Constitution of the Food Pantry of Lone Star College-Montgomery

Article 1 – Name and Purpose of the Organization

Section 1: Name
Food Pantry of Lone Star College-Montgomery

Section 2: Purpose
The mission of the Food Pantry at Lone Star College-Montgomery is to help meet the food needs of all members of the LSC-Montgomery community with dignity and respect.

Discrimination based upon race, color, religion, creed, sex, national origin, age, disability, veteran status, or sexual orientation is in violation of federal and state law and Lone Star College policy, and will not be tolerated.

Article 2 – Membership: Qualifications and Categories of Membership

Section 1: Definition of Membership
The Food Pantry is supported by a board of directors made up of students, faculty, staff, and community leaders that help provide oversight and support. The Food Pantry may be supported by the community. All major decisions are made by the board of directors.

Section 2: Procedures for Becoming a Member
I. Procedures for joining the board of directors. The leadership positions must be filled by students, faculty, staff and community leaders who are in good standing with the college. Interested applicants must complete an application and the board of directors alone will make decisions about who is selected for each position. The board also has the authority to remove a member from the office if he/she is not meeting expectations of their positions.

II. All positions will be filled for one-year terms as decided by the board of directors beginning in April, although board members and officers can choose to reapply for additional terms of service. If a member wishes to resign his or her own membership, he should express that written desire to the secretary of the board of directors, who will search to find a suitable replacement.

III. Procedures for Becoming a Volunteer: All volunteers must express their interest to a member of the Food Pantry’s board of directors. A volunteer must then participate in an orientation session before they can volunteer at the Food Pantry.

Article III – Organization Leadership: Titles, terms, and duties of the leaders

I. The Board of Directors consists of the following leaders:

   a. President – Leads the day-to-day operations of the Food Pantry and is responsible for maintaining communication with the board of directors. Responsible for overseeing the board of directors of the Food Pantry.
b. **Vice President**—will temporarily assume the duties of the President in the absence of the President and perform all other duties as assigned by the President.

c. **Volunteer Coordinator** – Responsible for securing, training and overseeing volunteers that support the operation of the Food Pantry.

d. **Inventory Coordinator** – Maintains records of inventory and communicates needs to the Board and Montgomery County Food Bank. Ensures appropriate quality controls are followed with regard to food inventory.

e. **Treasurer** – Responsible for maintaining accurate financial records, coordinating documentation of all donated items and appropriately recognizes donors for their support. Seeks outside funding support to help meet the financial needs of the Pantry.

f. **Secretary** – Maintains all non-financial records of the Pantry and ensures appropriate communication with the advisory board. Maintains minutes from all board meeting and distributes accordingly.

II. **Other Information** – Regarding terms of service, resigning membership, and how members are selected, please see Article II, Section 2, Part II.

**Article IV – Executive Committee (Advisory Board)**

I. The Food Pantry Executive Committee will be the President, Vice President, Secretary, Treasurer, Volunteer Coordinator and Inventory Coordinator.

II. The Executive Committee will be elected from the voting board membership. Quorum will be determined by at least half of the voting board members present at a meeting.

III. All board members will serve one-year appointments, renewable by the approval of the board.

IV. A 2/3rd majority of the voting board members is required to amend the constitution.

**Article V – Expectations and Method of Removing Officers and Members**

**Section I: Expectations of Members**

1. **Services to Clients:** Speak to all clients with respect. Help new clients feel comfortable and at ease. Be courteous, cordial, attentive, and alert while interacting with clients. Pay attention to the specific needs of each client.

2. **Confidentiality:** Each member and volunteer is responsible for maintaining confidentiality of any information relating to clients that utilize the Food pantry. The intake forms are to be kept on file and confidential. Information such as phone numbers and addresses of all clients and volunteers should be kept confidential.

3. **Donations from clients:** Members and volunteers are not allowed to accept any monetary donations from clients. Donation of food is allowed.
4. **Dress Code:** All members and volunteers are expected to dress neatly and appropriately. Be conscious of personal hygiene and any potentially offensive clothing. You must wear closed-toed shoes at all times.

5. **Drug and Alcohol Use:** Members and volunteers will be immediately dismissed if they are found to be under the influence of any alcohol or drug while performing their duties. Drugs or alcohol are not allowed on the premises at any time. Clients that are under the influence of drugs or alcohol may be refused service.

6. **Hand washing:** All volunteers must wash their hands prior to beginning their shift and after every time they use the bathroom.

7. **Theft:** Any theft committed on the premises of the Food Pantry is considered a serious offense and should be reported immediately.

8. **Safety:** If any of the work a volunteer or member is asked to do is unsafe, they must let a coordinator know immediately. Report all personal injuries incurred while volunteering on the premises. Members should not attempt to lift any box they feel is beyond their ability.

9. **Food Safety:** Members and volunteers must adhere exactly to the guidelines of food safety as outlined in the Food Bank information.

**Section 2: Procedures for Removal of Officers and Members**

If any officer or volunteer does not adhere to the expectations as defined above, they risk losing their position in the Food Pantry. If a member, officer or volunteer believes that another member, officer, or volunteer is not conducting themselves in a way that reflects well on the organization, they should report it immediately to the advisory board, who will then make the final decision regarding removal of that person.

Persons shall not be removed from their position based on any form of discrimination – please see the non-discrimination policy listed under Article I, Section 2.

**Article VI – Meetings of the Organization: Required Meetings and Their Frequency**

Meetings of both the Food Pantry and the Advisory Board will take place at least twice an academic term, with the exception of summer. All members are expected to attend.

**Article VII – Standing Committees**

There are no standing committees Food Pantry team at this time.

**Article VIII – Duties of Advisor**

Officers will serve as advisors. Therefore, there is no one faculty advisor of the Food Pantry. Advisors will follow the guidelines of the Office of Student Activities and complete the necessary paperwork each semester.

**Article IX – Method of Amending Constitution: Proposals, notice, and voting requirement**
Proposed amendments to the Lone Star College-Montgomery constitution should be presented in writing at the general body meetings. A member proposing an amendment may request from the Advisory Board a special general body meeting if they feel the amendment must be heard more immediately. Approval of any changes to the constitution requires at least 2/3rd of the voting members to be present.

**Article X – Method of Dissolution of Organization**

If the advisory board feels that the Food Pantry should be terminated:

1. All food must be donated to the Montgomery County Food Bank.
2. All gift cards or leftover funds should be given to the Montgomery County Food Bank.
3. The shelves in the food pantry will be donated to Lone Star College-Montgomery.
4. A general body meeting shall be held to ensure all information and procedures are understood by all members and officers.