

## BYLAWS FOR BATAVIA INTERFAITH FOOD PANTRY (BIFP) AND CLOTHES CLOSET

(As approved by 2/3 majority vote at the Board Meeting on April 9, 2019)

### MISSION

The mission of the Batavia Interfaith Food Pantry (Pantry) and Clothes Closet (Closet) is to provide food, non-food household and personal items, and clothing to the economically disadvantaged residents of Batavia and Batavia Township.

### DESCRIPTION AND PURPOSE

The Pantry and Closet together comprise a not-for-profit organization sponsored by various Batavia churches and the community at large. Its purpose is to provide food, non-food household and personal items, and clothing for those individuals and families residing in Batavia and Batavia Township who are in need. The Pantry's not-for-profit operations fall under the "The Federal Bill Emerson Good Samaritan Food Donation Act" of 1996 which clarifies that clients accept all donations with a clear understanding that they will hold harmless the Pantry, its directors, staff, volunteers, and suppliers.

### BOARD OFFICERS, MEETINGS and VOTING

The Board, consisting of any member of the participating churches and any interested community volunteers, shall conduct the business of this Pantry and Closet. Each church in the city of Batavia and Batavia Township is welcome to send at least two members to the Board meetings. Each Board member contributes his/her time and talent in different ways based on his/her abilities and experience and, if possible, is also encouraged to work at a variety of Pantry

and Closet volunteer opportunities such as assisting clients, stocking, food drives, and warehouse deliveries. Each Board member needs to sign off on our Conflict of Interest Policy by June 1 annually.

Officers of this Board shall consist of: Chairperson, Vice Chairperson, Treasurer and Secretary.

The Board shall elect a slate of officers annually at the June meeting. Major duties and responsibilities of Board Officers are as follows:

- A. Chairperson: shall, with the Executive Director of the Pantry, construct an agenda, distribute it along with the minutes, and conduct the monthly meeting. The chairperson's duties shall also include, but not be limited to, the following:
  - Be part of the interview team for prospective Asst. Director(s), Director (Closet) and Executive Director.
  - Work with the city of Batavia on facility issues, along with the Executive Director.
- B. Vice Chairperson: shall fill in for Chairperson as needed and assist Executive Director as necessary.
- C. Treasurer: shall be responsible for keeping true and current records of all financial transactions of the Pantry and Closet and prepare and transmit required reports to regulatory agencies; shall distribute employee paychecks and be responsible for tax withholding forms and reporting; shall keep copies of Directors' employment contracts; and shall report on all financial accounts at the monthly Board meetings. The Treasurer shall arrange for a qualified person to conduct an annual review (by June 1) of the accounts and records from the previous year. Should the Pantry and Closet ever

become inactive or dissolve, funds remaining in the bank accounts shall be assigned to the Batavia Ministerial Association for purposes of relief to persons in need.

- D. Secretary: shall maintain a roster of voter eligible Board Members and report it the State as required; record the minutes of each Board meeting and provide a copy to the Chairperson, to the office of each participating church, and to the volunteer coordinator of each participating church.

#### Meetings, Voting and Issuance of Board Correspondence

The Board shall meet on the second Tuesday of each month at 7 PM at the Pantry, unless other arrangements are made by the Board. Board correspondence is sent by the Chairperson to “active” members (i.e., those who have attended at least one Board meeting in the past 6 months) prior to the meeting. If a Board member is absent for six consecutive months, she/he is considered “inactive” unless or until she/he resumes attendance. Questions voted upon shall be decided by a majority vote of those eligible voting members present. An eligible voting member shall be a Board member who has attended at least two Board meetings in the previous six (6) months. A minimum of seven eligible voting Board members is required to enact official business. The Chairperson will only vote to break a tie. Employees of the Pantry and Closet may provide input to Board decisions, but are not eligible to vote.

Standing Committee Structure: There will be three main standing committees. The Committee Chairperson, and the number of committee members requested by the Chair, will be selected by the Board annually. Each committee shall include active Pantry/Closet volunteers. The activities of the Chair and committees will be undertaken to meet the procedures, objectives and goals established by the Board.

