

## **ARTICLE I Name**

The name of this organization is Kitchen 8, hereafter referred to as K-8.

## **ARTICLE II Mission, Goals and Objectives**

### **Section 1. Mission**

K-8 is an organization of Watkins/Miller alumnae and residents and other supporters of Elizabeth Miller Watkins' dream to help "the girls who must travel uphill." K-8 is dedicated to preserving and carrying forward the legacy of Mrs. Watkins, who created Watkins and Miller (Watkins/Miller) Scholarship Halls at the University of Kansas (KU) to help exceptional but financially needy women to get an education. K-8 provides a community of support to Watkins/Miller residents and alumnae and Elizabeth Miller Watkins Memorial Scholarship Fund (EMWMSF) recipients by maintaining communication, providing mentorship, awarding scholarships, staying informed of the conditions at and preserving Watkins/Miller as scholarship halls for women who have exceptional achievement and financial need, and striving to follow Mrs. Watkins' example of generosity and compassion.

### **Section 2. Goals and Objectives**

The goals and objectives of K-8 include the following:

- Preserve and carry forward the legacy of Elizabeth Miller Watkins;
- Oversee the EMWMSF and EMWMS awards;
- Keep K-8 members, Watkins/Miller alumnae and residents, and EMWMSF donors and recipients informed about and connected with K-8, Watkins/Miller Halls and the EMWMSF;
- Provide a community of support for Watkins/Miller residents and alumnae and EMWMS recipients;
- Support and advocate for Watkins/Miller residents by sponsoring events, mentoring and helping them learn about Elizabeth Miller Watkins;
- Gather donations for the EMWMSF and the K-8 Sugar Bowl; and
- Maintain and preserve historical records about Elizabeth Miller Watkins, K-8, the EMWMSF and Watkins/Miller Halls and alumnae.

### **Section 3. Disclaimer**

- A. K-8 is an independent organization and not part of KU, KU Endowment Association, KU Alumni Association, KU Department of Student Housing or other similar organization.
- B. K-8 shall not share its membership roster with any outside organization or any individual not on the K-8 Board without written permission of K-8 members.

## **ARTICLE III Membership**

### **Section 1. Membership**

- A. K-8 membership is open to:
  - Any Watkins/Miller alumna and resident; and
  - Any individual who supports K-8's mission, goals and objectives.
- B. An individual may become a K-8 member and be added to the K-8 membership roster by:
  - Signing up on the K-8 Website; or
  - Expressing intent to be a K-8 member to a K-8 Board member.
- C. An individual may end membership in K-8 by informing the K-8 Secretary who shall remove the individual from the K-8 roster.

### **Section 2. Dues**

There shall not be any dues or fees to be a member of K-8.

## **ARTICLE IV K-8 Board**

### **Section 1. Composition**

The K-8 Board shall consist of the following positions:

- President;
- Vice President;
- Secretary;
- Treasurer;
- Historian(s);
- Watkins/Miller Campus Coordinator(s);
- EMWMSF Advisory Committee Chair(s);
- EMWMS Selection Committee Chair(s);
- K-8 Website Coordinator(s);
- K-8 Newsletter Coordinator(s); and
- K-8 Mentoring Coordinator(s).

### **Section 2. Duties and Responsibilities**

- A. The K-8 Board shall:
  - Administer, supervise and oversee K-8;
  - Act on behalf of K-8 on all matters these by-laws specify or the K-8 membership delegates to the Board, particularly if delaying action until the K-8 Annual Meeting would preclude timely action or response;
  - Review and approve K-8 annual budget, meeting minutes and any EMWMSF Advisory Committee recommendations;

- Appoint K-8 members to fill vacancies on the Board; and
  - Perform other functions K-8 members request or delegate to the Board.
- B. Each K-8 Board member also shall perform the following general duties and responsibilities:
- Report at least annually to the K-8 Board and membership; and
  - Promptly turn over K-8 records and property to the Board or successor at the end of the term.
- C. Appendix A sets forth duties and responsibilities that specific K-8 Board members shall perform in addition to those this Article specify.

## **ARTICLE V K-8 Committees**

### **Section 1. General**

- A. The K-8 standing committees shall include:
- The EMWMSF Advisory Committee;
  - The EMWMS Selection Committee;
  - The K-8 Communications Committee; and
  - The K-8 Annual Meeting Committee.
- B. The K-8 Board may establish other committees as need or interest arises.
- C. Any K-8 member may participate on a K-8 committee unless these by-laws specify otherwise.\

### **Section 2. General Duties and Responsibilities of Committees**

- A. Committees shall:
- Select a committee chair(s) unless these by-laws specify otherwise;
  - Meet as necessary in person and/or by electronic means to conduct business;
  - Make periodic reports to the K-8 membership and Board;
  - Attend K-8 Board meetings when requested; and
  - Perform other functions the K-8 membership or Board requests or delegates.
- B. Appendix B sets forth duties and responsibilities of K-8 standing committees in addition to the general duties this Article specifies.

