# Article 1

**Section 1: Name:**

Black Women In Pharmacy (BWIP)

**Section 2 - Purpose:**

Black Women in Pharmacy (BWIM) organization works with local nonprofits and elementary through high schools to provide health education toward their students. In addition to education, we provide information on testing preparation, pharmacy school application and interview resources. We also promote health awareness in the community. The purpose of this program is to demonstrate the excellence put forth by Black women in pharmacy and rising students in the healthcare profession, to increase the recruitment of Black women into pharmacy. By improving access to education, mentorship, and resources we can support children who are in an educationally, socially, and economically disadvantaged position.

BWIP will aim to fill the gaps in health education that are not specifically addressed in the school’s current academic curriculum or community. With this mission, we believe that we can establish an increased affinity toward pharmacy school applicants starting as early as elementary school. It is our goal to help students reach their career goals of becoming a pharmacist through youth programs and offered PCAT preparatory resources. In addition to direct medical advice, we aim to mentor the youth with daily life advice and developing lifelong relationships

**Section 3 - Non-Discrimination Policy:**

Black Women In Pharmacy does not discriminate based on age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, protected veteran status, or any other bases under the law, in its activities, programs, admission, and employment.

As a student organization at The Ohio State University, Black Women In Pharmacy expects its members to conduct themselves in a manner that maintains an environment free from sexual misconduct. All members are responsible for adhering to University Policy 1.15, which can be found here: <https://hr.osu.edu/public/documents/policy/policy115.pdf>

If you or someone you know has been sexually harassed or assaulted, you may find the appropriate resources at [http://titleIX.osu.edu](http://titleix.osu.edu/) or by contacting the Ohio State Title IX Coordinator at titleIX@osu.edu.

# Article II

**Membership:** Black Women In Pharmacy voting membership is limited to currently enrolled Ohio State students. Other nonstudent members, such as faculty, alumni, and professionals, may become members, but only as non-voting associate or honorary members. Please refer to the Guidelines for Student Organizations for more information at <https://activities.osu.edu/involvement/student_organizations/resources>

Benefits of being an active member include access to Black Women In Pharmacy resources in planning activities, as well as being involved in the planning process of said activities. Non-members are more than welcome to volunteer at BWIP events, but they are unable to participate in planning, organization, and focus of these events.

II.a. *As required by the Guidelines for Student Organizations, 90% of the membership of a student organization must include current Ohio State University students. Active members and Executive Committee can make decisions regarding the membership of community and other non-student members of an organization. Community or other non-student members may be suspended with a majority vote of the Executive Committee.*

# Article III

**Methods for Removing Members and Executive Officers:** In order for a member to be removed, another elected officer must suggest such action and provide sufficient reasoning. Following this suggestion, both the party in question will meet with the remainder of the executive board and plead their case as to why they should not be removed from the group. Executive board will then vote to keep the member, suspend the member, or remove the member. The decision will be decided by the majority opinion, with the president holding two votes to be exercised during a voting tie. A member can only be suspended once, afterward a subsequent violation(s) will result in removal. Reasons for removal suggestion

* Consistently missing meetings and/or failing to keep up with position responsibilities
* Failure to sign up for BWIP Events
* Failure to show up to BWIP Events without giving prior notice
* Showing disrespect towards other volunteers, executive board members, or the communities with whom we are working
  1. *If a member engages in behavior that is detrimental to advancing the purpose of this organization, violates the organization’s constitution or by-laws, or violates the Code of Student Conduct, university policy, or federal, state or local law, the member may be removed through a majority vote of the officers in consultation with the organization’s advisor.*
  2. *Any elected officer of the chapter may be removed from their position for cause. Cause for removal includes but is not limited to violation of the constitution or by-laws, failure to perform duties, or any behavior that is detrimental to advancing the purpose of this organization, including violations of the Student Code of Conduct, university policy, or federal, state, or local laws. The Executive Committee may act for removal upon a two-thirds affirmative vote of the executive board in consultation with the organization’s advisor.*
  3. *In the event that the reason for member removal is protected by the Family Educational Rights and Privacy Act (FERPA) or cannot otherwise be shared with members (e.g., while an investigation is pending), {00312468-1} the executive board, in consultation with the organization’s advisor, may vote to temporarily suspend a member or executive officer.*

# Article IV

**Organization Leadership**: Leadership positions are changed once per year between October and December. The exact timing can vary based on the decision of the current executive board.

