**Body Image and Eating Disorder Awareness**

**Constitution**

**Article I: Name**

The name of this organization shall be Body Image and Eating Disorder Awareness (BIEDA) at Iowa State University.

**Article II: Purpose**

The purpose and goal of BIEDA is to encourage a positive, sustainable lifestyle through body image and eating disorder awareness and campus/local resource identification. This organization will be responsible for carrying out an annual week of awareness activities in conjunction with the National Eating Disorder Awareness week. This organization is directly affiliated with the Eating Disorder Coalition of Iowa (EDCI).

We will provide programming throughout the year and an annual week of events during National Eating Disorder Awareness Week. We will work to include events that appeal to all groups of people because eating disorders can affect everyone. We want to be a voice that will de-stigmatize eating disorders and to help those that are struggling to identify how to receive help.

**Article III: Statement of Compliance**

-Section One: BIEDA abides by and supports established Iowa State University policies, State and Federal Laws, and follows local ordinances and regulations.

-Section Two: BIEDA agrees to annually complete President’s Training, Treasurer’s Training, and Adviser Training (if required).

**Article IV: Non-Discrimination Statement**

 Iowa State University and BIEDA do not discriminate on the basis of race, ethnicity, sex, pregnancy, color, religion, national origin, physical or mental disability, age, marital status, sexual orientation, gender identity, genetic information, or status as a U.S. Veteran.

**Article V: Membership**

 Membership shall be open to all registered students at Iowa State University. As a member, one is required to attend organizational meetings regularly, pay dues if required, and actively support organization projects. Membership will be revoked by ½ vote of officers plus ¾ vote from the general membership if actions are deemed inappropriate by the membership.

 Sufficient cause for removal may include, but is not limited to: having continued unexcused absences from the meetings of the Chapter; not attending to assigned or elected duties of the Chapter; inexcusably failing to meet financial obligations to the Chapter; violating the Constitution and Bylaws of the Association or the Bylaws of the Chapter; violating a rule, practice, or procedure adopted by the Chapter. This is not meant to be a complete list of offenses.

**Article VI: Officers**

 -Section One: Office Duties and Term of Service

 All officers will serve a one year term, unless re-elected, that will begin on April 1st and end on March 31st of the following year.

The officers of this organization must meet the following requirements:

(a) Have a minimum cumulative grade point average (GPA) as stated below and meet that minimum GPA in the semester immediately prior to the election/appointment, the semester of election/appointment and semesters during the term of office. For undergraduate, graduate, and professional students, the minimum GPA is 2.00. In order for this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration.

(b) Be in good standing with the university and enrolled: at least half time (six or more credit hours), if an undergraduate student (unless fewer credits are required to graduate in the spring and fall semesters) during the term of office, and at least half time (four or more credits), if a graduate level student (unless fewer credits are required in the final stages of their degree as defined by the Continuous Registration Requirement) during their term of office.

(c) Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and (b).

 Officer positions include:

Two Co-chairs:

· Lead exec committee

· Serve as campus/community liaisons

· Collaborate with the EDCI (Eating Disorder Coalition of Iowa)

· Keep exec board accountable for responsibilities

· Lead recruitment efforts for exec board

· Meet regularly as co-chairs and also with the BIEDA Advisor

· Serve as representative in working with campus partners

· Supports and assists with all efforts of exec board as needed

· One of the co-chairs will serve as the Risk Management officer. The Risk Management officer’s duties include minimizing potential risks for club activities, recommending risk management policies or procedures to officers and members of BIEDA submitting documentation to ISU’s Risk Management Office for travel and/or the proper handling of food, ensuring that Iowa State University policies are followed at all of the organization’s events and ensuring that necessary waivers and background checks are on file with Risk Management for events (if applicable)

One Vice President:

· Leads fundraising efforts

· Leads merchandising efforts

· Oversees membership

· Fills in in the event of Co-President(s) absences

· Takes minutes in the absence of the Secretary

One Treasurer

· Manages overall budget

* Obtains p-card and stays up to date with p-card purchases
* Collects dues
* Keeps ledger of all purchases

· Secures potential sponsorships and coordinates details with Student Activities guidelines

· Coordinates documentation of all expenses

· Supports and assists with all efforts of exec board as needed

· Collaborates with campus partners assisting in the funding of events/programs

· Is required to show financial statements to the executive board at meetings or upon request.

