

Multicultural Business Network At Iowa State University

Bylaws and Constitution

The name of this organization shall be the Multicultural Business Network at Iowa State University.

Multicultural Business Network Mission Statement

The purpose of the Multicultural Business Network is to foster interaction between all business majors at Iowa State University, provide information about educational and professional opportunities, and teach the importance of networking skills. To achieve these goals, the Multicultural Business Network will provide business programming, corporate business exposure, and corporate networking to our student members.

Statement of Compliance

Multicultural Business Network abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. The Multicultural Business Network agrees to annually complete President's and Treasurer's Training.

Article I- Cabinet (Officers)

Section I: Cabinet membership shall consist of 7 members unless otherwise noted by current or previous Cabinet membership. The officers shall abide by the following:

(a) Have a minimum cumulative grade point average (GPA) as stated below and meet that minimum GPA in the semester immediately prior to the election/appointments, 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.

(b) 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.

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

Section 2: Officers are to be elected by the members of the Multicultural Business Network on the day of the elections in the month of April (unless elected/appointed during the academic half-year, December). Candidates will each have 5 minutes to speak with club membership during a general meeting for elected/appointed positions.

(a) After candidates speak, voting will occur by written or electronic ballot. A simple majority vote by official members is required to elect an officer.

(b) Officers serve for one academic year. If an officer is elected/appointed during the academic year, they will serve until the end of the spring semester, which may not be a full academic half-year.

Offices Duties and Responsibilities

President

1. Preside over all Cabinet and general meetings
2. Set agenda for the semester with the consultation of the Cabinet and faculty adviser.
 - Liaison with employers: Responsible for scheduling employer visits & coordinating company tours
3. Speak at Leadership Breakfast
4. Coordinates officers on weekly meetings and various activities
5. Perform other duties as the office shall require
6. Advise new Cabinet members
7. Ensure the smooth flow of information regarding events, activities, and functions
8. Assist in the proper handling of any group conflict.
9. Revise Constitution if needed
10. Attend College of Business Leader Meetings and Lunches and Multicultural Student Affairs Leader Meetings
11. Sit on Business Week Committee
12. Serve as the Risk Management Officer for the organization
 - a. help minimize potential risks for club activities,
 - b. recommend risk management policies or procedures,
 - c. to submit documentation to ISU's Risk Management Office and
 - d. to ensure that proper waivers and background checks are on file with Risk Management for events (if applicable).

Vice President

1. Preside over Cabinet and general meetings in the absence of the President
2. Call revisions of the constitution bylaws, rules, and protocol
3. Replace the President should when she/he leaves the office during their respective term

4. Ensure the smooth flow of information regarding events, activities, and functions
5. Gives updates about officer progress to President
6. Perform other duties as the office shall require
7. Ensure the smooth flow of information regarding events, activities, and functions
8. Perform other duties as the office shall require
9. Sit on Building our Community Committee
10. In the absence of the President, will serve as the Risk Management Officer.
 - a. help minimize potential risks for club activities,
 - b. recommend risk management policies or procedures,
 - c. to submit documentation to ISU's Risk Management Office and
 - d. to ensure that proper waivers and background checks are on file with Risk Management for events (if applicable).

Treasurer

1. Account for all monetary receipts and disbursements
2. Prepare vouchers for disbursements approved by the group
3. Create a budget for the semester/year
4. Prepare a request for funds from Ivy Student Council once each semester
5. Stay aware of all financial dealing of the group and the current balance
6. Periodically notify President, Vice President, and Adviser of balance if needed
7. Alert the Cabinet and (or) Adviser about any mishandling of group funds
8. Collects dues as needed
9. Perform any other duties as the office shall require
10. Required to order and pick up food for meetings if able, otherwise assigned to Cabinet designee
11. Ensure the smooth flow of information regarding events, activities, and functions
12. Perform other duties as the office shall require

