serve to attract potential new volunteers to The Food Pantry.
2. Frequency - The Food Pantry shall hold two volunteer meetings per semester.
a. The first meeting is informative and held at the start of the semester.
b. The second meeting is celebratory and held at the end of the semester.

3. Time and Location
   a. The Food Pantry shall hold volunteer meetings in a location that is centrally located for Board members, volunteers, and prospective volunteers.
   b. The time, length, and location of each volunteer meeting shall be announced to the entire University student body (e.g. social media, email, Ryver, and flyers) at least one week prior to the meeting.

4. Virtual Meetings – Virtual meetings shall not be used for volunteer meetings

5. Quorum and Attendance
   a. As no voting will take place during a volunteer meeting, a quorum is not required
   b. Board member attendance is expected, but not mandatory; volunteer attendance is encouraged but not mandatory
   c. While Board member attendance is not mandatory, the following Board members should make every effort to attend each volunteer meeting:
      i. Chair
      ii. Vice Chair of Operations
      iii. Vice Chair of Development

6. Agenda
   a. Each monthly volunteer meeting will be broken into two parts
      i. The Food Pantry announcements regarding the latest initiatives
      ii. Q & A from volunteers and prospective volunteers
   b. The volunteer meeting should last no more than 45-60 minutes

ARTICLE XVI: COMMUNICATION PLATFORM

Section A: Types of Required Communication
1. As of April 22, 2018, all Board- and committee-level communication are maintained in Ryver. All communication refers to:
   a. Board topic creation
   b. Board task creation
   c. Committee task creation
   d. Committee topic creation
   e. Direct private communication between
      i. Board members
      ii. Committee leaders and committee members
2. Communication through any other platform, whether direct or indirect, is prohibited.

Section B: Notifications and Responses
1. All Board members must set up notifications, whether mobile or desktop, for both Board and their respective committee discussions.
2. Each separate Board task will have a corresponding committee task. The relevant Board members hold all high-level discussions within the Board task, and the committee-level discussions are maintained within the committee task.
3. All Board members must maintain an active level of participation within Ryver.
a. When a Board member is direct referenced within a discussion, a response is required within seventy-two (72) hours.
b. When one is directly referenced within a discussion and the discussion is time sensitive, a response is required as immediately as possible, but no longer than three (3) hours. If the referenced Board member is unavailable within this period, the Board member must address the time-sensitive matter as quickly as possible.
c. When the @team designation is used, every Board member must review the discussion to ensure a response is not required

Section C: Committee Member Onboarding
1. All new committee members must acknowledge and submit The Food Pantry at Columbia’s NDA. Failure or refusal to do so will immediately halt the onboarding proceedings.
2. All new committee members must watch the training video, and pass the training quiz, before being added to Ryver.
3. Once the committee member submits the NDA and passes the quiz, the respective Vice Chair reach out to the Vice Chair of Technology to have the committee member fully vetted within Ryver

Section D: Migrating from Ryver
1. Should future Board iterations find a communication platform that either parallels or improves upon Ryver’s functionalities, The Food Pantry organization, both the Board and all committee members, can be migrated into said platform by the Vice Chair of Technology after a simple majority vote
2. Said platform should continue to maintain the same level of privacy and confidentiality
3. A training and orientation video should accompany said platform to ensure all members of The Food Pantry all associated functionality.

ARTICLE XVII: DONATIONS

Section A: Types of Donations
1. Non-Perishable Food
   a. Any food that can be stored at room temperature for an extended amount of time
   b. This includes, but not limited to, food stored in any of the following methods:
      i. Bottles
      ii. Cans
      iii. Bags
      iv. Containers
      v. Boxes
   c. All non-perishable food donations must be unopened. Exceptions to this apply to individually packaged items that are sold in sets.
   d. All donations must have the price tagged removed before being placed within our inventory
   e. All donations must be checked for:
      i. Sharp dents
      ii. Opened packaging
      iii. Expiration dates, based on the Food Bank for NYC guidelines
      iv. Nutritional value
2. **Perishable Food**
   a. Any food that must be kept refrigerated or frozen to retain its freshness
   b. The Food Pantry cannot accept any perishable food donations to be retained in our inventory, except for same-day events or events where the perishable food will be eaten, given away, or, in some other way, presented to the student body

3. **Monetary**
   a. All monetary donation transfers are initiated through and coordinated by the Chair
   b. **Internal transfer**
      i. Primarily used to transfer funds between University departments.
      ii. These donations will normally be classified as co-sponsorships and, therefore, do not come with tax deductions
      iii. Traditionally placed in student fee chart string
   c. **Cash or check**
      i. Only form of outside monetary donations The Food Pantry can accept
      ii. The tax benefit depends on whether or not the donor receives anything for the donation, for example:
         1. Paying for a donated item that one won during an event is not tax deductible
         2. Sending a check to the University, on behalf of The Food Pantry, with no expectation of anything in return is tax deductible
      iii. Traditionally placed in gift account chart string