# President

* Responsible for effectively communicating with the remainder of the executive board regarding expectations, upcoming events and meetings and changes in BWIP. ● Main point of contact with faculty and partner organizations

○ Faculty

○ MD Camp

○ East High School

○ Kicks For Sticks

○ Undergrad Organizations

* Involved in coordination of BWIP activities

# Vice President

* Responsible for reaching out to volunteers at OSUCOP and beyond to provide information about volunteer opportunities

○ SNPHA, and student council

○ Undergraduate students

○ Students at surrounding schools

* Create google doc for activity sign ups, room reservations, Zoom scheduling
* Records meeting minutes
* Involved in coordination of BWIP activities

# Director of Community Outreach

* Responsible for sending out internal emails for BWIP meetings
* Responsible for sending out external emails to publicize BWIP events
* Send reminder emails to volunteers of their upcoming shifts at BWIP ● Involved in communication with faculty and partner organizations

○ Faculty

○ Community Organizations

○ Undergrad Organizations

* Involved in coordination of BWIP activities

# Research and Development

* Organizing content and workshops for the organization
* Responsible for finalizing pre and posttests questionnaires and analysis
* Involved in creation of Exit Survey for volunteers
* Data entry / Analysis of data
* Involved in coordination of BWIP Activities

# Director of Marketing

* Post BWIP events on social media

○ IG, Twitter, Facebook

* Puts together BWIP Propaganda (ie: PowerPoints, Flyers)
* Involved in coordination of BWIP activities
* Responsible for maintenance and dissemination of BWIP Newsletter
* Seeking external partnerships to support members and community

# Chief Financial Officer

* Sign up with the Union as BWIP CFO
  1. Applying for funds through Union and Student Council

○ Making sure new members are updated with Union and Student Council

* Apply for outside funding
  1. Grants, scholarships, etc.
* In charge of buying supplies for workshops - if needed

# Undergraduate Liaison

● This is an undergraduate position created to better facilitate connection between the Pharmacy school and undergraduate college.

# Article V

**Election / Selection of Organization Leadership:** Interested students can apply via Google Form. Executive board members will review the applications and decide accordingly. Positions of President, Vice President, and Chief Financial Officer will require a follow up interview with the current executive board. An applicant can apply for up to two positions but will only be able to hold one of those positions.

# Article VI

**Executive Committee: Size and composition of the Committee**. The executive committee is comprised of the above positions in total of 7 positions.

# Article VII

**Standing Committees (if needed):** In the current state of our organization, a Standing Committee is not needed.

# Article VIII

**Advisor(s) or Advisory Board: Qualification Criteria.** Advisors of BWIP must be full-time members of the University faculty or Administrative & Professional staff. If a person is serving as an advisor who is not a member of the above classifications, a co-advisor must be chosen who is a member of these University classifications. Responsibilities and expectations include helping to manage BWIP communication with faculty as it pertains to reserving rooms for BWIP activities, requesting guest speakers, education resources, and providing mentorship to BWIP executive board.

# Article IX

**Meetings and events of the Organization:** Attendance of all general meetings (unless a sufficient excuse is presented prior to the day of the meeting) and attendance at all or 50% of volunteer events hosted are required for executive members. At each event, there must be at least 2 executive members present.

# Article X

**Attendees of Events of the Organization:** Behaviors during activities that are disruptive or do not align with the BWIP constitution, the Code of Student Conduct, university policy, or federal, state, or local law may result in suggestion for removal from BWIP. Once a suggestion is submitted, the person in question must appear before the BWIP executive board and state his/her case. See Article III for the specifics of this process. Additional information and resources on assisting disruptive or distressed individuals can be found at: oaa.osu.edu/assets/files/documents/911handout.pdf.

X. *The organization reserves the right to address member or event attendee behavior where the member or event attendee’s behavior is disruptive or otherwise not in alignment with the organization’s constitution.*

# Article XI

**Method of Amending Constitution:**

XI. *Any proposed amendments should be presented to the organization in writing and should not be acted upon when initially introduced. Upon initial introduction, the proposed amendments should be read in the general meeting, then read again at a specified number of subsequent general meetings and the general meeting in which the votes will be taken, and should either require a two-third or three-quarter majority of voting members (a quorum being present) or a majority or two-thirds of the entire voting membership of the organization, present or not. The constitution should not be amended easily or frequently.*

# Article XII – Method of Dissolution of Organization

**Requirements and procedures for dissolution of the student organization should be stated. Should any organization assets and debts exist, appropriate means for disposing of these assets and debts should be specified clearly and unequivocally. Upon the official dissolution of the organization, Student Activities staff must be contacted to remove organization information from website.**

XII. *Should the need for dissolution of BWIP arise, the following steps shall be taken: 1) Debts shall be paid to their respective parties using the remaining funding. 2) Unused funds from grants shall be returned to their issuing institutions. 3) Funding from the Ohio State University College of Medicine student government shall be returned in accordance with College of Medicine policy. 4) Funding from the Ohio State University Student Union shall be returned in accordance OSU Student Union policy. 5) Other assets shall be donated back to the Ohio State University College of Medicine and/or the Ohio State University Student Union, whichever is most appropriate. 6) Upon final dissolution of the organization, the most recent president shall contact Student Activities staff to remove the organization information from the website.*