Secretary

1. Record minutes of the Cabinet meetings when deemed necessary
2. Distribute group information in a timely manner to all interested parties when requested (Constitution, rules and protocol, marketing information, etc.)
3. Record and track attendance of Cabinet meetings, including un/excused absences
4. Assist in the coordinating of information flow within the group (i.e.,- emailing group minutes out to the general body when deemed necessary, emailing out reminders of group events and functions, College of Business events, etc.)
5. Maintain current copies of group information
6. Perform any other duties as the office shall require
7. Ensure the smooth flow of information regarding events, activities, and functions
8. Perform other duties as the office shall require
9. Responsible for drafting club meeting agendas and PowerPoint presentations
10. Coordinate with Membership Chair on updating Listserve

Public Relations Chair

1. Promotes events (creativity is encouraged)
2. Manage making flyers for each event planned
3. Updates and manages Multicultural Business Network's LinkedIn account
4. Updates calendar and other sections on Multicultural Business Network's student organization website
5. Attract new members to the organization through the exposure of flyers, Gerdin whiteboards, website, social media, and various events
6. Makes arrangements to advertise in Multicultural Student Affairs or College of Business newsletters
7. Coordinates with other officers for digital or printed flyers distribution
8. Follow the public relations officer duties and responsibility sheet as stated by the President
9. Ensure the smooth flow of information regarding events, activities, and functions
10. Perform other duties as the office shall require
11. Coordinate with membership chair on tabling events
12. Report all duties to the president

Membership Chair

1. Responsible for member Incentive Program (Points System)
2. Takes attendance at all meetings and all other Multicultural Business Network events
3. Responsible for tracking membership points and status
4. Manages the list of members on our organization page and Listserve
5. Prepares Membership Awards and Ceremony each semester or year, as necessary
6. Ensure the smooth flow of information regarding events, activities, and functions
7. Perform other duties as the office shall require
8. Responsible for two tabling events per semester
9. Responsible for coordinating with Student Council

Social/ Fundraising Chair

1. Plans and executes volunteer events and members' socials
2. Plans and executes fundraising events
3. Collaborates with Public Relations on flyers for socials and volunteer events
4. Collaborates with Treasurer for event meals if deemed necessary
5. Coordinates two socials per semester
6. Ensure the smooth flow of information regarding events, activities, and functions
7. Perform other duties as the office shall require
8. Collaborate with Membership Chair on two tabling events per semester

Section II: Each officer shall meet with the newly elected officer to discuss duties and assist in the training for the future.

Section III: The Cabinet may consist of two auxiliary seats (i.e., department chairs). These seats are available at the request of the Cabinet should the Cabinet deem it needed. The duties and responsibilities shall be defined by the Cabinet at that time.

Section IV: Any Cabinet member or committee chair can represent the group at university functions or other events decided by the Cabinet.

Adviser

The Ivy College of Business administration appoints the adviser who serves year to year, at their leisure, or while they are at Iowa State University. Being the adviser of the Multicultural Business Network is a part of the Director of Multicultural Student Success's job description. Replacement of adviser whenever a vacancy occurs, the administration of the Ivy College of Business will appoint a replacement for the adviser position. The administration can remove the adviser.

Adviser Duties

1. Maintain communication and meet with the officer(s) regularly
2. Awareness and approval of financial expenditures
3. Ensure that the organization is operating in conformity with the standards set forth by Iowa State University and Student Activities Center

Article II-Suspension and Removal from Office

Section I: Any Cabinet members can take a voluntary leave of absence from the group. This is the decision of that individual and must be made known to the Cabinet and shall take effect at the time chosen by the individual.

Section II: Any Cabinet members who are not fulfilling their responsibilities or causing discord in the group can be placed on suspension or removed from their position by the Cabinet as long as $\frac{3}{4}$ (of the Cabinet) is present. These changes must pass by a $\frac{3}{4}$ vote of the Cabinet members present during the meeting. The member in question must be made aware of the voting prior to the meeting in which the voting is to take place.

