Project HEAL-The Ohio State University Chapter Constitution

This Constitution guides this organization, its operations, and activities. Therefore, is intended primarily for this organization’s benefit and use. This constitution contains the fundamental principles and structure for Project HEAL-The Ohio State University Chapter.

This constitution and by-laws have been carefully formulated, clearly worded, and are to be kept up-to-date so that our needs can be met. Each organization member should have a copy of this document.

Article I – Who we are: Name, Purpose, General Information, and Non-Discrimination Policy

Name: Project HEAL-The Ohio State University Chapter

Purpose: Project Heal is a 501-(c)(3) non-profit organization. All contributions are tax-deductible to the extent allowed by law. The founders of Project HEAL, Liana Rosenman and Kristina Saffran, met while undergoing treatment for anorexia nervosa. The two girls helped each other to reach full recovery, and then wanted to help others achieve it, as well. In 2008, they founded Project HEAL: Help to Eat, Accept and Live, a non-profit organization in the United States and Canada. We provide grant funding for people with eating disorders who cannot afford treatment, promote healthy body image and self-esteem, and serve as a testament that full recovery from an eating disorder is possible.

General Information: We Are All Perfectly Imperfect! Every day, societal pressures dictate that we should look or act a certain way in order to be accepted, forcing many of us to be ashamed of the parts of ourselves that don’t fit that mold--the parts that make us beautiful and unique. As a result of these mounting pressures, today, over 30 million Americans suffer with some form of eating disorder. 90% of those who struggle either do not receive treatment or do not seek out the help they need, due to fear or stigma. However, left untreated, eating disorders can cause serious medical problems including: muscle loss, osteoporosis, dehydration, reproductive problems, kidney failure and even death.

One of the obstacles to recovery is the overwhelming cost of inpatient treatment programs, which typically cost approximately $30,000 per month! This cost is one that most insurance companies refuse to cover as they would with other mental illnesses. At such a high price, many of those 10% who do receive counseling have their treatment terminated prematurely and risk relapse.

Project HEAL was established to provide financial assistance for people with eating disorders who have made the courageous decision to recover but cannot afford treatment. When people who suffer from an eating disorder are able to receive comprehensive treatment, they can regain a healthy relationship with food and live full and happy lives. Project HEAL knows this is true through the first-hand experience of its founders, supporters and volunteers, as well as through the testimonials and success stories of the organization’s grant recipients. Together, we are saving lives--through our signature financial assistance program; our work to promote healthy, positive, natural body image; and through our advocacy for a more accepting and just mental health care system--one that finally acknowledges the depth and complexity of disordered eating.

Non-Discrimination Policy: The Ohio State University Chapter of Project HEAL and its members shall not discriminate against any individual(s) on the basis of age, ancestry, color, disability, gender identity or expression, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, protected veteran status or any other basis in accordance with [the guidelines](https://activities.osu.edu/posts/documents/student-organization-registration-guidelines-updated-by-csa-02032020.pdf).

Article II – Membership: Becoming a Member, Dues, Termination

Becoming a Member: All that someone needs to do to be a part of this chapter of Project HEAL, is reach out to a current general or board member with expressed interest. Dues must be paid to be an official member. Once this is done, the individual will be added to the Groupme, and have the Google Doc shared with him/her/them.

Dues: Are to be paid yearly [for returning members: at the beginning of the fall semester.] Each August, dues start a-new. This means that regardless of when you paid your dues for the previous academic year, as of August 1st, all dues must be paid again for the new school year.

 Dues have been set at $5. This amount allows for coverage of various costs that the chapter may encounter [laptop stickers, food and wine at a get together, poster supplies, booth supplies etc.]

 Should the chapter decide to purchase larger items, such as t-shirts, analysis of the budget must be considered. With $5 dues, members should pay for shirts themselves.

 If t-shirts are wanted to be included at the beginning of the year, dues should be increased to $10 to cover the costs of shirts and misc. costs.

Termination: As stated in “Maintaining Our Values and Mission” on page 7 of the Chapter Handbook, “Project HEAL reserves the right to dissolve any chapter or remove any Chapter Leader or Volunteer who has regressed in their eating disorder, and is struggling to remain in a healthy state of mind.”

 As pertaining to members-Due to the sensitive subject and nature of Project HEAL, should there be an issue with a general member regarding any of the following, Project HEAL Nationals, as well as The Ohio State Chapter Board, reserve the right to remove said volunteer from the organization:

* Partaking in unconstructive, negative body talk (pertaining to themselves or others)
* If a member of the board receive multiple complaints from other general members, and the board feels by majority vote that it is in the student organizations best interest for that individual to leave the organization for [ideally] a set amount of time. Should it be serious enough, the individual will be permanently removed from Project HEAL. If this is to happen, involve nationals to help with this, if you wish.

Article III –Leadership: Titles, Terms, Selection, Duties of the leaders, and Leadership Positions when needed

Titles: Board of Directors, Committee Leaders, and Committee Members

Terms: Once someone is selected to fulfil one of the above positions, they hold that position until they graduate, are impeached, or resign.

Selection: The selection of leaders will be chosen by the current board. When board members graduate, committee leaders who accurately fulfilled their duties will be asked if they would like to fulfil the position of board member.

Duties: These are an outline of what each level of membership for the organization is responsible for.

Each leader should know their responsibilities at the beginning of their term.

Leaders should also read, understand, and sign the “Ohio State Project HEAL Leadership Agreement” at both the beginning of their term, and the leadership meeting prior to the first August meeting of each following year in which they are leaders.

