

EMORY INTERNATIONAL STUDENT NURSING ASSOCIATION CONSTITUTION

MISSION STATEMENT

The Emory International Student Nurses Association promotes and fosters cultural exchange, increases the understanding of international health care issues, and provides a forum for the discussion of international nursing concerns. This organization provides an opportunity for both undergraduate and graduate nursing students to utilize and expand clinical knowledge and become actively involved in the international nursing community. Caring principles of nursing are used to promote quality health care at the individual, community, institutional, and political levels, with respect to personal, religious, and social practices.

ARTICLE I. NAME

The name of this organization shall be the Emory International Students Nursing Association, hereinafter referred as the EISNA.

ARTICLE II. PURPOSE AND POWERS

The purposes and powers of the EISNA are:

- a) To allow both undergraduate and graduate nursing students to become actively involved in the international nursing community; and
- b) To provide an opportunity for nursing students to utilize and expand clinical knowledge; and
- c) To use the principles of nursing to promote quality health care at the individual, community, institutional, and political levels, with respect to each community's cultural, religious, and personal beliefs; and
- d) To provide a forum for the discussion of international nursing concerns.

ARTICLE III. MEMBERS

- 1) The EISNA will not discriminate on the basis of race, age, religion, national origin, gender, marital status, sexual orientation, veteran status, or physical disability.
- 2) The EISNA shall be composed of at least 10 Emory students.
- 3) Active member:
Eligibility for active membership status shall include enrollment in the Nell Hodgson Woodruff School of Nursing (NHWSO) in the undergraduate, graduate, or doctoral nursing

programs, or any other Emory program deemed appropriate by the EISNA board.

4) Honorary members:

Honorary members may be conferred by a 2/3 vote of the EISNA Board upon persons who have rendered distinguished services or valuable assistance to the EISNA.

5) Dues: There shall be no dues for membership into the EISNA.

ARTICLE IV. OFFICERS

SECTION 1. OFFICERS

The officers of the EISNA shall be the President, Director of Finance and Fundraising, Junior Director of Finance and Fundraising, Director of Communications, Director of Events, Director of Community Service, Junior Director of Community Service, EISNA Graduate Emeritus and EISNA Doctoral Emeritus which will be students enrolled in any NHWSON program. There will also be one Liaison appointed by the Emory Student Nurses Association (ESNA), the ESNA-EISNA Liaison.

SECTION 2. ELIGIBILITY

Only members who shall be nursing students throughout the full term of the office or have the privilege of active membership shall be eligible for any EISNA officer position, unless otherwise deemed necessary by a 2/3 vote by the EISNA board. To hold the Emeritus position one must have served on the board before attaining the Emeritus position.

SECTION 3. TERM OF OFFICE

- a) The term of office shall be one year from the adjournment of the annual meeting at which new officer election results are announced to the adjournment of the annual meeting at which their successors are announced.
- b) Attendance is required for all members of the EISNA Board to all official meetings except the Emeriti. Three unexcused absences will result in termination from office. The EISNA Board will determine if an absence shall be deemed excused.

SECTION 4. DUTIES OF OFFICERS

The duties of the officers shall include:

- a) The President shall:
 - 1) Work directly with the Emory Student Nurses Association (ESNA) president or treasurer in matters that concern the EISNA and the SGA; and
 - 2) Meet with the Emory Student Nurses Association (ESNA) President before each semester to schedule activity dates and prevent scheduling conflicts; and

