

“Constitution of the University of Iowa Minority Student Nurse Association”

Name: University of Iowa Minority Student Nurse Association, also referred to as UIMSNA

Article I – Purpose:

Purpose is to recruit, support, and mentor minority student nurses such as individuals from racial/ethnic groups and cultural backgrounds historically under-represented within the nursing community, including but not limited to men, persons of color, and any nursing and/or pre-nursing student interested in promoting diversity and cultural awareness within the College of Nursing and in the community.

Also, to provide services to the community in the form of volunteering time, fund raising, and participating in outreach programs including but not specific to minority organizations in the community.

Furthermore, to provide educational and informational forums related to current nursing issues, diversity and/or cultural awareness issues and any other topic that could benefit nursing students and the community.

Article II – Membership:

“In no aspect of its programs shall there be any difference in the treatment of persons because of race, national origin, color, creed, religion, sex, age disability, veteran status, sexual orientation, gender identity, or associational preference, or any other classification which would deprive the person in consideration as an individual.” The organization will guarantee that equal opportunity and equal access to membership, programming, facilities, and benefits shall be open to all persons.”

1. Members shall be any minority student and/or any student interested in promoting diversity and cultural awareness within the College of Nursing and in the community with a declared nursing major or with an intent to declare a nursing major.
2. Members may attend any and all meetings, being as active as they so choose.
3. Any member may nominate another member or them self for office. Nominations and Elections will be held in the last 4 weeks of the Spring semester, brought to order by the President and Vice President. Terms shall be 2 semesters or 1 academic year.
4. Any member of the executive board shall resign at any time. Succession as follows: President by the Vice President, Vice President by the Secretary, Secretary by the Treasurer, Treasurer by the Public Relations Officer, the Public Relations Officer by the Historian, the Historian will be succeeded by another member/Community Liaison in the association who has been chosen by the executive board.

Article III – Officers and duties:

Duties will include:

Co-Presidents (2)

- Calls meetings to order
- Responsible for writing the monthly Meeting Agenda
- Oversees meeting proceedings
- Finalizes documents (Meeting Minutes)
- Oversees progress and internal affairs
- Maintains close communication with the Office of Student Life and updates Group Recognition form every semester
- Issues general responsibilities to board members and Community Liaisons
- Maintains collaboration within the organization
- Collaborates with Vice President in membership and recruitment issues
- Collaborates with Secretary as information officer
- Collaborates with Treasurer for handling funds and the account
- Collaborates with Public Relations Officers to facilitate fundraising, monthly Cultural Cafes, University events and relationships with the community and various charities
- Maintains close communication with Faculty and/or Graduate Student Advisor
- Introduces Cultural Café Speakers
- Creates and presents a power point presentation about the MSNA during new BSN student Orientation every semester

Secretary (1)

- Chief information officer
- Agenda coordinator
- Disperses pertinent information/announcements to members
- Keeps minutes during meetings
- Makes room reservations
- Oversees application forms
- Types up documents
- Retains all member info

Treasurer (1)

- Chief finance officer
- Accountable for all funds raised, deposited, allocated, and dispersed
- Attends finance meetings
- Arranges for transfer of money
- Keeps track of financial use
- Receives expense approval from President

Public Relations Officers (3)

- Responsible for initiating, cultivating, and continuing relationships with the community and its leaders on behalf of and for the association

Makes and maintains contact with individuals, communities, and/or organizations
Facilitates relationship between association members and the community
Researches topics chosen to present at fairs
Creates/Posts small ads or fliers
Creates large event notices
Organizes and delegates responsibilities between Public Relations officers for activities/projects
Organizes association members for involvement and details
Plans fundraising projects with Vice President
Collaborates with President and Vice President in organizing events/projects/speakers
Collaborates with President and Vice President for recruitment activities

Historian (1)

Chief photographer
Gathers and organizes photos
Attends planned events
Manages and updates Association website at CON web address
Maintains record of all association activities and achievements
Collaborates with Public Relations officers and Vice President to enhance association's image and recruitment

Article IV – Advisor:

The advisor is responsible for overseeing the Association and acts as mentor and a guide for all members. Any faculty, staff or graduate student from the College of Nursing may qualify as the advisor and/or advisors of the Association.

Article V – Meetings:

Meetings shall be called to order by the President based on member consensus. The association shall set the day, date, and time of meetings as the student schedules allow. Members shall be notified of meetings at least one week in advance by email or phone call. Special meetings can be called by any member or advisor so long as it is called 5 days in advance and topic of discussion enumerated to the President and Faculty advisor at least 4 days in advance of the meeting.

Article VI – Source of Funds:

1. Main source of funds has yet to be determined.
2. Distribution of excess monies shall be to a charity of the association members choosing.
3. Funds will provide for association sponsored events, projects, and charitable funds.

Upon dissolution state money and mandatory student fees revert back to the granting organization. Group fees should be divided as stated in the constitution

and carried out by the dissolving group's members and officers. If group has dissolved and group fees have been divided as stated in the constitution by 5 years from last account activity monies in groups 00 account will revert to an account specified for this purpose within UISG. These funds will then be available for distribution through SABAC guidelines in compliance with University of Iowa policy.

Article VII – Parliamentary Authority:

1. Robert's Rules of Order Newly Revised
2. Special rules of order may be adopted according to member vote (see by law amending).

Article VIII – Amendment of Bylaws:

1. Amendments shall be proposed before or during meetings by any association member- member shall state "I propose... as an amendment to..."
2. After proposal members shall vote on the amendment within one week of its proposal.
3. The amendment shall pass with two-thirds vote of those participating in the voting time period of one week.

Updated April 23, 2006