**Section B: Collecting Donations**

1. **Non-Perishable Food**
   a. Request received via email
      i. One of the Vice Chairs of Pantry Operations responds to the email within 24 hours requesting the following information:
         1. The amount of non-perishable food to be donated
         2. Verifying that all non-perishable food is unopened and unexpired
         3. Determining the best means by which to collect the donation
            a. If the donation is relatively small, and the request occurs on a day when The Food Pantry is not holding Open Hours events, the donation can be left within the donation bin outside of The Food Pantry space
            b. If the donation is large, and the request occurs on a day when The Food Pantry is not holding Open Hours events, the Vice Chair of Pantry Operations will coordinate the best day and time for the donation to be dropped off at the space
            c. If the donation occurs during a day when The Food Pantry is holding an Open Hours event, the donation can be dropped off at the space.
      ii. A spare key is available at the Welcome Desk in Lerner Hall. Every Board member, and select non-Board members, have access to the key
   b. Request received via social media
      i. The Vice Chair of Communications responds to the email within 24 hours requesting the following information:
         1. The amount of non-perishable food to be donated
         2. Verifying that all non-perishable food is unopened and unexpired
3. Determining the best means by which to collect the donation
   a. If the donation is relatively small, and the request occurs on a day when The Food Pantry is not holding Open Hours events, the donation can be left within the donation bin outside of The Food Pantry space
   b. If the donation is large, and the request occurs on a day when The Food Pantry is not holding Open Hours events, the Vice Chair of Communications will coordinate the best day and time for the donation to be dropped off at the space
   c. If the donation occurs during a day when The Food Pantry is holding an Open Hours event, the donation can be dropped off at the space.

ii. A spare key is available at the Welcome Desk in Lerner Hall. Every Board member, and select non-Board members, have access to the key

c. Dropped Off at Space
   i. During Open Hours Events
      1. Non-Perishable food donation is accepted during all Open Hours events, depending on the amount of food and the level of recipient activity.
      2. The Vice Chair of Pantry Operations, or an authorized Open Hours volunteer, will check the donations as set forth within Article XVI, Section A, Subsection 1.
   ii. Outside of Open Hours Events
      1. Donors can drop off non-perishable food donations outside of The Food Pantry space that adhere to the guidelines set forth within Article XVI, Section A, Subsection 1, Part C.
      2. At least two days a week, or at the discretion of the Vice Chair of Pantry Operations, the food collection bin will be emptied, and the food within it shall be sorted based on the guidelines set forth within Article XVI, Section A, Subsection 1.

2. Monetary
   a. Request Received via Email, the Chair will:
      i. respond to the email within 24 hours confirming the amount and type of monetary donation (i.e. whether a tax-deduction will apply)
      ii. advise the donor as to the accepted method by which The Food Pantry can accept this monetary donation
      iii. provide Student Financial Advising with a copy of email correspondence related to the monetary donation
   b. Request Received via Social Media, the Chair will:
      i. respond to the request within no more than three (3) hours confirming the amount and type of monetary donation (i.e. whether a tax-deduction will apply)
      ii. advise the donor as to the accepted method by which The Food Pantry can accept this monetary donation
      iii. provide Student Financial Advising with a copy of correspondence related to the monetary donation
   c. Request Received Via Mail, the Chair will, once advised that Student Financial Advising receives the donation, provide Student Financial Advising with a copy of correspondence related to the monetary donation
   d. Request Received in Person, the Chair will:
i. collect monetary donation and secure it in a sealed envelope
ii. take monetary donation to Student Financial Advising along with any correspondence related to aforementioned monetary donation
e. Donation Received During Open Hours Events, the Vice Chair of Pantry Operations will:
   i. accept the donation in an area away from direct via of any recipients
   ii. If the Vice Chair of Pantry Operations is not available, the donor should be directed to the Student Financial Advising Office, 515 Lerner Hall

ARTICLE XVIII: DISBURSEMENT REQUESTS

Section A: Types of Disbursements Requests
1. Non-Critical – Disbursement request with little to urgency
2. Critical – Disbursement request with significant amount of urgency

Section B: How Disbursements Requests Are Received
1. Email
2. Social Media Streams

Section C: How Disbursements Requests Are Processed
1. Non-Critical
   a. Email
      i. Refer to Article IX, Section E, Subsection 2, Part D, Subpart IV and V
      ii. One of the Vice Chairs of Pantry Operations ascertains the specific level of need by reviewing the correspondence and asking the appropriate questions.
      iii. If the need is more critical, refer to Article XVII, Section C, Subsection 2, Part b, Subparts i. through vii.
      iv. If the need is not critical, the Vice Chair of Pantry Operations advises the recipient of the next scheduled Open Hours event
   b. Social Media Streams
      i. The Vice Chair of Communications, or an authorized committee member, must respond to the critical disbursement request within one (1) hour of the time the request was submitted
      ii. The Vice Chair of Communications, or an authorized committee member, ascertains the specific level of need by reviewing the correspondence and asking the appropriate questions.
      iii. If the need is more critical, refer to Article XVII, Section C, Subsection 2, Part c, Subparts i. through vii.
      iv. If the need is not critical, the Vice Chair of Communications, or an authorized committee member, advises the recipient of the next scheduled Open Hours event
2. Critical
   a. Rotational Protocol
      i. Every Board member are required to assist with critical disbursement requests
      ii. When a critical disbursement request comes in, a member of the Board will check the Critical Disbursement Request Sign-Off sheet on Google Drive to see who is the next person scheduled within the rotation. The order is alphabetical based off the position:
1. Chair
2. Vice Chair of Communications
3. Vice Chair of Development
4. Vice Chair of Events Coordination
5. Vice Chair of Finance
6. Vice Chair of Pantry Operations – Barnard
7. Vice Chair of Pantry Operations – Lerner
8. Vice Chair of Pantry Operations – Medical Center
9. Vice Chair of Technology
10. Vice Chair of Volunteer Management