- 3) Schedule and facilitate all the EISNA Board meetings, held every month during the school year to plan and schedule all upcoming EISNA events and activities; and
- 4) Be ultimately responsible for the EISNA budget proposal to the SGA to gain funding and aid in research for funding for the EISNA; and
- 5) Appoint special committees with the approval of the EISNA Board and be responsible for the facilitation and formation of committees at the commencement of each school year; and
- 6) Be responsible for the implementation of additional bylaws to the constitutions; and
- 7) Coordinate meetings and events with international groups for future travel/study experiences, including relevant global health conventions; and
- 8) Meet with local organizations—engaged in global health initiatives or working with international communities in Atlanta to improve overall health—to establish new partnerships, match community needs with potential EISNA service learning opportunities, facilitate mutually beneficial working relationships, and solidify long-standing collaborative efforts; and
- 9) Facilitate the formation of the EISNA committees, such as a community service committee, events and advocacy committee, fundraising committee, education committee, and any other committee deemed necessary by the EISNA Board; and
- 10) Organize the EISNA annual meeting to train in the newly elected EISNA Board members; and
- 11) Be responsible for writing the official job descriptions for the EISNA prior to end of spring semester; and
- 12) Represent the EISNA in matters relating to the EISNA and perform all other duties pertaining to the office.

b) The Director of Communication shall:

- 1) Prepare the minutes of all monthly EISNA Board meetings and distribute them to all the EISNA Board members no more than one week after each meeting; and
- 2) Update the EISNA web page via the Assistant Director of Instructional Communications at the SON (e.g. Steve Ellwood) and blackboard site on a bi-weekly basis with any new announcements, upcoming dates, or other relevant EISNA information; and
- 3) Post color flyers advertising the events in any place deemed necessary or permissible (e.g. the Emory SON elevators): and
- 4) Facilitate the visual documentation of the EISNA events via the EISNA digital camera; and
- 4) Submit updates concerning the EISNA events to the ESNA Sentinel Editor by the appropriate deadlines; and
- 5) Correspond with international organizations, and document follow-up; and
- 6) Be responsible for documenting the survey of each international experience; and
- 7) Perform all duties assigned by the President.

c) The Director of Finance and Fundraising shall:

- 1) Collaborate with Junior Director of Finance and Fundraising; and
- 2) Act as a custodian of the EISNA funds and attend the annual Emory treasurers' Meeting in August/September; and

- 3) Coordinate the EISNA membership registration in August/September of each school year and update the EISNA excel membership database; and
 - 4) Update the user registration and travel scholarship applications for the EISNA members on blackboard; and
 - 5) Communicate with the Director of Communication to post the EISNA membership registration form and travel scholarship application on the EISNA website and blackboard; and
 - 6) Inform the SON student body about travel scholarships and their requirements and provide travel scholarship applications via e-mail on the SON list-serve at son-students@listserv.emory.edu, and present any applications to the EISNA Board; and
 - 7) Sign checks or vouchers for monetary disbursements, set deadlines for members to submit reimbursements within two weeks of the date of purchase, and follow up said reimbursements to assure proper and timely reimbursement to members; and
 - 8) Coordinate all fundraising done by the EISNA in support of its activities, including fundraising both to solidify the EISNA's future as a thriving organization and to support organizations involved in global health initiatives; and
 - 9) Organize at least two fundraising events per semester; and
 - 10) Ensure that all fundraising events support the EISNA mission statement; and
 - 11) Present all fundraising ideas to the EISNA Board prior to the date of the event; and
 - 12) Seek students from all SON programs to create a Fundraising Committee that will assist the fundraising director in brainstorming ideas and implementing fundraisers; and
 - 13) Inform the SON student body of upcoming fundraising events and opportunities in a timely manner via e-mail on the SON list-serve at son-students@listserv.emory.cc.edu; and
 - 14) Communicate upcoming fundraising activities and Fundraising Committee updates to the Director of Communication to post on the EISNA website and blackboard; and
 - 15) Collaborate with the ESNA treasurer on a continual basis; and
 - 16) Submit annual budget recommendations for approval by the EISNA Board and then to the Student Government Association (SGA); and
 - 17) Submit research findings on funding opportunities for the EISNA; and
 - 18) Perform any other duties deemed necessary by the President.
- d) The Junior Director of Finance and Fundraising shall:
- 1) Assist Director of Finance on above duties; and
 - 2) Inform the Junior class of all upcoming EISNA events, meetings, and opportunities via classroom announcements and e-mail on the SON list-serve at son-juniors@listserv.cc.emory.edu; and
 - 3) Act as a liaison between the Junior class and the EISNA Board, sharing any questions, comments, and concerns; and
 - 4) Perform any other duties deemed necessary by the President.
- e) The Director of Events shall:
- 1) Organize monthly Dinners Around the World for NHWSON students, including reservations, logistical planning, and advertising of the event; and

