

N.M.O

Nova Minority Outreach

Nova Southeastern University

College of Psychology

## **ARTICLE I: INTRODUCTION**

### **Section I: Mission Statement**

Nova Minority Outreach (NMO) Nova Minority Outreach is committed to providing support for minorities in South Florida and across the United States in areas including education, professional growth, inclusion, the justice system, and many others. Membership is open to college students with a passion for community involvement, learning, and being involved in addressing the disparity between minority and majority cultures.

### **Article II: Funding**

#### **Section I.**

- a) NMO will be funded by donations and, when applicable, grants, fundraising, and SGA appropriated funding.

### **Article III: Objectives and Implementation**

#### **Section I: Internal**

NMO will increase student involvement in minority outreach.

- A. Increase student's awareness of issues in social, political, and professional areas pertaining to minorities.
- B. Facilitate student diversity competency by providing students a safe venue to explore their racial perceptions and biases.
- C. Provide undergraduate and graduate students with up-to-date information and best practices in the field of minority outreach and mental health treatment.
  - i. Provide lectures, seminars, and workshops in applicable areas.
  - ii. Provide Graduate students with research opportunities in areas related to issues minorities are facing in society.
  - iii. Provide members and students with advocacy and involvement opportunities.
- D. Establish relationships with other student organizations to promote collaborative relationships.
- E. Provide student-led talks with faculty to address issues relating to minorities and minority outreach

#### **Section II: External**

- A. Reduce Stigma surrounding mental health within minority populations.
  - a. Provide psychoeducation to minority populations.
  - b. Implement a mentorship program for individuals ages 11 to 22.

- c. Hold fundraisers and drives for appropriate resources for minorities in the community.
- B. Promote and increase the awareness of the how minorities are affected disproportionately in the areas of the justice system, low socioeconomic status, mental health facilities, and other areas that are applicable.
  - a. Provide safe spaces for minorities to express their feelings, opinions, and issues that are affecting them in society.
  - b. Facilitate events and educate individuals about issues related to the social justice system and other areas of society that impact minorities.
  - c. Provide psychoeducation in relevant and appropriate areas.
- C. Promote and increase awareness of topics related to minority outreach.
  - a. Facilitate events to educate individuals by providing talks, seminars, and workshops.
- D. Provide facilitation of mentorship of minorities by minorities.
  - a. Minority mentors will be recruited from various fields (e.g. medical, psychology, law, and other areas).
  - b. Mentors will provide talks and mentorship to minority students with a passion in their respective areas.
- E. Provide life-skill workshops.
  - a. Life-skill workshops and talks in areas pertaining to financial, educational, parenting, and other relevant areas.
- F. Provide motivational talks.
  - a. Minority speakers will be recruited to provide motivational speeches.

#### **Article IV: Officers and Election**

Candidates must self-nominate, or be nominated and accept, for board positions. Board positions will be offered to Doctor of Philosophy (Ph.D.) students, Doctor of psychology (Psy.D.) students, and students obtaining a Master of art or science degree. Board positions may not be held by undergraduate students, but their status does not preclude these individuals from membership in NMO. No more than two positions may be held by a single individual.

#### **Responsibilities of Exiting Executive Board Members**

- a) Exiting Board members are required to mentor incoming Board members until a time which the exiting member indicates the new Board member can meet all the responsibilities for the respective position in NMO.

#### **President and Vice President**

For the inaugural year, the president and vice president have been appointed by the faculty advisor. Christopher Thompson is to hold the position of founder and president. Adriana Wilson is to hold the position of vice president. The position of president will be held for two years with the option to hold the position for an additional two years, decided annually by the founding president and faculty advisor, depending on current outreach program needs. Subsequent president elections will be annual. The position of vice president will be held for a term of one year. Elections are to be held within the month of November or a month that is agreed upon by board members unanimous decision.

## **Other NMO Board Members**

For the inaugural year, board member positions will be filled with students that have shown an interest in minority outreach and fulfill all the requirements for the respective position, as outlined in the Executive Board Member Responsibilities section. After the inaugural year, board positions (excluding the founding President) will be available for self-nomination and nomination for positions on an annual basis. Individuals that are nominated must accept nomination in writing by the specified date. This date is to be determined annually by a board member vote. Deadline extensions will only be permissible with a unanimous vote with all board members present in-person, by phone, or video chat.

## **Article V: Faculty Advisor Responsibilities**

The faculty advisor will be Dr. Tom Kennedy for the foreseeable future. If the president or advisor are derelict in their duties, the founding member and the faculty advisor will meet to determine the best action to be taken for the operation of NMO. Action includes, but is not limited to, removal and replacement of the president or advisor, action plan development, probationary periods, and thorough assessments of the contributions to the organization. The faculty advisor will provide direction in areas of research, organization development, and other applicable areas.

## **Article VI: Executive Board**

### **Section I.**

#### **Executive Board Member Meetings**

Executive board meetings will be held at a mutually agreed upon time decided at the start of each semester. Meetings will be scheduled once a month for board members and the faculty advisor, and once a month for executive board and general members. All board members are expected to attend both meetings unless granted permission otherwise. In the event of a board member's absence, he or she becomes responsible for disseminating chaired project updates and developments to all board members.

