

Bylaws of the Auburn Real Food Challenge
11 February 2012

Article I
Membership

section 1: Anyone (Auburn student or faculty) can become a member of the Auburn Real Food Challenge. When a person becomes a member, he or she must specify which aspect of the organization (which project) interests him or her most. There is an annual \$20 membership fee that all members must pay. People joining in the spring semester get the prorated rate of \$10. Funds will mainly be used by the community garden for seeds, plants, tools, etc. Other funds will be used for events and publicity.

section 2: Although all members of the Auburn Real Food Challenge will meet and work together toward a common goal (20% real food by 2020); each member will choose to work on one of the current initiatives of the organization.

All members who have paid dues will be allowed to vote in decisions concerning the use of funds and undertaking of new projects. Although members are strongly encouraged to attend all the meetings, there is no penalty for missing them.

section 3: To leave the Auburn Real Food Challenge, one must simply request to be removed from the e-mail list and roster. Any fees paid to the Auburn Real Food Challenge cannot be refunded.

section 4: The \$20 membership fee collected from all official members of the Auburn Real Food Challenge annually will remain consistent unless deemed unnecessary by the officers and faculty advisor. The funds will be spent following a club budget, which can be provided to members upon payment. Any club expenditures not included in the budget will be voted on by paid club members only. However, for unexpected expenses less than \$30, only the officers have to vote. All expenditures will be carried out on a reimbursement system in which officers can make purchases for the club, bring the receipt(s) to a leadership meeting, and the treasurer writes a check. If the purchase was not discussed prior to purchase, the officers may vote not to reimburse the purchaser. Also, if the purchase cost more the the amount agreed upon, the purchaser may only be reimbursed for the budgeted dollar amount. The budget will be updated each semester by the club treasurer. Requests to use club funds should be modeled after the following format and e-mailed to the Auburn Real Food Challenge President:

Proposal:

Why:

Cost: [give max estimate]

Voting Method: (Leaders via e-mail or entire club)

Response needed by:

Article II Officer Duties

section 1: The **President** will be the lead communicator, responsible for sending e-mails one week before meetings, planning agendas for meetings and posting them to the Internet, and overseeing/delegating all other club correspondences. The President will also be the head of relations, working closely with the national Real Food Challenge, Slow Food USA, and other club affiliates. The President will serve as the coordinator of all the club's initiatives. It is also important that the President communicate well with the ARFC's advisers to maximize the organization's success in all activities. Finally, the President must be conscious of potential leadership that exists in active club members as well as supportive University faculty.

section 2: The **Vice President** will be jointly responsible for planning meetings, finding speakers and activities for meetings and events, and also serve as webmaster. As the **webmaster**, it will be very important for this person to be knowledgeable about basic web-based communication formats and computer programs. The Auburn Real Food Challenge website as well as the facebook page and AUinvolve must be kept up-to-date at all times. The webmaster has full responsibility and freedom to improve on the organization's web pages.

section 3: The **Secretary** will be responsible for taking notes in meetings, sending them to the President for review and wider distribution, and maintaining the official club *portfolio*. General meeting notes will be posted on the website. All meeting notes will be stored electronically on a wiki for public view and access. Notes should be posted on the website after each meeting. The portfolio of the Auburn Real Food Challenge is a binder which contains copies of all official organization documents. The portfolio must be updated before important meetings and at the end of each semester. It will serve as a resume for the Auburn Real Food Challenge, as well as a timeline and scrapbook that tells the club's story. The secretary should be someone who is organized and enjoys crafts.

section 4: The **Treasurer** will oversee and carry out all financial transactions for the club using the Auburn Real Food Challenge checking account. The treasurer will deliver a financial report at the Auburn Real Food Challenge leadership meetings which summarizes the club's expenditures, income, and any other relevant financial business. This report will be available to any member who requests it. When the Auburn Real Food Challenge conducts a fundraising event, the treasurer will handle the money and keep track of how much is earned. The treasurer will hold the club's debit card. The

debit card can be loaned out to club officers for approved purchases if time allows. However, purchasing procedures will normally follow the reimbursement system described in article 1, section 4.

section 5: The **Community Garden Manager** will manage the garden and coordinate community work days. This officer will treat the community garden as a business as it is the organization's main source of income. The garden manager must propose a plan before each semester which includes scheduled work days. This officer must also amend the contract before each season's selling date, and see to it that the terms of the contract are followed by the ARFC as well as plot holders. Finally this officer is responsible for communicating with plot holders throughout the season, addressing problems in the garden (and gardening community), and advertising any opportunity to work in the garden or buy plots through all available channels.

section 6: the **Tiger Dining Liaison** is to hold monthly meetings with Tiger Dining officials in order to stay current on what they are doing that is of concern to the ARFC. This officer should also research what other schools working on the real food challenge are doing and brainstorm how these practices could be implemented at Auburn. Eventually this position may be replaced with an official *dining intern*, paid by the University to do this work. Until this occurs, it is the duty of the Dining liaison to work on making this a reality. If achieved, the Dining Intern will have many responsibilities, including completing the real food calculator, and will still be considered an officer in the ARFC.

section 7: variable leadership roles include:

- Master Gardener-to plan and organize an ARDC plot in the community garden
- Hunger Initiatives Officer - to be responsible for attending all Committee of 19 meetings as well as ARFC leadership meetings in order to keep the partner organizations informed on what the other is doing, eliminate overlap on projects, and identify ways in which the ARFC and Committee of 19 can collaborate and share resources.
- Educational Outreach Coordinator-to find opportunities to hold educational workshops or presentations about the ARFC and organize field trips for club members.
- Chief Strategic Organizer-to make the ARFC known throughout the University's campus and the Southeast region. This person needs to have strong connections throughout the University in order to find new advisers and critically listen/comment at University open forums.
- Public relations chair-to absorb the burden of event-planning from other officers.

