The Campus Kitchen at the University of Kentucky

By-Laws

ARTICLE I: NAME AND PURPOSE

Section I. The name of this Campus Kitchen Project, located at the University of Kentucky, is the Campus Kitchen at the University of Kentucky (CKUK).

Section II. The purpose of this organization shall be to provide a sustainable approach to reducing food waste on college campuses while also providing healthy meals to those struggling with hunger.

Section III. The purpose of the Campus Kitchen Executive Committee is to provide students with the opportunity to take on a position of higher responsibility, leadership, and impact in the Campus Kitchen. Students will take an active role in the everyday activities, as well as in the growth and continuation of the Campus Kitchen, while learning the basics of non-profit management and organizational structure.

ARTICLE II: OFFICERS AND DUTIES

Section I. The Executive Committee is elected and officers must be at least sophomores in good standing at the University of Kentucky. He/she must have previously served CKUK.

A. President
   a. The role of the President shall be to preside over all meetings and be the spokesperson for CKUK by representing and advocating for the organization.
   b. He/she will hold office hours for 2 hours/week with the faculty lead present.

B. Vice President
   a. The role of the President shall be to assist the President in all activities and serve as a spokesperson for CKUK 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 and holds members accountable for attendance.
   b. He/she will review paperwork, provide paperwork training to volunteers, and complete and submit monthly reports by the 5th of every month to the Campus Kitchens Project.

D. External Relations Chair will lead a committee that will:
   a. Recruit regular volunteers for the organization through e-mails, flyers, newspaper, word of mouth, and more. Recruit volunteers for special events, holidays, and summer shifts.
   b. Coordinate food pick-ups on and off campus and reach out to new partners specifically for fresh produce and protein sources.
E. **Internal Relations Chair:**
   a. Communicate effectively to the CKUK volunteers, stakeholders, partners, Advisory Board.
   b. Check the G-mail account and respond within at least 48 hours.
   c. Act as the 'point person' for on-call pick-ups and organize and manage on-call 
      volunteers to pick-up last-minute food items.
   d. Maintain the online Volunteer Hub.

F. **Development Chair:**
   a. Coordinate fundraising initiatives on and off campus by seeking out partners 
      within community (Greek life, other service groups, local businesses, campus 
      events including K-week).
   b. Plan for special events for clients, volunteers, and fundraising. Coordinate menu, 
      extra supplies, entertainment, education initiatives, advertising, and connect with 
      existing student and community groups.

G. **Operations Coordinator** will lead a committee comprised of:
   a. Recovery, Cooking and Delivery Shift Captains who are responsible for leading 
      shifts by:
      i. Arrive 30-minutes early for set-up, manage resources, oversee food 
         safety procedures;
      ii. Completing all necessary paperwork for the shift accurately;
      iii. Taking pictures and provide them to the Development Chair within 48 
           hours of the shift;
      iv. Having biweekly meetings with the shift captains to provide updates and 
          important information.

H. **Senior Hunger Fellow**
   a. Lead, organize and plan the Intergenerational Mentoring Program by recruiting, 
      training, and managing volunteers;
   b. Assist in purchasing bags of groceries, assemble and deliver them;
   c. Meet weekly with mentor;
   d. Organize, plan, and implement Beyond the Meal Programs including cooking 
      classes, education materials, education content, and/or grocery store tours for 
      the clients we serve.

I. **Marketing Chair**
   a. Promote CKUK through social media including Facebook, Twitter, and Instagram 
      by posting weekly images and updates.
   b. Create, manage, implement, and evaluate promotional plan for CKUK events.
   c. Promote CKUK events through social media posts, flyers, emails, and other 
      methods of communication.
   d. Take and manage photos/videos of Campus Kitchen shifts and activities.

J. **Faculty/Staff Lead**
   a. The role of the DHN Faculty/Staff Lead is to engage faculty and staff at the 
      University of Kentucky with CKUK.
   b. He/she will meet with the members of the Executive Committee weekly to 
      provide guidance and direction, will assist with the election process and lead the 
      Advisory Board meetings.
Section II. The Executive Committee (EC) is expected to adhere to several standards:

A. Attend all mandatory meetings, retreats, trainings, and events.
B. A maximum of 2 meetings per semester may be missed, unless otherwise voted and approved by the Executive Committee.
   a. If an EC member 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. The criteria for excused absences is found under University Senate Rule 5.2.4.2.
C. A cumulative GPA of 2.5 must be maintained in order to remain eligible to be on the committee.
D. Schedule and attend a weekly meeting with the DHN faculty/staff lead.
E. Respond promptly (within 48-hours) to all forms of communication, including but not limited to e-mail, text messages, phone-calls, and GroupMe messages.
F. Serve an academic year.

ARTICLE III: MEETINGS

Section I. The Executive Committee will meet weekly:

A. The day of week shall be on Wednesday.
B. The time shall be 6:00 PM.

Section II. The President shall preside over all meetings. If the President cannot be in attendance, the Vice President shall preside.

ARTICLE IV: ELECTION OF EXECUTIVE COMMITTEE

Section I. Elections for the offices of the Executive Committee will be held in March of the spring semester.

A. Elections will include an application process with an online application and an interview with the faculty/staff lead.
B. The newly elected officers will assume their official duties at the last meeting of the spring semester.
C. The President will lead the fall retreat.

ARTICLE V: ADVISORY BOARD

A. The role of the Advisory Board is to support the efforts of CKUK by offering advice, dynamic perspectives, and assistance for anything related to marketing, strategic direction, program effectiveness, fundraising, and quality improvement.

Section I. Advisory Board will meet bi-annually.

Section II. The Advisory Board must attend a pre-defined section of the mandatory retreat.

ARTICLE VI: 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.
The Campus Kitchen at the University of Kentucky
Organizational Chart

Faculty/Staff Lead
Advisory Board

President
Vice President

Secretary
Meeting Organization
CKP Paperwork & Reporting
Meeting Organization

External Relations Chair
Volunteer Recruitment
Food Procurement
Partnerships

Internal Relations Chair
On-call Volunteers
Communications
Volunteer Hub & Gmail account

Development Chair
Fundraising / Grant writing
Treasurer

Operations Coordinator
Cooking Shift Captains
Recovery Shift Captains
Inventory

Senior Hunger Fellow
Senior Programs
Homedeferries

Marketing Chair
Social Media
Promotion