



**THE
CAMPUS KITCHENSM
at the UNIVERSITY
of KENTUCKY**

The Campus Kitchen at the University of Kentucky: By-Laws



College of Agriculture, Food and Environment
Dietetics and Human Nutrition

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: MEMBERSHIP

Section I. Membership in this organization is open to all UK students regardless of race, ethnicity, national origin, religion, faith, age, gender, gender identity and expression, sex, sexuality, economic class, social class, and all other identities represented on our campus.

Section II. In order to become a member of CKUK, students must apply and be selected for one of the following positions:

A. Executive Committee Member

- 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 Executive Committee must follow the specific duties mentioned in Article II.

B. Shift Captain

- a. Online applications will be distributed to potential shift captains at the end of the semester preceding the semester in which they would like to lead a shift.
- b. The Operations Coordinator(s) will evaluate applicants and assign them shifts based on the following criteria:
 - i. Availability
 - ii. Previous involvement with CKUK
 - iii. Previous involvement with other hunger-related organizations
 - iv. ServSafe Certification

- c. The newly selected shift captains will begin leading their shifts at the beginning of the semester.
 - d. Shift captains must follow the specific duties that are mentioned in Article IV.
- C. Volunteer Member
- a. Volunteers are required to volunteer at least 10 hours per semester to be considered for membership within CKUK
 - i. Volunteers must serve these 10 hours at a minimum of 2 different shifts per semester. Volunteers cannot receive their 10-hour requirement by volunteering at the same shift every week.
 - b. Volunteers must attend at least 1 shift captain meeting per semester.
 - c. Volunteers must submit a reflection about their volunteer experience with CKUK.
 - d. Once completing the following requirements, volunteers must submit an application at any time before the end of the semester to ensure their membership

ARTICLE III: 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:
 - i. Be the spokesperson for CKUK by representing and advocating for the organization.
 - ii. Attend weekly meetings with the faculty advisor
 - iii. Attend and preside over all Executive Committee meetings.
 - iv. Serve as the official point of contact for CKUK.

B. Vice President

- a. The role of the Vice President shall be to:
 - i. Assist the President in all activities and serve as a spokesperson for CKUK by representing and advocating for the organization.
 - ii. Take the place of the President in the instance that they are unable to complete one of their responsibilities
 - iii. Provide support to any Executive Committee member when in need of assistance

C. Secretary

- a. The role of the Secretary shall be to:
 - i. 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 hold members accountable for attendance.
 - ii. Provide paperwork training to shift captains and complete monthly reports by the 5th of every month.

D. External Relations Chair

- a. The role of the External Relations Chair shall be to:

- i. Build partnerships with community organizations, client agencies, and food donors.
- ii. Serve as the Campus Kitchen representative for all community (off-campus) recovery and delivery partners
- iii. Communicate with community partners each week, coordinating off-campus food recoveries and deliveries
- iv. Coordinate food pick-ups off-campus and reach out to new partners as needed by the organization
- v. Assist in recruiting volunteers.

E. Campus Relations Chair

- a. The role of the Campus Relations Chair shall be to:
 - i. Recruit volunteers.
 - ii. Build partnerships with other campus organizations.
 - iii. Serve as the Campus Kitchen representative for all on-campus recovery and delivery partners.
 - iv. Communicate with on-campus partners each week, coordinating campus food recoveries and deliveries.

F. Internal Relations Chair

- a. The role of the Internal Relations Chair shall be to:
 - i. Communicate effectively to the CKUK volunteers, stakeholders, partners, Executive Committee.
 - ii. Check the G-mail account and respond within at least 48 hours.
 - iii. Maintain the online volunteer platform.
 - iv. Organize volunteer appreciation events.
 - v. Organize executive committee team bonding events.

G. 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 the community (Greek life, other service groups, local businesses, campus events including K-week).
 - ii. Seek out and draft grant proposals to raise money for the organization.

H. Operations Coordinator

- a. The role of the Operations Coordinator shall be to:
 - i. Organize the CKUK schedule of operations for each semester by working with the External Relations to learn schedules of partnering organizations and assigning shift captains
 - ii. Lead a committee comprised of recovery, cooking and delivery shift captains and be the main point of contact for them
 - iii. Conduct biweekly meetings with the shift captains to provide updates and important information

iv. Attend shifts and oversee daily kitchen operations.

I. Marketing Chair

a. The role of the Marketing Chair shall be to:

- i. Promote CKUK through social media including Facebook, Twitter, and Instagram by posting weekly images and updates.
- ii. Create, manage, implement, and evaluate promotional plan for CKUK events.
- iii. Promote CKUK events through social media posts, flyers, emails, and other methods of communication.
- iv. Take and manage photos/videos of Campus Kitchen shifts and activities.

J. Beyond the Meal Coordinator

a. The role of

- i. Plan and coordinate activities and events with our partners that empower individuals with the knowledge and resources to live a healthy life
- ii. Including nutrition education, cooking classes including Gathering at the Table, budget friendly activities, community engagement including Bingo Night, and overall wellness.

K. Farm-to-Fork Chairs

a. The role of

- i. Assist with the planning and programming of the weekly Farm-to-Fork student meal program, including:
 1. menu prep,
 2. volunteer recruitment,
 3. educational handouts, and
 4. Farm-to-Fork shift captain management.
- ii. Send out weekly emails to the Farm-to-Fork team and faculty explaining the weekly menu and program plan.

L. Fellows and/or Interns

- a. Fellows and Interns are non-voting members of the Executive Committee that will be appointed by the Faculty/Staff advisor to assist with special projects as needed.
- b. Fellows and Interns must deliver monthly reports on their project to the CKUK President and Faculty/Staff advisor that include, but are not limited to:
 - i. Budget/expenses
 - ii. Program progress
 - iii. Photos
 - iv. Personal reflection
- c. 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.

M. Work Study

- a. The work-study positions will take over some of the management and support responsibilities of the former AmeriCorps VISTA,
- b. The role of the Work Study Positions will be to:
 - i. Assist in the management and organization of Campus Kitchen
 - ii. Support the Executive Committee and Faculty/Staff lead however necessary.

N. Faculty/Staff Lead

- a. The role of the DHN Faculty/Staff Lead is to:
 - i. Engage faculty and staff at the University of Kentucky with CKUK.
 - ii. Provide guidance and direction, assist with the election process, and lead the Advisory Board meetings.
 - iii. Meet with the President, interns/fellows, and work study students weekly to provide guidance and direction and assist with the election process.

Section II. The Executive Committee (EC) is expected to adhere to several standards:

- A. Attend all mandatory meetings, retreats, training, 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 weekly meetings.
- 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 for an entire academic year.

ARTICLE IV: SHIFT CAPTAIN AND DUTIES

Section I. Shift captains have various duties depending on which shift they are leading that semester. An outline of the specific duties for shift captains based on the shift they lead are outlined in the “Shift Description” document in the CKUK drive. These duties will be clarified to those in the position at the shift captain training at the beginning of the semester.

Section II. Shift captains are expected to adhere to several standards that are outlined in the “Shift Captain Agreement” document in the CKUK drive. All shift captains are required to sign this document at the beginning of the semester in order to commit to their position.

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.

