



Created July 24, 2014

“Constitution of the University of Iowa College of Nursing
Multicultural Nursing Association”
(Making Nursing Accessible”)

Name: University of Iowa Multicultural Nursing Association, also referred to as UI MNA

Date: July 24, 2014

Article I – Purpose:

Purpose is to recruit, support, mentor, and network UI multicultural nursing students, nursing interest students (aka pre-nursing), and nurse professionals to develop career empowerment. Multicultural nursing population is defined 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 international students who are interested in promoting diversity, inclusion, and cultural responsiveness within the College of Nursing and in the community. To provide educational and informational forums related to current nursing practice, policy, research and leadership; to provide continuous exploration of diversity and/or cultural competence issues as well as any other topics that could empower nursing students and the community. Also, to provide service learning and/or volunteer opportunities where MNA members can participate in outreach programs including but not specific to minority populations and organizations in the community.

Article II – Membership:

In no aspect of its programs shall there be any difference in the treatment of persons on the basis 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 of 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 individuals from racial/ethnic groups and cultural backgrounds historically under-represented within the nursing/pre-nursing community, including but not limited to men, persons of color, and international students who are interested in promoting diversity, inclusion, and cultural responsiveness within the College of Nursing and in the community.
2. Members may attend any and all meetings and forums, being as active as they so choose. Interested students can become a member at anytime during the academic year.

Article III – Officers and Description of Duties:

The qualifications an individual must possess in order to be considered for any of the organization's leadership positions include: being a fulltime UI nursing or nursing interest student, must have academically satisfactorily completed at least one semester of college at the UI, must have demonstrated leadership.

Any member may nominate another member or him/herself 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. Nominations are initiated from the floor. There will be seven days (7) days between the close of nominations and the election. Elections will take place by secret ballot at a general meeting. The person receiving a simple majority of the votes will be elected to that office.

Any member of the executive board may resign at any time through written correspondence. Succession as follows: President by the Vice President, Vice President by the Secretary, Secretary by the Treasurer, Treasurer by the Communications Ambassador, the Communications Ambassador will be succeeded by another member in the association who has been chosen by the executive board.

Any officer can be removed by a two-thirds vote of the executive board for not fulfilling their duties or for violating college policies and procedures. Any officer removed may appeal this ruling to the general membership. Said officer shall be reinstated with two-thirds approval of the general membership present at the next general meeting.

President (1)

- Calls meetings to order
- Responsible for writing the monthly Meeting Agenda with advisor
- Oversees meeting proceedings
- Finalizes documents (Meeting Minutes)
- Oversees progress and internal affairs
- Maintains close communication with the Center for Student Involvement & Leadership (CSIL) and updates Group Recognition form every semester
- Issues general responsibilities to executive team 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 Communications Ambassador to facilitate fundraising, monthly Cultural Cafes, University events and relationships with the community and various organizations and outreach opportunities
- Maintains close communication with Advisor

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 membership directory

Treasurer (1)

Chief financial 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

Communications Ambassador (2)

- Initiates, cultivates, facilitates sustainable working relationships between MNA and with the community
- Develops marketing materials for MNA events/activities
- Organizes association members for involvement and details
- Collaborates with executive team in organizing all activities (ex. Recruitment, forums, events, fund-raising, speakers, special projects, etc...)
- Maintains MNA website and or other social media outlets
- Assists in photographing MNA events/activities
- Maintains record of all association activities and achievements
- Collaborates with executive team 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. However, the College of Nursing Diversity Director will serve as advisor to MNA. The advisor is appointed by the College.

Advisor Duties:

1. Assist officers in executing their roles and responsibilities.
2. Approve any financial withdrawals from the organization's agency account.
3. Ensure plans for each activity conform to college/university policies and procedures.
4. Provide feedback to the organization regarding its operation.
5. Serve as a mentor and resource.
6. Provide advice upon request and share knowledge, expertise, and experience with the group.
7. Be a nonvoting member of the organization

Article V – Meetings:

Meetings shall be called to order by the President based on member consensus. MNA general meetings shall meet once a month. The association shall set the day, date, time, and location 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 MNA advisor at least 4 days in advance of the meeting. All meetings shall include a quorum of 5.

Article VI--Elections:

Elections will be held in the last 4 weeks of the Spring semester, brought to order by the President and Vice President. Members will be notified by email at least one month in advance of election.

Article VII – Finances:

1. Main source of funds has yet to be determined. Dues will not be collected. The MNA treasurer in consultation with the organization advisor will be in charge of financial affairs.
2. Should there be excess monies, our preference is to have funds roll over into the next academic year.
3. Funds will provide for association sponsored events, projects, and charitable funds.

Multicultural Nursing Association is required to deposit all receipts in and make disbursements through the Student Organization Business Office, Fraternity Business Services, or Recreational Services. Upon dissolution, state money and mandatory student fees revert back to the granting organization. Inactive organizations will be considered dissolved after five years of no account activity. Revenue generated dollars or “00 funds” must be divided as stated in this Constitution and carried out by our leadership. Our organization’s remaining revenue generated dollars or “00 funds” will be divided or disbursed to The College of Nursing Diversity Office. If this organization has dissolved and revenue generated dollars or “00 funds” have not been divided as stated in this Constitution by five (5) years from last account activity, funds in our “00 account” will revert to an account specified for this purpose within UISG/ECGPS. These funds will then be available for distribution through SABAC or GPAC guidelines in accordance with University of Iowa policy.

Article VIII – Parliamentary Authority:

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

Article IX – 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. (Note that all amendments or changes to our Constitution must be submitted to the Student Organization Liaison for approval.)

Article X---Ratification:

Members will be presented with the Constitution at the first general meeting. Members will have a week to review, propose changes, and vote.

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