One Secretary

· Keeps minutes for all exec board meetings

· Sends out minutes following every exec board meeting

· Records attendance and absence of board members at exec board meetings

· Responsible for maintaining communication between exec board members

· Records and prepares all transition materials between years/exec boards

· Serves as historian and compiles photo/video of past events into BIEDA google doc

· Supports and assists with all efforts of exec board as needed

One Marketing Committee Chair

· Responsible for leading publicizing efforts for all events and the student organization

· Creates/appoints assistance in creating all advertising/promotional materials

· Keeps content up to date on website

· Leads assessment efforts to improve BIEDAW and compile results

· Organizes and leads marketing subcommittee throughout academic year

· Supports and assists with all efforts of exec board as needed

· Social Media

Three Event Management Committee Chairs

· Leads all efforts of designated event(s)

· Coordinates volunteers for designated event(s)

· Collaborates with Marketing Committee Chair regarding advertising for designated event(s)

· Develop educational materials

· Organize and lead subcommittee throughout year

 *Example: Each programming committee chair could be responsible for one event, like the Body Image Art Gallery. They, along with the subcommittee, would be responsible for all logistics and details for that event: calls for art/artists, location space options, food, donations, etc.)*

· Supports and assists with all efforts of exec board as needed

Two Staff Advisers

· Contribute to programming efforts through personal and office efforts

· Attend Exec Board meetings

· Serve as representatives and liaisons in working with campus partners

· Support and assist with all efforts of exec board as needed

· Should not be considered "above" co-chairs or exec board members.

· Nominations for Staff Advisers will come from the general membership and be elected by majority vote of the executive board.

· All advisers will serve a one year term, unless re-elected, that will begin on April 1st and end on March 31st of the following year.

-Section Two: Method of election of Officers

Members interested in an open officer position may be nominated or self nominate themselves. The current executive board who will then evaluate the candidates based on their own criteria and elect officers by majority vote.

-Section Three: Date(s) of election of Officers

Officer elections will be held the first meeting following spring break.

-Section Four: Removal/Replacement of Officers and Advisers

Officers and advisers may be removed from office by ½ vote of the other officers and ¾ of the general membership if actions are deemed inappropriate by the membership. The officer or adviser is permitted to speak before the Executive Committee and the general membership about the charges made concerning his/her performance. The officer or adviser is not permitted to participate in the deliberation of the Executive Committee regarding the charges.

 Sufficient cause for removal may include, but is not limited to: having two unexcused absences per semester from exec board meetings; not attending to assigned or elected duties of the organization; inexcusably failing to meet financial obligations to the organization; violating the Constitution and Bylaws of the Association or the Bylaws of the organization; violating a rule, practice, or procedure adopted by the organization. This is not meant to be a complete list of offenses.

Removal of an officer or adviser will result in a special election following the election guidelines mentioned in Article VI, Section Two.

**Article VII: Finances:**

 At the current time, each member is required to pay $5.00 dues at the beginning of each semester ($8 for the whole year). The executive board has the right to revisit this item in the future.

 All monies belonging to this organization shall be deposited and disbursed through a bank account established for this organization at the Campus Organizations Accounting Office and/or approved institution/office (must receive authorization via Campus Organizations Accounting Office). All funds must be deposited within 48 hours after collection. The Adviser to this organization must approve and sign each expenditure before payment.

 In the event that BIEDA ceases to exist, all remaining funds will be donated to EDCI.

**Article VIII: Amendments & Ratification:**

 This constitution may be amended and subsequently ratified at any time, with the unanimous approval of the executive board and with a simple majority of the membership, not counting abstainers. Members will be given one week to consider amendments.

 Ratified amendments to this Constitution must be submitted to the Student Activities Center within ten days.