

Natl. Eating Disorder Awareness Committee Constitution
Created May 7th, 2008

Preamble

We, the students at the University of Delaware, do hereby form the organization know as the Eating Disorder Awareness Committee for the purpose of raising awareness about the prevalence and seriousness of eating disorders.

Articles

- I. This organization shall be known as the Eating Disorder Awareness Committee.
- II. This group will fulfill our stated purpose by planning and coordinating the National Eating Disorders Awareness week to be held every spring. We will raise awareness about eating disorders through providing programs geared towards helping individuals who suffer or know someone who suffers from an eating disorder, as well as educating the community as a whole.
- III. This organization is affiliated with the National Eating Disorders Association and campus organizations such as Student Centers, Wellspring, Center for Counseling and Student Development, SCAPAB, Dining Services, and the Nutrition and Dietetics Club.
- IV. Members include full-time, matriculated undergraduate students at the University of Delaware who agree with the purpose and objectives of this group. To be a member and eligible to receive group emails, yearly dues must be paid.
- V. The organization agrees to adhere to all policies and procedures of the University and all local, state, and federal laws. Members will become acquainted with policies and procedures in the Official student handbook and other policies and procedures provided by the University. This organization is a viable, functioning organization, composed of at least six full time undergraduate students and we do not discriminate on the basis of race, creed, color, gender, age, religion, national origin, veteran, handicap status, or sexual orientation.
- VI. To be a member with voting rights, students must pay \$15 a year for membership dues, attend mandatory meetings, and volunteer at at least two events during the National Eating Disorder Awareness Week at UD.
- VII. Other non-voting group members include part-time or graduate students, alumni, and community and honorary members. These members are allowed to volunteer at events, but do not have any influence upon decision making of the organization.
- VIII. Attendance of meetings is strongly encouraged for group members, and required for all board members. If board members miss any meetings they will lose membership status upon the vote of the rest of the board.

- IX. A member whose actions go against the mission of the group, is disruptive and disrespectful at meetings or towards other members can be removed from the organization.
- X. All Executive Board Members must be full time matriculated students at the University of Delaware with a minimum GPA of 2.25. Any potential officer must be able to complete a full academic calendar year.
- XI. **Section 1: President** - This organization shall have a President with the duties of calling and running meetings and handling day-to-day affairs. The President shall be responsible for the registration of the Registered Student Organization and all required paperwork for the continuation of the organization (*including Start-of-the-Year, Mid-Year and End-of-the-Year packets.*) The President will receive all information from the Activities and Programs Office from an undisclosed email database. The president will help to appoint all standing and special committees. We suggest requiring that the president is a member who has already served on the executive board for at least a year.

Section 2: Vice-President - The Vice-Presidents shall work closely with the President to fulfill the duties as described above. The Vice-Presidents will also serve the role of President if the President is absent, unable to serve the duties, or if the President resigns. The Vice Presidents should also be responsible for checking the organizations mailbox and for disseminating information about other activities offered by the other Registered Student Organizations and business promotions.

- A. Vice President of Dining Relations: Responsible for communicating with Dining Services staff for the coordination of the Eating Disorders Awareness Week.
- B. Vice President of Support Services: Responsible for communicating with the Center for Counseling and Student Development and Wellspring for their services provided during the Eating Disorders Awareness Week.
- C. Vice President of Public Relations: Responsible for designing and publishing the advertisements for the organization and for the Eating Disorders Awareness Week.

Section 3: Treasurer - The Treasurer shall be responsible for all group expenditures and revenues. The Treasurer shall write all checks and have all checks signed by the Activities and Programs staff for the purpose of the organization. The treasurer will also maintain all group ledgers. The treasurer should also be responsible for requesting funds from the allocation board.

Section 4: Secretary - The Secretary shall record the events of all meetings of this organization and shall maintain minutes of those meetings. The secretary shall take attendance of those present at group meetings as necessary. You may want to have the Secretary serve as the organizations historian with the goal of being able to pass on accurate records of what the groups has done over the past year and who was involved. The Secretary should also maintain the membership list and email database.

- XII. Elections will be held in April every year by self-nomination and secret ballot voting. Active members who have paid their dues are eligible to vote. If in the incidence of a tie, a revote will be conducted. If a tie reoccurs, officers will appoint a co-position to one of the members involved in the tie.
- Section 1:** If an executive board member does not follow procedures and goals of the organization, another board member will take over those responsibilities.
- Section 2:** Should an officer want to resign, he/she must submit a resignation letter to the members of the board and a vote will be taken for who shall take over those responsibilities.
- Section 3:** Elections shall be held the second week of April to allow for training of new board members. This will include reviewing policies and procedures of the group and training for the coordination of the Eating Disorders Awareness Week.
- XIII. There will be at least one meeting per week for the Executive Board Members. There will be bi-weekly meetings for the general members of the group (unless additional meetings are needed as determined by the board members). In between meetings, email correspondence will be needed to provide updates on individual members progress and activities with other departments/organizations.
- XIV. Dues of \$15/academic year will be collected by the Treasurer and are due by the second meeting a member attends. If a member doesn't pay his/her dues, he/she will be taken off the email list.
- XV. The organization shall establish by-laws to carry out the policies set forth in this constitution. A simple majority vote of the Executive Board is required to approve by-laws or changes in existing by-laws.
- XVI. The advisor may be chosen by board members and voted upon by the rest of the group. The duties of the advisor include: staying updated on the group's progress, attending events, and supporting the group's mission.
- XVII. The University of Delaware shall inherit the assets of any Registered Student Organization should the group become defunct.
- XVIII. The minimum number of members who have to be present at a meeting in order for business to be conducted/decisions to be made is six members.
- XIX. Approval of changes to the constitution requires a simple majority vote of the Executive Board, and approval by the Activities and Programs Office.
- XX. Adding articles/sections to the constitution requires a 2/3 vote of the Executive Board, and advance notice to all members of the proposed change.

Signatures:

President: Emily Gauthier

Vice President: Megan Whitehair

Activities and Programs Staff: _____

Date: 5/16/08