Section III: Any Cabinet position left vacant due to suspension (voluntary or non-voluntary) for a period of 1 $\frac{1}{2}$ months is considered vacant and may be filled by another person.

Section IV: Impeachment or removal of an officer may be considered if an officer fails to uphold the duties of their position or commits wrongdoing against another club member. Impeachment proceedings may be initiated by a written complaint submitted to the President. If impeachment charges are being brought against the President, the written complaint should be submitted to the Vice President. To move forward with impeachment proceedings, $\frac{2}{3}$ of executive officers must vote to continue the removal process. The officer being impeached should be notified at least 2 weeks before the general impeachment hearing. The officer will have 5 minutes to speak in front of the general

membership, then a written or electronic ballot will be held. An officer can be impeached by a simple majority vote of official members.

Article III-Amendments

The Constitution and Bylaws can be amended at any regular meeting or Cabinet meeting. The amendment must be submitted in writing or, where applicable, by electronic distribution at least one meeting prior to the voting meeting. If a member is absent, they may submit a written or an electronic ballot by proxy to the Cabinet prior to the meeting.

Article IV-General Information

The Multicultural Business Network consists of two parts. Those two parts are the Cabinet members and the general body.

General meetings are held twice a month unless otherwise noted. The Multicultural Business Network Cabinet reserves the right to change the number of meetings held each month.

The Cabinet consists of all members that hold a title and have paid their membership dues. Cabinet members may be voted or appointed to their position. The following positions are considered to be Cabinet positions:

- President
- Vice-President
- Treasurer
- Secretary
- Public Relations
- Membership Chair
- Social/Fundraising Chair

The general body consists of all Multicultural Business Network members, including the Cabinet members. All persons who have paid their membership dues and attended two events (general meetings, socials, volunteering) can consider themselves to be an active Multicultural Business Network member with voting rights. All members must conduct themselves in a respectable manner when representing the Multicultural Business Network. Members are expected to carry themselves in accordance with Iowa State University rules and guidelines for students.

Membership in this organization is open to all registered Iowa State University students, however, and preferably Business students from the underrepresented population of students within the Iowa State University community. In addition, memberships can be allowed to Faculty, Staff, and people from the Ames Community.

The current factuality Adviser for Multicultural Business Network is the Director of Multicultural Student Success, Brady L. Talley.

Non-Discrimination Statement

Iowa State University and the Multicultural Business Network 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-Meetings

General meetings and Cabinet meetings are the two types of meetings that Multicultural Business Network holds. The description and purposes are given below.

General Meetings

General meetings consist of the entire Multicultural Business Network body. The decisions that are made in these meetings will be made as a whole where everyone's input is equal. Decisions will be made by discussion and voting unless otherwise noted. Everyone's vote is equal. If a decision can not be made, the Cabinet has final decision-making authority. All members are strongly encouraged to attend the general meetings.

There is usually one or more guest speakers for the general meeting. These meetings may last one to two hours, and refreshments and snacks may be provided.

Cabinet meetings

Cabinet meetings are meetings for Cabinet members only, with the exception of the network adviser(s) and any other invited guest. Any other visitors should be cleared with either the President or the Vice President prior to the meeting. Unless otherwise noted, Cabinet meetings are held generally the week following the general meetings. The exact date and time for Cabinet meetings will be decided by the Cabinet.

The purpose of Cabinet meetings is to address the issues faced by the Multicultural Business Network and determine the best course of action. Most of the decisions reflecting the Multicultural Business Network's stance on issues shall be decided by the Cabinet in the Cabinet meetings. Decisions will be made by discussing and voting. Everyone has equal voting power. If there is a stalemate, the final decision or compromise is made by the President.

Attendance for Cabinet meetings is mandatory for all Cabinet members. If, for some reason, a Cabinet member is unable to attend a Cabinet meeting, that member is

responsible for contacting a fellow Cabinet member (preferably the President or the secretary) prior to the meeting and making known that they will not be attending and why.

