

**CONSTITUTION for**  
**National Kitchen and Bath Association Student Chapter**  
Amended 8.23.17

**PREAMBLE**

We, the members of the National Kitchen and Bath Association Student Chapter, subscribing to the regulations of policies of the University of Georgia, establish this Constitution to govern the matters within our organization.

**ARTICLE I: NAME**

The name of this organization is: National Kitchen and Bath Association Student Chapter (NKBA).

**ARTICLE II: PURPOSE & MISSION**

- A. The purpose of the National Kitchen and Bath Association Student Chapter shall be:
  - a. to encourage involvement of students in supported/accredited programs,
  - b. offer students a venue to network with fellow students and professionals,
  - c. establish a firm link between the supported/accredited programs and their chapters, and
  - d. introduce students to the benefits of on-going NKBA membership throughout their careers.
- B. The mission of the National Kitchen and Bath Association Student Chapter shall be to enhance member success and excellence, promote professionalism and ethical business practices, and provide leadership and direction for the kitchen and bath industry.

**ARTICLE III: MEMBERSHIP**

- A. Membership shall be limited to currently enrolled University of Georgia students, faculty, and/or staff members.
- B. Each member will be required to pay a \$20 non-refundable payment to be a member of the organization. A deadline for payment will be stated at the first meeting of the academic year.
- C. In addition to voting privileges, membership privileges include, but are not limited to:
  - a. The opportunity to socialize with students with similar interest
  - b. A forum of education and networking which helps assist in securing a rewarding position after college graduation
  - c. Knowledge of national industry events and opportunity to attend given high member interest
  - d. The opportunity to volunteer with design and building field organizations
- D. Each member is expected to attend all chapter meetings. If the member misses more than 3 meetings a semester they are not considered a member of the organization.

**ARTICLE IV: NONDISCRIMINATION**

- A. Membership and all privileges, including voting and officer positions, must be extended to all students without regard to race, color, sex (including sexual harassment and pregnancy), sexual orientation, gender identity, ethnicity or national origin, religion, age, genetic information, disability, or veteran status.

However, religious student organizations will not be denied registration solely because they limit leadership positions to students who share the same religious beliefs.

- B. Membership and all privileges, including voting and officer positions, must be extended to all students as stated in the [University of Georgia Non-Discrimination and Anti-Harassment Policy](#). **Title VI** of the Civil Rights Act of 1964 protects people from discrimination based on race, color or national origin in programs or activities that receive Federal financial assistance. **Title IX** states that: No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

#### **ARTICLE V: OFFICERS**

- A. All officers must be current students, enrolled in at least six (6) credit hours at the University of Georgia, and in good academic standing. Officer must have been a member of NKBA Student Chapter for at least one academic year.
- B. Terms of office: one year with elections for following year occurring at the last chapter meeting of the academic year.
- C. Term limits: officers may hold office for no more than two (2) consecutive years.
- D. There are seven (8) officer positions of this organization, which shall consist of the President, Vice President, Secretary, Treasurer, Social Media Chair, Communications Liaison, and two (2) Event Coordinators.
  - a. President:
    - i. Exercises general responsibility for and oversight of all Student Chapter activity and the performance of Student Chapter officers and chairs.
    - ii. Presides at meetings of the Student Chapter and Student Chapter Executive Committee.
    - iii. Ensures Student Chapter goals and activities align with the Association's Strategic Plan.
    - iv. Cooperates and ensures that all required information is forwarded to the NKBA.
    - v. Serves as an ex-officio member of all committees established within the Student Chapter.
    - vi. Ensures the enforcement of the rules, regulations and policies, as well as the Bylaws of the Association and that all orders and resolutions of the Board of Directors of the Association that pertain to Student Chapter activities are carried out.