- 2) Ensure, while at each Dinner Around the World, that there is enough seating, order food for the entire group or advise everyone to order on their own—depending upon restaurant request—and organize final bill paying, including paying a gratuity; and
- 3) Seek out and coordinate NHWSON participation in various events throughout Atlanta focused on international health, such as the Refugee Camp in Piedmont Park organized by Doctors without Borders each fall; and
- 4) Communicate upcoming activities and Events & Advocacy Committee updates to the Director of Communication to post on the EISNA website and blackboard; and
- 5) Inform the SON student body of upcoming “Dinners Around the World” and other EISNA events in a timely manner via e-mail on the SON list-serve at son-students@listserv.emory.cc.edu; and
- 6) Coordinate a minimum of one monthly speaker session, or “Lunch & Learns,” at the Emory SON related to the topics of global health care and nursing; and
- 7) Identify timely topics in global health, as well as global health interests among the SON student body; and
- 8) Cultivate awareness of student, faculty and community resources in the area of global health; and
- 9) Assure that EISNA scholarship recipients present their experiences to the general student body via Lunch & Learns; and
- 10) Communicate upcoming events and Education Committee updates to the Director of Communication to post on the EISNA website and blackboard; and
- 11) Inform the SON student body of upcoming “Lunch & Learns” in a timely manner via e-mail on the SON list-serve at son-students@listserv.emory.cc.edu; and
- 12) Promote other relevant upcoming events to the general student body (including the school of public health and other health professional schools) via emails and other promotional material when appropriate; and
- 13) Perform any other duties deemed necessary by the President.

f) The Director of Community Service shall:

- 1) Collaborate with Junior Director of Community Service; and
- 2) Coordinate volunteering opportunities between the EISNA members and underserved populations, with a special focus on international communities or communities exposed to similar conditions experienced by those abroad (e.g. HIV/AIDS issues and events); and
- 3) Inform the SON student body of upcoming community service opportunities in a timely manner via e-mail on the SON list-serve at son-students@listserv.emory.cc.edu; and
- 4) Communicate upcoming events and Community Service Committee updates to Director of Communication to post on the EISNA website and blackboard; and
- 5) Seek to incorporate various organizations and schools within Emory University into the EISNA volunteering projects and vice versa; and
- 6) Perform any other duties deemed necessary by the President.

g) The Junior Director of Community Service shall:

- 1) Assist Director of Community Service; and

- 2) Inform the Junior class of all upcoming EISNA events, meetings, and opportunities via classroom announcements and e-mail on the SON list-serve at son-juniors@listserv.cc.emory.edu and
 - 3) Act as a liaison between the Junior class and the EISNA Board, sharing any questions, comments, and concerns; and
 - 4) Perform any other duties deemed necessary by the President.
- h) The EISNA Graduate Emeritus shall:
- 1) Inform the Graduate class of all upcoming EISNA events, meetings, and opportunities via classroom announcements and e-mail on the SON list-serve at son-graduates@listserv.cc.emory.edu; and
 - 2) Act as a liaison between the Graduate class and the EISNA Board, sharing any questions, comments, and concerns; and
 - 3) Assist other board members with projects (e.g. fundraising) and planning (e.g. community service events) where needed; and
 - 4) Chair any EISNA committee deemed necessary by the EISNA Board; and
 - 5) Communicate any committee updates to the Director of Communication to post on the EISNA website and blackboard; and
 - 6) Perform any other duties deemed necessary by the President.
- i) The EISNA Doctoral Emeritus shall:
- 1) Inform the Doctoral students of all upcoming EISNA events, meetings, and opportunities via classroom announcements and e-mail on the SON list-serve at son-doctorates@listserv.cc.emory.edu; and
 - 2) Act as a liaison between the Doctoral students and the EISNA Board, sharing any questions, comments, and concerns; and
 - 3) Assist other board members with projects (e.g. fundraising) and planning (e.g. community service events) where needed; and
 - 4) Chair any EISNA committee deemed necessary by the EISNA Board; and
 - 5) Communicate any committee updates to the Director of Communication to post on the EISNA website and blackboard; and
 - 6) Perform any other duties deemed necessary by the President.
- j) The ESNA-EISNA Liaison shall:
- 1) Attend all ESNA and EISNA board meetings and share information between organizations; and
 - 2) Coordinate a meeting and event calendar between ESNA and EISNA; and
 - 3) Bring issues to each board on behalf of the other organization; and
 - 4) Perform any other duties deemed necessary by the President, especially those that facilitate communication and collaboration between the ESNA and EISNA executive boards.