### **Section II**

#### **Executive Board Member Responsibilities.**

1. **President (Chris)**
  - a. Lead and oversee NMO and its development.
  - b. Regularly check NMO emails, organize meetings, and presides at all general student meetings.
  - c. Ensure NMO is meeting all obligations and responsibilities.
  - d. Ensure all members adhere to by-laws that are applicable for their position in NMO.
  - e. Obtain nominations and self-nominations for board member elections and facilitate the voting process.
2. **Vice President (Adriana)**
  - a. If the President is unable to act on behalf of NMO, the Vice president will assume all Presidential responsibilities until the President is able to fulfill the responsibilities outlined in the previous section.

- b. Work closely with event coordinators and the Public Relations Chair to keep members informed of upcoming events and opportunities.
  - c. Oversee and contribute to events and projects and provide concise reports (either verbal or written) to the Board of all events and projects.
  - d. Organize and promote registration and student involvement in the community, volunteer, or charitable events.
3. Treasurer
- a. Complete required University training in Treasurer and Logistics.
  - b. Coordinate events and projects to raise money for NMO
  - c. Endorse all approved NMO expenditures
  - d. Maintain complete financial records of all monetary transactions within NMO
4. Secretary Sam Zubizaretta
- a. Responsible for taking and keeping minutes for NMO Board and general meetings.
  - b. Serve as custodian for all records and maintain a current membership database including all NMO members and their contact information
  - c. Assist the President and Vice President and the Public Relations Chair in planning and preparing for NMO events, including reserving rooms for meetings and setting up and running Zoom meeting rooms.
  - d. Gather self-nomination, nomination, and acceptance information for the President and Vice President and create online voting to ensure all voting members will have access to vote if they are unable to attend in-person.
5. Research Chair (Sally)
- a. Coordinate and oversee research projects within NMO including poster presentations, symposiums, paper presentations, and manuscripts.
  - b. Act as a liaison between NMO and faculty research advisors.
  - c. Provide support to students in areas relating to conference material development and preparation.
  - d. Schedule research meetings bi-monthly.
  - e. Keep a current list of all research projects within NMO and their progress
  - f. Promote and offer research opportunities.
6. Public Relations Chair (Sally)
- a. Advertise all meetings, events, and fundraisers throughout the College of Psychology
  - b. Promote NMO to all College of Psychology Students.
  - c. Act as a liaison between NMO and the Student Government Organization for applicable events.
  - d. Post event information on social media platforms, Posting a minimum of one time per week.
  - e. Editor of NMO's newsletter: Compile past and future activities as applicable.
  - f. Collaborate with the Internal and External Events Chairs to maintain a current bulletin of upcoming events.
7. Internal Events Chair
- a. Organize and schedule internal events, fundraisers, and social events that occur on campus.
  - b. Keep all members informed of upcoming events.

- c. Collaborate with the Public Relations Chair and external Event Coordinator to update and maintain the current NMO bulletin for future events.
8. External Events Chair (Jasmin)
  - a. Organize and schedule external events, fundraisers, and socials with local businesses that will take place off campus. A minimum of two fundraising events must take place annually.
  - b. Keep all members informed of upcoming events.
  - c. Collaborate with the Public Relations Chair and Internal Event Coordinator to update and maintain the current NMO bulletin for future events.
9. Multiracial chair (Britany H.)
  - a. Organize and schedule internal and external events, fundraisers, and socials for multiracial individuals. A minimum of one event and one social are required per year.

## **Article VII: Resignations, Removals, and Vacancies.**

### **Section I**

- A. Resignations
  - a. An officer may resign from the Executive Board by delivering a written resignation to the chair and faculty advisor. If the Chair wishes to resign, they may do so by submitting a written resignation to the faculty advisor. The position will then be vacant and will be filled in accordance with the outlined steps in the filling vacancies section.
- B. Removal
  - a. An officer may be removed from office before the end of term by a unanimous vote of removal by executive board members, excluding the member that is up for removal.
  - b. Removal of any member of NMO may not be carried out unless a violation of responsibilities has taken place or the individual's behavior is not in accordance with the mission of NMO.

### **Section II**

- A. Filling Vacancies
  - a. If an Officer's position becomes vacant, it will be filled within 90 days of the vacancy occurrence. A Presidential Vacancy will be filled by an individual chosen by the faculty advisor. All other vacancies will be filled with self-nominated or nominated (with acceptance of the nomination) individuals that are approved for the position by a two-thirds in-favor vote by the Executive Board Members, faculty advisor, President, and Vice President.

## **Article VIII: Revisions and amendments.**

Nova Minority outreach can propose by-law amendments through a member voting process, faculty advisor amendment proposal, and subsequent unanimous approval by the Executive Board

of Directors. Proposed amendments become effective following Executive board approval. The Executive Board has the right to amend by-laws by unanimous agreement.