### **Section 3. Purpose and Composition of EMWMSF Advisory Committee**

- A. The sole purpose of the EMWMSF Advisory Committee is to provide scholarships to women attending KU who have exceptional achievements and demonstrated financial need.
- B. The EMWMSF Advisory Committee shall consist of the following persons:
- The EMWMSF Advisory Committee Chair(s);
  - The K-8 President;
  - The K-8 Secretary;
  - The K-8 Treasurer;
  - The EMWMS Selection Committee Chair(s); and
  - A representative of the financial institution managing the EMWMSF.

## **ARTICLE VI Elections**

### **Section 1. Election Date**

K-8 members shall elect the K-8 Board at the K-8 Annual Meeting.

### **Section 2. Nominations and Election**

- A. At least four (4) months before the K-8 Annual Meeting, the President shall:
- Issue a call for nominations for K-8 Board positions on the K-8 Website and in an e-mail to K-8 members; and
  - Provide the list of candidates and absentee voting procedures to the K-8 Communications Committee to put on the K-8 Website and in time to publish them in the K-8 Newsletter.
- B. The procedures for K-8 Board elections shall include the following:
- K-8 members shall be allowed to vote by absentee provided the K-8 Annual Meeting Committee receives their ballots before the Annual Meeting;
  - The Annual Meeting Committee shall count absentee ballots before the Annual Meeting;
  - K-8 members shall be allowed to make nominations from the floor at the Annual Meeting;
  - Candidates shall be permitted to make a short statement about their qualifications and reasons for running if there is more than one candidate for a Board position;
  - The Annual Meeting Committee shall preside over voting for Board positions, which shall be by secret ballot or by acclamation if there is only one candidate for each office; and
  - The Annual Meeting Committee shall conduct a run-off if no candidate receives a majority of the total votes cast.

### **Section 3. Terms**

K-8 Board members shall serve a two-year term commencing at the conclusion of the K-8 Annual Meeting.

### **Section 4. Vacancies**

- A. A vacancy on the K-8 Board exists if:
- A Board member resigns;
  - The Board removes the Board member pursuant to these by-laws; or
  - The Board position was not filled at the K-8 Annual Meeting.
- B. If a vacancy occurs the K-8 Board shall appoint a member to complete the unexpired term.

#### **Section 5. Removal**

The procedures for removing a K-8 Board member shall be:

- A K-8 member must present a petition for removal to a Board member that is signed by at least five (5) K-8 members and states the reasons for removal;
- The Board shall provide notice of the petition on the K-8 Website or by other means and allow K-8 members at least ten (10) days to submit comments;
- After reviewing member comments the Board shall vote on the removal petition; and
- The Board shall remove the Board member from office immediately if at least two-thirds (2/3rds) of the Board vote for removal.

### **ARTICLE VII Meetings**

#### **Section 1. General**

- A. All K-8 Annual and in-person Board meetings shall be:
- Open to all K-8 members, Watkins/Miller residents, and invited guests; and
  - Held only after notice is provided to K-8 members.
- B. Notice of K-8 Annual and in-person Board meetings shall contain at least:
- The meeting time, date and location;
  - The meeting agenda;
  - A statement that the meeting is open to K-8 members, Watkins/Miller alumnae and residents, and invited guests;
  - The contact person(s) for additional information about the meeting or to put an item on the agenda;
  - The list of candidates for K-8 Board positions, if applicable;
  - The right to make nominations from the floor for K-8 Board positions, if applicable;
  - The procedures for absentee voting, if applicable; and
  - Any by-laws amendments K-8 members will consider, if applicable.
- C. Notice of all K-8 Annual meetings and in-person Board meetings shall be:
- Posted on the K-8 Website;
  - Sent to K-8 members by e-mail or other electronic means; and
  - Published in the K-8 Newsletter, if possible.
- D. Procedures for K-8 Annual and in-person Board meetings shall include:
- The President shall allow K-8 members to put items on the agenda, if time permits;
  - The President shall allow K-8 members, Watkins/Miller alumnae and residents, and invited guests to participate in discussions;
  - The Secretary shall record all motions and votes in the meeting minutes; and
  - Any action K-8 members or the K-8 Board takes at Annual and in-person Board meetings shall be by majority vote of members or the Board present, respectively, unless these by-laws specify otherwise.