b. Email
   i. Refer to Article IX, Section E, Subsection 2, Part D, Subpart V and VI
   ii. One of the Vice Chairs of Pantry Operations sends the recipient the Critical Need Disbursement Request form
   iii. Once the completed form submission is received, said person checks the Critical Disbursement Request Sign-Off sheet to confirm the next person slated to handle the request
   iv. Said person follows up with the recipient advising the day, time, and person who they will meet at The Food Pantry space
   v. The recipient must confirm this in order to solidify the critical need disbursement pick up
   vi. The recipient is allotted fifteen (15) minutes from the confirmed disbursement pick-up time. For example, if the confirmed time is 2pm, the recipient has until 2:15pm to arrive at The Food Pantry space to collect the disbursement. If the fifteen-minute window elapses, the person designated to meet the recipient can contact the recipient and advise that the critical disbursement has elapsed.
      1. If the recipient does not show at the confirmed time, and does not provide a credible reason why, the recipient must wait for the next scheduled Open Hours event in order to get a disbursement.
      2. If the recipient does show at the confirmed time, the Board member in rotation completes the critical needs disbursement, and dates the Critical Need Disbursement Request form indicating that the disbursement is complete.

c. Social Media Streams
   i. The Vice Chair of Technology, or an authorized committee member, must respond to the critical disbursement request within one (1) hour of the time the request was submitted
   ii. The Vice Chair of Technology, or an authorized committee member, sends the recipient the Critical Need Disbursement Request form
   iii. Once the completed form submission is received, the Vice Chair of Communications, or an authorized committee member, checks the Critical Disbursement Request Sign-Off sheet to confirm the next person slated to handle the request
   iv. The Vice Chair of Technology, or an authorized committee member, follows up with the recipient advising the day, time, and person who they will meet at The Food Pantry space
v. The recipient must confirm this in order to solidify the critical need disbursement pick up

vi. The recipient is allotted fifteen (15) minutes from the confirmed disbursement pick-up time. For example, if the confirmed time is 2pm, the recipient has until 2:15pm to arrive at The Food Pantry space to collect the disbursement. If the fifteen-minute window elapses, the person designated to meet the recipient can contact the recipient and advise that the critical disbursement has elapsed.

1. If the recipient does not show at the confirmed time, and does not provide a credible reason why, the recipient must wait for the next scheduled Open Hours event in order to get a disbursement.

2. If the recipient does show at the confirmed time, the Board member in rotation completes the critical needs disbursement, and dates the Critical Need Disbursement Sign-Off sheet indicating that the disbursement is complete.

   d. If a Board member sends the recipient the Critical Needs Disbursement Request form without first confirming that the next Board member up in the rotation is available to meet with the recipient, that Board member is responsible to ensure the recipient receives the disbursement.

ARTICLE XIX: FISCAL RESPONSIBILITY

Section A: Types of Chartstring Accounts

1. Student Fees Account
   a. Primary account
   b. Not tax-deductible
   c. Used in, but not limited to, the following circumstances:
      i. internal funds transfer between The Food Pantry and other student organizations
      ii. internal funds transfer between The Food Pantry and University administrative departments
      iii. funds received for items provided during, for example, the annual Silent Auction

2. Gift Account
   a. Secondary account
   b. Tax-deductible
   c. Used when funds received from donors, both within and without the University, with no expectation of anything in return

Section B: Fiscal Year

1. The fiscal year for The Food Pantry shall fall in-line with the University fiscal period, July 1 through June 30

2. All expenditures will be placed on hold in the month of June in order to properly balance the current fiscal budget, and calculate the next fiscal budget
Section C: Barnard Permanent Financial Partnership

1. Because of a partnership between The Food Pantry at Columbia, Barnard College’s Office of Diversity, Equity, and Inclusion, and Chartwells, the Vice Chair of Pantry Operations – Barnard is a paid position.

2. The funds for this Board seat comes from Chartwells

3. No funds may be used from either chartstring account referenced in Article XIX, Section A

4. Any funding discrepancies for the Vice Chair of Pantry Operations – Barnard role must be addressed by Barnard administration affiliated with the Office of Diversity, Equity, and Inclusion