- vii. Appoints committee chairs. With individual committee chair, appoints committee members, is responsible for the proper instruction of the committees and for the coordination of their activities within the scope of their charge.
- viii. Coordinate the development of the Student Chapter Strategic Plan with the Student Chapter Executive Committee.
- ix. Conducts a President's Planning Session.
- x. Attends all Chapter functions and activities or designates an Executive Committee representative to attend.
- xi. Re-registers the organization with the University at the end of each academic year
- xii. Informs NKBA of any special meetings.
- xiii. Updates the Student Chapter constitution as necessary
- b. Vice-President:
  - i. Schedules Chapter meetings.
  - ii. Works with Student Chapter Executive Committee (EXCO) to address logistics for each meeting.
  - iii. Should plan to deliver a minimum of four hours of educational programs per year.
  - iv. Fulfills role of the President in his/her absence.
  - v. Notifies members of any changes through Student Chapter newsletters and meeting notice.
- c. Secretary:
  - i. Preserves and maintains the records of the Student Chapter.
  - ii. Keeps minutes of all meetings.
  - iii. Distributes minutes to Student Chapter Executive Committee (EXCO) members.
  - iv. Makes Student Chapter meeting minutes available upon request,
  - v. Reports results of Student Chapter Officer elections to NKBA by November 30.
- d. Treasurer:
  - i. Supervises the financial affairs of the Student Chapter.
  - ii. Disburses Student Chapter funds required to conduct Chapter affairs and activities, approved by its members or the Student Chapter Executive Committee.
  - iii. Maintains all financial accounts and signs all checks with the Accredited College Coordinator.
  - iv. Makes financial reports to the Student Chapter, Student Chapter Executive Committee, and NKBA.
  - v. Ensures that all current student members are entitled to participate in membership services and activities at student member rate.
  - vi. Prepares an annual Student Chapter budget.
  - vii. Handles registration at Chapter meetings.

- viii. Performs other duties assigned by the Student Chapter President or Student Chapter Executive Committee with the Student Chapter President, selects an assistant if needed.
- ix. Assist outgoing Treasurer.
- x. Obtain bank account signatures card. For internal control purpose all checks and drafts disbursing Student Chapter funds must have two signatures.
- xi. Reviews the monthly bank statement with the Student Chapter President and Accredited College Program Coordinator.
- e. Event Coordinators:
  - i. Plans Student Chapter events.
  - ii. Maintains and utilizes the Student Chapter event calendar to inform members of scheduled events.
  - iii. Creates flyers and graphic announcements for Student Chapter meetings and events.
  - iv. Coordinates with the Social Media Chair to publish meeting/event flyers and/or announcements.
- f. Social Media Chair:
  - i. Maintains the Student Chapter's social media outlets (Facebook, Instagram).
  - ii. Coordinates with the Event Coordinator(s) to promo.
  - iii. Maintain online presence and inform alumni and current members of organization events and meetings.
- g. Communication's Liaison:
  - i. Promote Student Chapter and raise awareness within the University.
  - ii. Organize Student Chapter attendance at the University Involvement Fair.
  - iii. Maintain relations with alumni.

## **ARTICLE VI: ELECTIONS**

- A. Elections will take place in April during the last chapter meeting of the academic year.
- B. Candidates must be current students, enrolled in at least six (6) credit hours at the University of Georgia, and in good academic standing.
- C. Candidates are elected by majority vote.
  - a. Candidates may give a brief speech as to why they are best for their intended position. At conclusion of the speech, the candidate shall leave the room and members shall cast their vote on a piece of paper. The President and one other member of the Executive Board not running for office will count the votes.
  - b. Only currently enrolled students may vote in elections.
- D. Winning candidates will take office after meeting with their currently active counterpart to transition the position.

#### **ARTICLE V: OFFICER REMOVAL**

- A. To remove an officer from the executive board, a motion signed by at least two current student members can be brought to the existing executive board.
- B. The executive board will then inform the officer in question, and hold an anonymous vote without the officer present.
- C. If  $\frac{2}{3}$  membership votes to remove the officer, he/she will be removed from office, effective immediately.
  - a. Only currently enrolled UGA students may vote in officer removal.
  - b. An election will then be held at the following chapter meeting to fill the open position.
- D. No appeals process will be available.

#### **ARTICLE VIII: MEETINGS**

- A. General body meetings shall be held bi-weekly on the first and third Tuesdays of each month, and additional officer meetings or event meetings may be scheduled by the President.
- B. Stipulation for quorum shall consist of 10 voting members to be present at a meeting.
  - a. Quorum must be met for any vote to be valid (e.g.: elections, officer removal, amendments, etc.), or for any official business to be transacted.

#### **ARTICLE VII: AMENDMENTS**

- A. Amendments may be proposed by any student member of the organization.
- B. Proposed amendments must be brought to the executive board, who will hold a vote at the next general body meeting.
- C. Amendments are passed by a  $\frac{2}{3}$  vote of student membership.

#### **ARTICLE VIII: ADVISORS**

- A. NKBA at UGA shall have one (1) faculty advisor who shall be an ex-officio member without voting privileges.
- B. Advisor shall provide counsel in organization activities and events, and officer advise when student membership requires assistance.
- C. Advisor can be removed by a  $\frac{2}{3}$  vote of membership.