Although these leadership positions can be highly useful in the ARFC, their duties can be divided and shared among the previously mentioned officer positions. These individuals need to be specialized and driven to effectively fill their roles. Therefore, the ARFC will only have these positions when the appropriate leaders are interested and present.

It will be the responsibility of all leaders and officers, particularly the President and Vice President, to help with events and reaching out to other student organizations and colleges throughout the University's campus.

Article III **Election of Officers**

section 1: Elections of new officers will take place in April of each year before the week of spring finals.

section 2: Those interested in being an officer of the Auburn Real Food Challenge should contact the current organization President. When confirmed, the ballot will be crafted by the President.

section 3: Members who are running for office must all prepare a speech or presentation for the Auburn Real Challenge stating why he or she is best fit for the position. The President must have been in the Auburn Real Food Challenge for at least one year and served in another officer position previously.

section 4: Officers must be elected by a simple majority vote by secret ballot.

section 5: If an officer steps down or is no longer enrolled, the entire club will be notified by that officer, in the form of an apology, that he or she is stepping down. If there was a runner-up in the original election, that person will take the position. If not, an election meeting will be called within a week for the purpose of filling the officer position. If no one runs, then that officer's duties will be absorbed by the President for the remainder of the term (It *is* acceptable for another current officer to step up and fulfill the role as well).

Article IV **Advisers**

section 1: The official faculty advisor to the Auburn Real Food Challenge should be any faculty member of Auburn University who desires to see Auburn achieve the goal of 20% real food in Auburn's food system by the year 2020. This person must have a strong background in business, agriculture, nutrition, or a combination of all three. In addition, he or she must have an optimistic and realistic view for the goals and projects undertaken by the Auburn Real Food Challenge. One year is the minimum term for the advisor; however, there is no limit to how long an advisor can serve. The duration will be agreed upon at the time of selection. The officers will discuss possible candidates, and the President will contact them one at a time (starting with the first choice). This first candidate to respond "yes" will be the new advisor of the Auburn Real Food Challenge.

Other "unofficial advisers" can be any faculty member interested in leading the ARFC in any capacity. When these individuals are identified, the leaders must discuss the new position and agree to its necessity. The President must formally contact the faculty member and propose the adviser role and expectations. Once the terms have been settled, the President will invite the new adviser to a meeting in order to meet the ARFC leaders. It is appropriate and expected that all these advisers help the ARFC to fill their position upon their stepping down or the end of their term.

Article V **Initiatives**

section 1: The suggested initiatives of the Auburn Real Food Challenge are: (a) Co-op, (b) the AU Real Food Fest (c) AU Dining Services, (d) Campus Garden.

a) The Co-op initiative will be those members who volunteer and work to advance the success of Auburn's student food cooperative. This project will eventually "graduate" from the ARFC when the Co-op has been started and becomes self-sustaining. The ARFC's role in the Co-op will then be promotion and supplying student workers.

b) This initiative will be focused on working with Slow Food Auburn to host the annual AU Real Food Fest

c) This initiative will constantly campaign and brainstorm solutions to help Auburn University Dining Services increase real food in campus dining locations. Eventually this initiative will hopefully be lead by a *dining sustainability intern* who will additionally conduct the Real Food Calculator (a tool of the national Real Food Challenge).

(d) The Campus Garden will be responsible for all gardening and food production activity of the organization.

section 2: Upon joining the Auburn Real Food Challenge, new members will be instructed to choose one initiative on which to serve (thus, each member will be on a certain project). The member is encouraged to work on a single initiative for a full semester before deciding to change.

section 3: Committee heads will be selected by the Vice President of the Auburn Real Food Challenge. Committee heads can change each semester or remain the same. It is ideal that committee heads not hold officer positions.

Article VI **Finances**

section 1: All finances of the Auburn Real Food Challenge will be recorded and monitored by the treasurer and the advisor. Club dues will be collected exclusively by these two people. The treasurer will keep a list of paid and non-paid members. The treasurer must deposit all checks of the Auburn Real Food Challenge and prepare a brief financial report available to members. Money from fundraisers, meant to be shared by the entire organization, must be turned in to the treasurer in one lump-sum at the fundraiser's completion. Fundraisers meant to benefit a certain project or initiative of the organization need not be turned in, but reported to the treasurer at the fundraiser's completion. "All checks and withdrawals from the organization's checking account must be approved by the President and/or treasurer as well as the advisor of the Auburn Real Food Challenge." It is the treasurer's responsibility to take care of the organization's debit card.

Article VII **Parliamentary Authority**

section 1: This organization shall be governed by *Robert's Rules of Order* in its decision-making.

Article VIII **Amendment of Bylaws**

section 1: Amendments to the club bylaws can be proposed electronically by any current officer or the advisor. Any club member can contact an officer with ideas, but only officers will be able to edit the bylaws document. Potential amendments will be

discussed and voted on at the final leadership meetings of each semester by show of hands (majority vote). If an amendment is passed, the bylaws will be adapted immediately, and the proposer will be affirmed by the club in whatever reasonable manner requested.