 The Board

* For the 2016-2017 Academic year, contains 4, but should contain the primary participants of the group [who could step up and be sole leader of the organization]. These individuals have not only shown dedication to Project HEAL, but are available to give ample time to meet with each other and committee leaders to discuss Project HEAL issues.
* Responsibilities
	+ Manage debit card and bank account [all have access]
	+ Communicate with school student organization center
		- Understand requirements for funding, space requests, chalking, and collaborations with other student organizations.
		- Complete all information for the school by deadlines required
	+ Utilize all resources available
		- Resource room
		- Keeping costs as low as possible
	+ Manage google doc and organization email
		- Emails should be responded no later than 24 hours after received
		- Google doc should be updated no less than weekly [and emailed out to every member]
	+ Manage any issues members may face
		- Academic, dues, time commitment etc.

 Committees

* Fundraising
	+ Contact and arrange fundraisers
	+ Make sure publicity and advertising committee have all necessary information to create flyers and ads for fundraisers. [If flyers/ads are provided, make sure they have them]
	+ Make sure there are Facebook and Groupme events for all fundraisers
	+ Do not leave advertising of fundraisers solely to Publicity Committee. Work closely with said committee to make sure that everyone knows about fundraisers we are hosting.
* Publicity/Advertising
	+ Minimum of 3 posts a week on Instagram, Twitter and Facebook pages
	+ Weekly Wrap up – communication with nationals
		- From nationals, choose most important posts to differentiate ourselves from the other chapters
	+ Manage all approvals needed for flyers in dorms, businesses etc.
	+ Creating any ads, logos, or flyers for events that are needed
* Relations
	+ Keep connections with major sponsors
	+ Fill out grants and applications for sponsorships and funding
	+ Connect with new treatment centers for sponsorship, as well as keeping good contact with the ones we have sponsorship from
		- Including the organizations here on campus to increase university involvement

[note: Committees are subject to change prior and during gala prep-refer to gala preparation binder for more details.]

 Committee Leaders

* 3 [with one primary leader] individuals that are in charge of the key aspects of Project HEAL [the three different committees].
* These people are interested in taking on leadership positions and becoming more involved with Project HEAL, [aim to attend every meeting, fundraiser etc.] and have a higher level of involvement than general members
* Maintain connection and close relationships with the board members
* Work together to make sure that their committee has that section of Project HEAL’s responsibilities covered, always looking AHEAD at what can be worked on for the future, and what extra things can be done to improve both our chapter and Project HEAL in general

 Committee Members

* Members who are interested in being involved, but may not have the time needed to fully commit themselves to Project HEAL
* Help out their committee leaders to achieve the goals and requirements of their committee
* Aim to come to as many meetings, fundraisers, and membership activities as possible, understanding that a position of Committee Leader is only achieved by proving dedication and involvement to Project HEAL
* Freshman and new members are automatically general committee members
	+ Should a new student/member show extreme dedication, organization, and excitement for Project HEAL, an exception may be made, and this individual may become the fourth committee leader to one of the committees.
	+ A great opportunity to show dedication and responsibility is during the gala preparation-offering great help for any additional committee specific for the gala.

Article IV –Officer Impeachment

Impeachment: As stated in “Maintaining Our Values and Mission,” in the Chapter Handbook:

* “Project HEAL reserves the right to dissolve any chapter or remove any Chapter Leader or Volunteer who has regressed in their eating disorder, and is struggling to remain in a healthy state of mind.”

 **As pertaining to Board members and Committee Leaders**-

Due to the sensitive subject and nature of Project HEAL, should there be an issue with a board member regarding any of the following, Project HEAL Nationals, as well as the other members of the Chapter Board, reserve the right to remove said board member from their position:

* Partaking in unconstructive, negative body talk (pertaining to themselves or others)
* Failure to attend the majority of the meetings and events, with understanding that students have times where things are busy.
* If another member of the board receive multiple complaints from general members regarding this member of the board, and the remaining members of the board agree with the complaints, along with feeling that it is in the best interest that the board member take a leave of absence from the organization that is what will be done. Ideally, the board member in question should only need to leave for a set amount of time, to give them some time to focus on themselves and what they need to focus on. However, should the issue be serious enough, and if that is true-nationals should be involved with this process-the board member in question may be removed permanently from Project HEAL.

Article V – Nationals

 Communication with the national staff should be often and fluid. They should be updated on new sponsorships, donations, and fundraising opportunities that can be executed at a national level. Whenever in doubt, contact nationals! It is always better to be safe, and send a quick e-mail, than do something wrong that could cause larger issues down the road.

* Emails from nationals are to be responded THE DAY OF RECEIVING said e-mail
* There is a monthly chapter report and social media posts of at least three posts a week are required of all chapters from nationals
* You are required to contribute monthly to the blog. Send your monthly blog update to Danielle@theprojectheal.org with subject like (Chapter Monthly Blog Update-The Ohio State University Chapter)

Article VI – Advisor

* As a student organization at Ohio State, you are required to have a faculty advisor. This advisor should be available to contact with the board within a relatively reasonable amount of time.
* The advisor is not responsible for attending meetings.

Article VI – Meetings and Events

* When holding an event, contact nationals and notify them of the event.
* There is a required minimum of 3-5 yearly events from nationals
* One large-scale event per semester, and two small-scale events annually are also required.
* Small scale are those that cost $100 or less and one month or less to plan
* Large scale are those that cost over $200 and over two months to plan

Article VII – Changing the Constitution

* The constitution should be read over and analyzed for editing each semester, by the board.

Article VIII – Method of Dissolution of Organization

As we are a branch of a non-profit organization, there should never be any debts regarding the chapter of Project HEAL at The Ohio State University. Should there be no interest in the chapter, the national branch should discuss with the president the process about closing the chapter.

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