University of Kentucky

SSTOP Hunger:
Sustainable Solutions to Overcome Poverty

By-Laws

ARTICLE I: NAME AND PURPOSE

Section I. The name of this Universities Fighting World Hunger and Presidents United to Solve Hunger chapter, located at the University of Kentucky is SSTOP Hunger: Sustainable Solutions to Overcome Poverty.

Section II. The purpose of this organization shall be to develop and implement an action agenda on-campus to fulfill the missions of Universities Fighting World Hunger and Presidents United to Solve Hunger. We will do this by engaging faculty, staff, and students across disciplines in developing and implementing a strategy to solve hunger and malnutrition through hunger awareness and consciousness-raising, fundraising, advocacy, and academic initiatives (teaching, research, and outreach).

ARTICLE II: REPRESENTATIVE MEMBERSHIP

Section I. Membership shall consist of one official Representative from the following colleges, departments, and campus organizations.

- Department of Dietetics and Human Nutrition, College of Agriculture, Food, and Environment (CAFE)
- Department of Agricultural Economics, CAFE
- Department of Biosystems and Agricultural Engineering, CAFE
- Department of Community and Leadership Development, CAFE
- Department of Family Sciences, CAFE
- Department of Geography, College of Arts and Sciences
- Department of International Studies, College of Arts and Sciences
- Department of Gender Studies, College of Arts and Sciences
- Department of Environmental and Sustainability Studies, College of Arts and Sciences
- Sustainable Ag Program, CAFE
- The Food Connection @ UK
- Center for Community Outreach
- The Campus Kitchen at the University of Kentucky
- Cooperative Extension Services
- Minorities in Agriculture, Natural Resources and Related Sciences (MANRRS)
- SEAD
- Engineers without Borders
- Living Learning Program
- University of Kentucky Student Government (SGA)
• Kentucky Interfraternity Council (IFC)
• Panhellenic Council
• Athletes in Action
• Christian Student Fellowship

Section II. Each Representative is expected to adhere to several membership standards:

A. Attend all mandatory meetings, retreats, trainings, and events.
B. A maximum of 2 meetings per semester may be missed.
   a. If a Representative cannot attend a meeting, he/she will email the secretary 24-hours prior to the meeting and include the name of the individual that will attend in his/her place.
   b. If a Representative has 3 or more absences, he or she must forfeit the position. A new representative will be selected to replace the delinquent representative.
C. A GPA of 2.5 must be maintained in order to remain eligible to be on the committee.
D. The Representative is responsible for selecting an advisor and scheduling and attending a re-occurring monthly meeting with him/her.
E. Respond promptly (within 48-hours) to all forms of communication.
F. Serve an academic year.

Section III. Each Representative will be the leader of a sub-committee within their department or organization. He/she will lead the sub-committee meetings and in planning, organizing, and running at least one hunger-related awareness, fundraising, advocacy, or academic (teaching, research, outreach) event.

A. The sub-committee is open to any and all members of the department or organization.

Section IV. Each Representative is responsible for submitting an online weekly Representative Progress Report by Sunday at 9:00PM.

ARTICLE III: OFFICERS AND DUTIES

Section I. The Executive Board is elected and must be at least a sophomore status at the University of Kentucky.

A. President
   a. The role of the President shall be to preside over all meetings, respond to the SSTOP Hunger email within 48-hours, and be the spokesperson for SSTOP Hunger by representing and advocating for the organization.
B. Vice President
   a. The role of the Vice President shall be to assist the President in all matters, respond to the SSTOP Hunger email within 48-hours, and be the spokesperson for SSTOP Hunger by representing and advocating for the organization.
C. Secretary
   a. The role of the Secretary is to send the meeting agenda by email to all at least 24-hours prior to the meeting, document all meetings, and keep accurate records of attendance.
D. Treasurer
a. The role of the Treasurer shall be to manage the finances by creating a budget, depositing donations and raised funds, and giving updates regarding the account in meetings.

E. Advocacy and Awareness Facilitator
   a. The role of the Advocacy and Awareness Facilitator is to work with both the Executive Board and Representatives to plan advocacy activities and manage the social media accounts.

F. Fundraising Facilitator
   a. The role of the Fundraising Facilitator is to seek out creative opportunities to fundraise both on and off campus.

G. Service Facilitator
   a. The role of the Service Facilitator is to assist Representatives in finding, pursuing, and coordinating service projects and activities on and off campus.

H. Creative Facilitator
   a. The Creative Facilitator is responsible for all t-shirt designs, marketing graphics, artistic projects, and photography.

I. Faculty/Staff Lead
   a. The role of the Faculty/Staff Lead is to engage faculty and staff at the University of Kentucky of hunger-related awareness, advocacy, fundraising, and academic (teaching, research, and outreach) initiatives and events. He/she will also assist with the election process.

Section II. The Executive Board is expected to adhere to several standards:

   A. Attend all mandatory meetings, retreats, trainings, and events.
   B. A GPA of 2.5 must be maintained in order to remain eligible to be on the committee.
   C. Respond promptly (within 48-hours) to all forms of communication.
   D. Serve an academic year.

ARTICLE IV: ADVISORS

Section I. Each Representative must have a faculty/staff advisor from his or her respective department or organization.

Section II. The role of the advisor is to support the representative in organizing and implementing hunger initiatives and sub-committees within the Representative’s department or organization, as well as lend support to campus-wide events and activities.

Section III. Advisors and Representatives must have a scheduled, monthly meeting.

Section IV. Advisors must attend a pre-defined section of the mandatory retreat.

ARTICLE V: MEETINGS

Section I. The Executive Board will meet bi-weekly:

   A. The day of week shall be Monday.
   B. The time shall be 7:00 PM.

Section II. The Big Committee (Executive Board and Representatives) will meet bi-weekly:

   A. The day of week shall be Monday
B. The time shall be **7:00 PM.**

Section III. The President shall preside over all meetings. If, for some reason, the President cannot be in attendance, the Vice President shall preside.

**ARTICLE VI: ELECTION OF EXECUTIVE BOARD**

Section I. Elections for the offices of the Executive Board will be held at the second meeting of the spring semester.

A. The newly elected officers will assume their official duties at the last meeting of the spring semester.
B. The President-elect and Vice President-elect will serve on the selection committee for Representatives and lead the spring retreat with the new Big Committee.
C. A letter or intent to run for an officer position must be delivered to the President one week prior to the election.

**ARTICLE VII: SELECTION OF REPRESENTATIVES**

Section I. Representatives shall be selected through an online application process held every March.

A. Current Representatives must re-apply each year.

Section II. The selection committee shall consist of the lead advisors and the President-elect and the Vice President-elect.

Section III. The incoming Representatives will be required to attend the spring retreat.

**ARTICLE VIII: AMENDMENTS**

Section I. These By-Laws may be amended by a two-thirds majority vote of the Executive Board.

A. Proposed amendments must be submitted to the Secretary at least 48-hours prior to the Executive Board meeting. The proposed amendment will be sent out by the Secretary to the Executive Board to review before the meeting.