
Constitution

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Article I. Name

The name of this organization shall be Cardinal Eats at Iowa State University.

Article II. Purpose

Cardinal Eats was started by students in 2016 who wanted to fill the need for a food publication at Iowa State. The overall purpose of Cardinal Eats is to build a community of food lovers at Iowa State and the Ames community.

Cardinal Eats has three main goals: (1) share our love for food through a print publication and online posts (2) give ISU students real life experience in journalism, online media, photography, marketing and events (3) gather together to enjoy food at events hosted by Cardinal Eats

Article III. Statement of Compliance

Cardinal Eats abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. Cardinal Eats agrees to annually complete President's Training, Treasurer's Training and Adviser Training (if required).

Article IV. Non-Discrimination Statement

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

Article V. Membership

Cardinal Eats will offer membership twice a year, at the beginning of each semester. Membership is open to all registered students in good standing at Iowa State University. The following are areas that make up Cardinal Eats.

Writing

Writers will be assigned articles to write for both the print and online formats. Members are required to pitch story ideas at weekly meetings. Writers are also involved with editing articles to ensure good quality.

Photography

Photographers will be assigned to a writer to shoot high quality images for the articles. Anyone taking photos must use a DSLR or SLR camera and have some experience with photo editing.

Social Media

Members establish and maintain connections between readers, local brands and businesses on campus via social media.

Marketing

Those working on community engagement will plan monthly campus events, fundraisers, team-bonding events and reach out to other student groups and local business to collaborate and participate in cross-promotion.

Section 1: Editorial Team

Shorter articles will be published on a domain Iowa State gives Cardinal Eats and longer, more in depth articles will be published in our print magazine at the end of the year.

Editorial team is responsible for creating content that is to be published on Cardinal Eats website and in Cardinal Eats magazine. Together they will brainstorm creative article ideas and then get assigned an article to write before a deadline. Editorial Director and Managing Editor will then look over content and give corrections to writer. Writer will edit article and then submit to photography team for page layout.

Section 2: Marketing Team

Marketing team is responsible for spreading the word about Cardinal Eats on campus and bringing together the entire student body through a common love for food. Marketing team members will create campus-wide events to increase community engagement, organize bonding events to increase chapter unity, reach out to other on-campus organizations and local restaurants for partnership opportunities and plan fundraising events to raise money for printing costs and future events.

Section 3: Photography Team

Photography team responsibilities include working with writers and marketers to take eye-catching, relevant photos for articles and social media and editing photos to ensure the best quality. The photography team will also be in charge of creating page layouts for the magazine.

Article VI. Executive Positions

Section 1: Editorial Director, Co-President

The Editorial Director is in charge of leading editorial brainstorming sessions, managing any member who is writing content, finalizing and publishing all content. The ED also coordinates anyone writing and editing and works with them to improve their editorial skills. As Co-President they organize chapter details. They plan meeting times and event space, take attendance at meetings, record meeting notes, send meeting notes to chapter members, checks in with each member frequently, maintains listserv and other shared documents.

Section 2: Marketing Director, Co-President

The Marketing Director manages team members who are in charge of marketing, event planning, PR and social media. They market to Iowa State's campus to promote articles, plan community, fundraising and team events, make

relationships with other student organizations and restaurants and use social media to gain readers. As Co-President they organize chapter details. They plan meeting times and event space, take attendance at meetings, record meeting notes, send meeting notes to chapter members, checks in with each member frequently, maintains listserv and other shared documents.

Section 3: Treasurer

As Treasurer they are authorized to deal with the organization's finances and collect money. Must deposit monies within 48 hours after collection through a bank account established for this organization at the Campus Organizations Accounting Office and have the adviser sign off on each expenditure.

Section 4: Managing Editor/ Risk Management Officer

The Managing Editor is in charge of reviewing and editing all content that team members create. As Risk Management Officer they [a] help minimize potential risks for club activities, [b] recommend risk management policies or procedures to (name of student organization), [c] to submit documentation to ISU's Risk Management Office and [d] to ensure that Iowa State University policies are followed at all of the organization's events and [e] to ensure that proper waivers and background checks are on file with Risk Management for events (if applicable).

Section 5: Photography/ Videography Manager

The Photography/Videography Manager leads a team in creating high-quality original photos for the articles as well as social media. Also in charge of creating layouts for magazine.

Section 6: Social Media Manager

The Social Media Manager manages team members who are creating content for the chapter Twitter, Instagram and their personal social media accounts and helps plan and execute all online marketing campaigns. In charge of posting daily, promote articles and assign members to post using the content calendar.

Section 6: Election/ Removal Process

Executive member positions (Editorial Director, Marketing Director, Photography Director, Managing Editor & Social Media Manager) will be selected for the new term yearly by co-presidents. Current members may interview for any open executive positions at the end of spring semester. If an executive member does not maintain the requirements as prescribed in sections 1-5 above, the executive member can be impeached and removed through a majority vote by executive members. The executive member can speak or present before final vote. Vacant executive positions will be filled within one week by any team member nominating a member and then executive members will select the new executive member through majority vote.

Section 7: Executive Position Requirements

The officers of this organization must meet the following requirements:

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

Article VII. Advisor

The Advisor of this organization duties will include:

- (a) Approving and signing each expenditure before payment.
- (b) Being a positive connection between Iowa State University and Cardinal Eats.

The advisor will be nominated by any team member and elected by the executive members. The term of service will be at his or her leisure. If the advisor does not maintain the requirements as prescribed in (a) and (b) the advisor can be impeached and removed through a majority vote by executive members. The advisor can speak or present before final vote. Vacant advisor positions will filled within one week by any team member nominating an advisor and then executive members will select the new advisor through majority vote.

Article VIII. Meetings and Events

Section 1: Weekly Meetings

Iowa State Eats will hold weekly meetings to discuss the following:

- Announcements
- Strategy
- Brainstorm Content
- Future events
- Article and photo edits

Section 2: Events

Three events will happen in the duration of each semester. Community events will be planned to get the word out about Cardinal Eats. Fundraiser events will also be executed on and off campus to promote Cardinal Eats and raise money for future events and printing costs. Team events will be planned to grow our chapter closer together.

Section 3: Quorum

Two-thirds (2/3) of the active members must be present to constitute quorum for election and official business that require a vote.

Article IX. Finances

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 by the Treasurer within 48 hours after collection. The Adviser to this organization must approve and sign each expenditure before payment. The Co-President is responsible for initiating request for funding with the help of our adviser. Together the executive members are responsible for preparing the club's annual budget. The club's budget is to be approved by the general members at the beginning of each semester. The co-presidents and treasurer are the only members allowed to handle cash.

Section 1: Dues

All members of Cardinal Eats are required to pay a yearly due of \$10 to go towards events.

Article X. Ratification

Constitution can be ratified each year by a majority vote of the Executive Board members and approved by the general membership of Cardinal Eats within the first two weeks of each academic year. The co-president must submit an amended or ratified constitution to the Student Activities Center within 10 days to get approved.