A. Human Resources (HR) committee:

1. Develops and maintains Lists of Duties, Job Description of the Executive Director, Performance Appraisal Plans, and Offer-of-Employment Letters, as needed.
  - a. Reviews qualifications of candidates for open positions and selects individuals for interviews.
  - b. The Executive Director shall be part of the interview process for Director (Closet) and Assistant Director(s).
  - c. The top two candidates identified by HR for open Director positions may, following a committee vote, be introduced by an HR committee member to a core group of active Pantry/Closet volunteers and staff (possibly up to ten individuals). There could then be a session of questions and answers and a tour of the facilities. Based on these interactions, this group could choose to provide to HR its impressions of both candidates and, based on a consensus vote, express to HR its preferred candidate and provide written reasons why. This information would be considered by HR prior to that committee's decision to recommend one candidate to the Board for final hiring approval.
2. Conducts annual review of the Executive Director by June 1. Confirms that Executive Director conducted reviews of Director (Closet), Assistant Director and Staff and provides a summary to HR committee.
3. HR Committee presents a slate of Office candidates at the June meeting.

B. Marketing and Promotions committee:

1. Schedules and coordinates fund-raising events.
2. Coordinates Pantry and Closet Website updates with the Webmaster.
3. Promotes Pantry and Closet in cooperation with the Executive Director.
4. Recruits volunteers.

C. Operations committee (along with Executive Director):

1. Coordinates purchase of needed equipment.
2. Evaluates and plans for future space needs for the Pantry and Closet.
3. Maintains equipment, building and vehicle.

D. Other committees may be initiated at any time by a vote of the Board.

EMPLOYEES OF PANTRY AND CLOSET

Currently paid employees consist of the Executive Director, Director (Closet), Assistant Director and designated Staff. Copies of all employment contracts shall be kept in the files of the Executive Director. Compensation for these positions will be either a fixed salary or an hourly wage, based on whether the individual position is defined as “exempt” or “non-exempt,” per Human Resource guidance and regulations. Compensation will be determined at the time of hire and reevaluated by June 1 at the time of the annual employment review. Raises and annual evaluations will be discussed at June Board meeting. Employment for all employees shall be “at will”, which means that the Board or the employee may terminate the employment

for any reason, at any time, with or without cause. Employment will be continued based on need, performance, and desire of the employees who currently hold the positions.

The Executive Director will be given a yearly review based on the performance of her/his assigned duties. The HR Committee will perform this review utilizing the current list of duties as a basis for the review and will recommend an appropriate raise to the Board for approval.

The Executive Director supervises the Director (Closet), Assistant Director and the Staff, evaluates their job performance annually and keeps copies of employment contracts. The results of these reviews will be provided to the HR Committee along with a recommended raise. If there is a problem with employee performance, the issue will be discussed and further action taken as necessary, with the Board guidance, if necessary. While the Executive Director can interview prospective candidates for Pantry positions, she/he cannot create more hours or eliminate or create a position without HR and Board approval.

The Executive Director is responsible for the overall collection and distribution of food and non-food items (including any needed supplies from the Northern Illinois Food Bank). The Executive Director also ensures and completes accurate records for Community Service workers and submits those to appropriate county courts and police departments. The Executive Director shall supervise the written acknowledgement of donations. The Executive Director shall be responsible for generating job descriptions for the Director (Closet), Assistant Director(s) and the Staff. The Executive Director assists the Chairperson in creating an agenda for the monthly Board meetings. An appointed worker or volunteer shall act in the absence of the Executive Director when volunteers, clients or community workers are present.

## CLIENT POLICY

Only residents of the City of Batavia and Batavia Township shall be eligible to be served by the Pantry and Closet. Eligibility shall be determined by an annual certification using picture ID and proof of residence as designated. Certification is for use of both Pantry and Closet.

Clients of the Pantry will receive food and non-food household and personal items once a month, and clearance items as available. Clients will have access to the services offered by the Clothes Closet twice a month. A household will receive one order regardless of how many families reside at that location. A household is defined as a dwelling with a kitchen. Exceptions in such cases as homelessness, emergency situations and multi-families in one home will be made by the Executive Director or her/his designee.

## RULES OF PROCEDURE

Rules of Procedure for day-to-day operations of the Pantry and Closet may be formulated and administered by the Executive Director to aid the work of the Pantry and Closet. These rules shall be in concert with these By Laws. These standard operating procedures could be combined into a Procedures Manual that would serve workers and volunteers well in the absence of the Executive Director or the Director (Closet). They could also be useful in training new volunteers in tasks such as entering client data into the computer system and in generating end-of-day reports.

## GENERAL

Copies of these By Laws will be prepared and distributed by the Secretary. One copy will be sent to the office of each participating church and a copy will also be at the Pantry per request and on the BIFP website.

These By Laws will be reviewed every three years by a Board-elected committee of at least three Board members. Any proposed changes to the By Laws will be approved by a two-thirds vote of eligible members at a Board meeting.

Revised: April 9, 2019

Approved: April 9, 2019