Article VI-Finance

Budget Proposal

Multicultural Business Network is required to have a proposed budget of expenses and an estimated financial proposal for the Ivy Student Council each year. This process must be completed in a timely manner if the Multicultural Business Network is to receive funds from the Ivy Student Council. The treasurer is responsible for ensuring that this process is completed on time.

Fundraising

The Multicultural Business Network cabinet will have the final decision on any fundraising that the organization undertakes.

Refunds/Reimbursements

Multicultural Business Network is willing to reimburse any Iowa State University Student who has spent \$5 or more of their money on merchandise that is solely for the benefit of the organization.

Special conditions for reimbursement can be made for amounts under \$4.99. These special conditions must be approved by either the President or the Vice President. The treasurer is responsible for timely reimbursements of student funds.

"All monetary assets 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 within 48 hours after collection. The Adviser to this organization must approve and sign each expenditure before payment."

Article VII-Voting

Decisions made by Multicultural Business Network are made by discussing and voting. When an issue is before the general body, a discussion is held, which is followed by a vote unless otherwise stated. Everyone has equal voting power. Should there be a statement in the general body, the Cabinet members have the right to discuss and revote the issue at a different time. The Cabinet decision is final unless the Cabinet sees fit to change it.

Some issues will skip the general body and go straight to the Cabinet for discussion and voting. Should the Cabinet's voting result in a stalemate, the responsibility falls on the President to find the best compromise and make the final decision.

Elections for every Cabinet member for the next academic year will always be in April, no later than the week before prep week. Elections to fill vacant positions in December will be excused at that time. All uncontested positions will be voted upon by the body as elected.

Article VIII-Attendance

Cabinet member disciplinary action is in combination with both of the following meetings and functions. If a Cabinet member is a no-excuse/ no-show, the following steps are taken. These steps are to be documented by the Secretary.

1. No excuse/no show.....Documented
2. No excuse/no show.....Spoken to regarding the matter
3. No excuse/no show.....Review of desire to be a Cabinet member
4. No excuse/no show.....Suspension from Cabinet

If a person is suspended from the Cabinet, that individual can still be a member of the Multicultural Business Network; if they choose so.

General and Cabinet Meetings

Cabinet members are encouraged to attend all general meetings; however, general meetings are not mandatory. All Cabinet meetings are mandatory for Cabinet members. If a Cabinet member is unable to attend a Cabinet meeting, you are required to notify another Cabinet member of the reason why. Any Cabinet member can be notified however it is preferred that you notify either the President or the Secretary.

Attendance and Participation at Functions the Multicultural Business Network is Involved In

Each member is expected to live up to their word. If a member says that they will be somewhere, participate in, or help in anything that the network is involved with, they are expected to do just that.

If, for some reason, a member is unable to fulfill their obligation(s), that person is expected to call all parties involved prior to the event and cancel their obligation(s). Please call in enough time for the other people involved to make alternate plans.

Each member is required to attend two events (general meetings, socials, volunteering, etc.) to maintain active membership status.

Each member of the group is expected to treat each other group member with respect. Appropriate language must be practiced during any Multicultural Business Network's meetings.

Article IX-Membership dues

Membership dues are currently \$10 per semester or \$15 per school year. Individuals that have paid their dues receive all benefits and advantages that come along with their involvement within the organization. *Unless special conditions are met with the approval of Cabinet and Adviser*

This Constitution and Bylaws may be amended and subsequently ratified at any time, with the unanimous approval of the President, Vice President, and Treasurer and with a simple fifty percent plus one majority of the membership body, not counting abstainers. Members will be given one week to consider amendments. If a member is absent, they may submit a written or an electronic ballot by proxy to the Cabinet prior to the meeting. Ratified amendments to this Constitution and Bylaws must be submitted to the Student Engagement within ten (10) days.

Ratified 4/14/2022 EKM