#### **Section 2. K-8 Annual Meeting**

- A. K-8 shall hold a membership meeting at least annually after providing at least sixty (60) days notice to members. If possible, K-8 shall hold the Annual Meeting in conjunction with the Watkins/Miller Alumnae Teas.
- B. The purposes of the K-8 Annual Meeting shall be:
- Electing K-8 Board members;
  - Presenting EMWMS awards;
  - Presenting reports and recommendations of K-8 Board members, committee chair(s) and Watkins/Miller Presidents and Alumnae Chairs;
  - Amending the K-8 by-laws, if necessary; and
  - Considering and voting on recommendations and other items concerning K-8.

#### **Section 3. K-8 Board Meetings**

- A. The K-8 Board shall hold at least one in-person meeting annually in conjunction with the K-8 Annual Meeting after providing at least sixty (60) days notice to K-8 members.
- B. The President or five (5) Board members may call additional Board meetings as necessary.
- C. The Board may meet, conduct business and vote by e-mail or other means provided:
- Board members receive at least ten (10) days notice, except in an emergency;
  - Board members have at least ten (10) days to respond and vote, except in an emergency;
  - Any action taken is by majority vote of the entire Board; and
  - The Board reports the substance of the communication and any votes taken to the K-8 Communications Committee to provide to K-8 members.

#### **Section 4. EMWMSF Advisory Committee Meetings**

- A. The EMWMSF Advisory Committee shall hold at least one in-person meeting annually after providing at least thirty (30) days notice to K-8 members.
- B. The EMWMSF Advisory Committee may meet, conduct business and vote by e-mail and other means provided that:
- Committee members receive at least ten (10) days notice, except in an emergency;
  - Committee members have at least ten (10) days to respond and vote, except in an emergency; and
  - Any action taken is by majority vote of the entire Committee.

#### **ARTICLE VIII Parliamentary Authority**

Common sense and courtesy shall be the general rule of conduct for all K-8 meetings. The most recent edition of Robert's Rules of Order, Newly Revised, shall govern all K-8 meetings, provided they do not conflict with the K-8 by-laws or any special rule of order K-8 has adopted.

#### **ARTICLE IX Amendment of By-laws**

##### **Section 1. General**

K-8 may amend these by-laws at a K-8 Annual Meeting by two-thirds (2/3rds) vote of K-8 members voting at the meeting or by absentee ballot.

##### **Section 2. Amendment Procedures**

The procedures for amending the K-8 by-laws shall be as follows:

- Any K-8 member may propose to amend the by-laws by submitting a written motion to any K-8 Board member that contains the amendatory language and reasons for the amendment;
- The K-8 Annual Meeting notice and agenda must include the proposed amendment and absentee voting procedures;
- Absentee ballot must be received and counted before the K-8 Annual Meeting; and
- The K-8 member(s) proposing the amendment may explain the amendment and answer questions at the K-8 Annual Meeting.

#### **APPENDIX A Duties and Responsibilities of K-8 Board**

##### **Section 1. President**

The President shall:

- Call, prepare agendas for and preside at all K-8 membership and Board meetings;
- Act as the spokesperson for and represent K-8 at meeting or designate a Board member to do so if necessary;
- Prepare and sign K-8 correspondence or designate a Board member to prepare it;
- Be a signatory on the K-8 checking account and sign checks in absence of the Treasurer;
- Sign contracts and other financial instruments as necessary;
- Maintain regular communication with the K-8 Board and committees; and
- Be a member of the EMWMSF Advisory Committee.

##### **Section 2. Vice President**

The Vice President shall:

- Preside at meetings in absence of the President;
- Assume the position of President for the remainder of the unexpired term if a vacancy occurs; and
- Chair the K-8 Annual Meeting Committee.

##### **Section 3. Secretary**

The Secretary shall:

- Take minutes at all K-8 membership, Board and EMWMSF Advisory Committee meetings or designate another K-8 member to take minutes when necessary;
- Provide draft minutes to the K-8 Board and EMWMSF Advisory Committee for approval and approved minutes to the K-8 Communications Committee to provide to K-8 members;
- Maintain and update the K-8 membership roster;
- Maintain approved minutes and current K-8 by-laws; and
- Be a member of the EMWMSF Advisory Committee.

##### **Section 4. Treasurer**

The Treasurer shall:

- Receive and deposit funds in a federally-insured depository;
- Be the primary signatory on the K-8 checking account;
- Pay all approved bills and disburse all expenditures by check;
- Prepare annual budget for K-8 Board approval;
- Keep a list of all persons donating to the EMWMSF and K-8 Sugar Bowl and report the list the K-8 Communications Committee;
- Acknowledge all donations to the EMWMSF and K-8 Sugar Bowl; and
- Be a member of the EMWMSF Advisory Committee.