SECTION 5. PERFORMANCE

- a) An emergency meeting may be called by one member of the EISNA Board if it is suspected that another Board member is not fulfilling their obligations to the EISNA as

outlined in Article IV Section 4 of the EISNA's bylaws. If the board member, after a majority vote, is found to be in violation of their duties, that member will be either asked to resign or will be put on probation, as determined by the remaining members of the board.

- b) If a member of the EISNA Board resigns, voluntarily or involuntarily, the Board may appoint another student to fill the vacant position after a majority vote of the board members.

ARTICLE V. EXECUTIVE BOARD

- 1) The EISNA Board shall consist of the elected officers of the EISNA.
- 2) The EISNA Board's predominant focus is goal setting, planning, policy development, resource development, evaluation, and decision-making.
- 3) The EISNA Board shall not be responsible for any contract, claim, or obligation of any kind incurred, or for any position taken by an officer or member unless the same was duly authorized in writing by the Executive Board.

ARTICLE VI. ELECTION GUIDELINES

New EISNA officers shall be elected prior to each annual meeting. Nominations will be submitted in writing to the Executive Board at least two weeks prior to the annual meeting. Campaigning will be allowed until the time of elections. Elections will be by ballot. A plurality vote shall elect. Tie vote shall be decided by a revote, and, if necessary, then by casting a lot. Results of elections will be announced within one week of the election day.

ARTICLE VII. MEETINGS

SECTION 1. ANNUAL MEETING

The annual meeting of the EISNA shall be for the purpose of receiving reports from each member of the EISNA Board, voting on bylaw changes and the instillation of new officers. Notice of the meeting shall be given to members at least two weeks prior to the meeting.

SECTION 2. GENERAL MEETINGS

At the beginning of each semester, there shall be a general EISNA meeting to establish and evaluate the following EISNA committees and any other deemed necessary by the EISNA board: Events Committee, Education Committee, and Finance Committee.

SECTION 3. THE EISNA BOARD MEETINGS

- a) All members assembled with the EISNA Board shall conduct the business of the annual meeting.

- b) The EISNA Board shall meet no less than once a month to discuss the previous month's activities and hear committee updates and future activities from each EISNA Board member or committee chair.

SECTION 4.

The voting body at meeting of the EISNA shall consist of the elected officers and those present and voting.

SECTION 5.

All meetings of the EISNA shall be open unless voted otherwise by the EISNA Board.

SECTION 6.

A quorum at meetings shall consist of the President and one other officer and all those present and voting.

SECTION 7. SPECIAL MEETINGS

- a) A special meeting may be called by the EISNA Board and shall be called by the President upon written request of three or more members. Notice of time, place, and purpose of the meeting shall be sent to all members not less than five days prior to the meeting; and
- b) The voting body shall be the same, insofar as possible, as that in the meeting; and
- c) The quorum shall be those present and voting and at least two members of the EISNA Board, including the President.

ARTICLE VII. AMENDMENTS

- 1) These bylaws may be amended at a membership meeting by a 2/3 vote of those present and voting, provided that all proposed amendments shall be in the possession of the Secretary ten days prior to the meeting; and
- 2) All amendments must be submitted to the Student Government Association for approval within 72 hours.