The Campus Kitchen at the University of Kentucky

By-Laws

ARTICLE I: NAME AND PURPOSE

Section I. The name of this Campus Kitchens Project, located in the Department of Dietetics and Human Nutrition (DHN) 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 in good standing as defined by the University of Kentucky. He/she must have previously served CKUK or experience with a hunger-related organization.

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. The President will hold office hours for 2 hours/week with the faculty lead present.

c. The President will attend all Advisory Board meetings.

A. Vice President

a. The role of the Vice President shall be to assist the President in all activities and serve as a spokesperson for CKUK by representing and advocating for the organization.

B. Secretary

a. The role of the Secretary shall be 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. The Secretary will review the budget and paperwork, provide paperwork training to volunteers, and complete and submit monthly reports by the 5th of every month to the Campus Kitchens Project.
C. External Relations Chair
   a. The role of the External Relations Chair shall be to:
      i. Recruit volunteers
      ii. Build partnerships with community organizations, client agencies, and food donors
      iii. Serve as the SSTOP liaison.

D. Internal Relations Chair:
   a. The role of the Internal Relations Chair shall be to:
      i. Communicate effectively to the CKUK volunteers, stakeholders, partners, Advisory Board.
      ii. Check the G-mail account and respond within at least 48 hours.
      iii. Maintain the online Volunteer Hub.

E. Development Chair:
   a. The role of the Development Chair shall be to:
      i. 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).
      ii. 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.

F. Operations Coordinator:
   a. Will recruit and lead a committee comprised of Recovery, Cooking and Delivery Shift Captains who are responsible for leading shifts by:
      i. Arriving 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.
   b. The role of the Operations Coordinator shall be to:
      i. Conduct biweekly meetings with the shift captains to provide updates and important information
      ii. Communicate with recovery and delivery partners, schedule and attend to shifts, and oversee daily kitchen operations.
      iii. Coordinate food pick-ups on and off campus and reach out to new partners as needed by the organization.

G. 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.

H. Beyond the Meal Coordinator

a. Plan and coordinate activities and events with our partners that empower individuals with the knowledge and resources to live a healthy life

b. Including nutrition education, cooking classes, budget friendly activities, community engagement, and overall wellness.

I. Farm-to-Fork Chair

a. Assist with the planning and programming of the weekly Farm-to-Fork student meal program.

b. Including menu prep, volunteer recruitment, educational handouts, and Farm-to-Fork shift captain management.

J. Fellowships

a. The role of Fellows shall be to:
   i. Develop educational materials for use with their program.
   ii. Develop methods to make their program sustainable.
   iii. Recruit, manage, and lead volunteers for their program.

b. The Fellow must deliver monthly reports to the President, AmeriCorps VISTA, and Faculty/Staff lead that include, but are not limited to, budget/expenses, program progress, photos, and personal reflection.

c. Fellows are non-voting members of the Executive Committee.

K. AmeriCorps VISTA

a. The role of the AmeriCorps VISTA shall be to:
   i. Create or enhance a volunteer recruitment, training, and management system.
   ii. Improve access to and enhance awareness of nutritious food options available through farmers’ markets.
   iii. Develop and enhance collaborations between State Agencies administering SNAP, community based organizations and private sector employers to identify barriers in obtaining and retaining employment in the community
   iv. Produce a guide on findings and other materials as needed.
v. Work with State Agencies that administer SNAP to promote the Employment and Training program in order to connect low income households with services that increases their ability to obtain and retain employment

b. The AmeriCorps VISTA will meet with the members of the Executive Committee weekly to provide guidance and direction and assist with the election process.

L. 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. The Faculty/Staff Lead will provide guidance and direction, assist with the election process, and lead the Advisory Board meetings.

c. The Lead will meet with the President, Vice President, and Americorps VISTA 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 AmeriCorps VISTA.

C. Respond promptly (within 48-hours) to all forms of communication, including but not limited to e-mail, text messages, phone-calls, and GroupMe messages.

D. Serve for an entire 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 evaluation process with an online application and an interview with the faculty/staff lead.

B. Officer-elects will shadow current Executive Committee members after acceptance of positions.

C. The newly elected officers will assume their official duties at the last meeting of the spring semester.

D. 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.

Section III. Members of the Advisory Board serve for 2 year appointments.

**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.