##### **Section 5. Historian(s)**

The Historian(s) shall:

- Develop, identify and preserve information and historical records about Elizabeth Miller Watkins; K-8; the EMWMSF; and Watkins/Miller Halls, alumnae and residents;

- Update historical publications as necessary; and
- Select and transfer historical records to the EMW Legacy Collection at KSHS and/or the Watkins Community Museum of History.

#### **Section 6. Watkins/Miller Campus Coordinator(s)**

The Watkins/Miller Campus Coordinator(s) shall:

- Act as liaisons and resource persons for Watkins/Miller Halls and residents;
- Provide support and assistance to Watkins/Miller residents when requested; and
- Plan and host events to educate Watkins/Miller residents about Elizabeth Miller Watkins, K-8 and the history of Watkins/Miller Halls.

#### **Section 7. EMWMSF Advisory Committee Chair(s)**

The EMWMSF Advisory Committee Chair(s) shall:

- Call and preside at committee meetings;
- Serve as liaison with and represent the Committee at meetings with the financial institution managing the EMWMSF and other organizations;
- Sign contracts and other financial instruments that the Committee and K-8 Board approve;
- Inform the financial institution managing the EMWMSF of changes in investment strategies and Committee membership; and
- Inform EMWMS Selection Committee of the funds available for EMWMS awards.

#### **Section 8. EMWMS Selection Committee Chair(s)**

The EMWMS Selection Committee Chair(s) shall:

- Oversee revision and distribution of EMWMS applications and information about the EMWMS;
- Oversee review and evaluation of applications and selection of EMWMS recipients;
- Report the names of EMWMS recipients to the K-8 Board, EMWMSF Advisory and K-8 Annual Meeting Committees; and
- Be a member of the EMWMSF Advisory Committee.

#### **Section 9. K-8 Website Coordinator(s)**

The K-8 Website Coordinator(s) shall:

- Coordinate maintaining and updating the K-8 Website so it provides timely information;
- Respond to or forward to the appropriate K-8 Board member or committee communications received through the K-8 Website, the K-8 e-mail address and electronic accounts; and
- Serve on and coordinate communication activities with the K-8 Communications Committee.

#### **Section 10. K-8 Newsletter Coordinator(s)**

The K-8 Newsletter Coordinator(s) shall:

- Organize, edit and publish the K-8 Newsletter at least annually;
- Arrange for the design, printing and distribution of the K-8 Newsletter;
- Serve on and coordinate communication activities with the K-8 Communications Committee.

#### **Section 11. K-8 Mentoring Coordinator(s)**

The K-8 Mentoring Coordinator(s) shall:

- Identify the mentoring needs of Watkins/Miller alumnae and residents;
- Establish and maintain a mentoring program to address identified needs; and
- Recruit volunteers to be mentors and help with the K-8 Mentoring program.

### **APPENDIX B**

#### **Duties and Responsibilities of K-8 Standing Committees**

##### **Section 1. EMWMSF Advisory Committee**

The EMWMSF Advisory Committee shall:

- Monitor and review EMWMSF investments;
- Update and revise investment strategies of the EMWMSF;
- Recommend for K-8 Board approval selection of or changes in the financial institution managing the EMWMSF; and
- Determine amount of funds available each year for EMWMS awards.

##### **Section 2. EMWMS Selection Committee**

The EMWMS Selection Committee shall:

- Maintain and update EMWMS application and publicize information about the EMWMS awards and application process;
- Establish and make available objective procedures for evaluating applications and selecting EMWMS recipients that ensure the goal to award scholarships based on exceptional achievement and demonstrated financial need;
- Review applications and select recipients in accordance with the objective procedures;
- Coordinate presentation of EMWMS awards with K-8 Annual Meeting Committee.

##### **Section 3. K-8 Annual Meeting Committee**

The K-8 Annual Meeting Committee shall:

- Plan the Annual Meeting, including the location, program, speakers and luncheon;
- Provide timely information about the Annual Meeting to Watkins and Miller Scholarship Halls and the K-8 Communications Committee to provide to K-8 members; and
- Invite Watkins/Miller residents, EMWMS recipients and special guests to attend the Annual Meeting as guests of K-8.

##### **Section 4. K-8 Communications Committee**

The K-8 Communications Committee shall:

- Solicit, prepare and coordinate content of the K-8 Newsletter, K-8 Website and other methods of communication to keep K-8 members, Watkins/Miller alumnae and residents and EMWMSF donors and recipients informed in a timely manner; and
- Explore new and additional measures to establish and maintain communication with K-8 members, Watkins/Miller alumnae and residents and EMWMSF donors and recipients.