

The National Society of Black Women in Medicine (NSBWM)

Collegiate Constitution



2024-2025

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THE NATIONAL SOCIETY OF BLACK WOMEN IN MEDICINE

CONSTITUTIONAL AUTHORITY

The National Society of Black Women in Medicine's National Constitution describes the manner in which the national organization shall be governed and structured within collegiate institutions. The

NSBWM Collegiate Section Constitution document shall serve as a governing document for officially recognized institutions and not supersede or take authority in matters where working rules

of NSBWM sub bodies do not exist or are in conflict. As such, all working rules of NSBWM

Sections shall comply, and be consistent with the National Constitution.

PREAMBLE

The National Society of Black Women in Medicine, as a national student and professional based organization, does hereby dedicate itself to the development of intensive programs for increasing the participation of black women in the fields of healthcare and science. These programs will be initiated

both within and outside the institution community and will serve to strengthen relations between professional industry and the black community. Members of this organization are encouraged to join and participate in their individual professional societies. This organization will endeavor to provide general counseling to all members.

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Article I-Organization Name

The name of this organization shall be the National Society of Black Women in Medicine (NSBWM).

Article II-Mission Statement

The National Society of Black Women in Medicine is a multi-disciplined organization that works to increase the recruitment and retention of Black women pursuing broad careers in medicine, while simultaneously promoting the advancement of those already established in these fields.

Article III-Vision

The National Society of Black Women in Medicine is committed to supporting current and future healthcare professionals and scientists in efforts to combat educational and professional racial inequities by promoting attainability through educational resources, unity, and mentorship.

Article IV-History

Black Women In Medicine, Inc., was founded on the campus of Florida State University on October 14th, 2017 by Amber Balkcom and Ashlei Phillips. The two pre-medical students had the idea on a walk back to the campus library. They both agreed that there was a need for more representation of minority women in medicine and scientific disciplines. That night in lieu of studying Amber Balkcom typed up the mission statement of Black Women in Medicine with Ashlei Phillips by her side designing the infamous logo. They were prepared to take on a new challenge that later transformed into a movement. With Latricia Simmons, RN as the founding advisor, Black Women in Medicine began on the campus of Florida State University.

Article V- Pillars

The pillars of NSBWM are Unity, Academic Excellence, Community Service, and Mentorship. Through these pillars, we aim to provide resources to our members nationwide.

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Article VI-Hazing and Discrimination Statements

Section 1-Hazing Statement

The National Society of Black Women in Medicine is a non-hazing organization. No hazing or discrimination will be used as a condition of membership in this organization.

Examples of hazing include but are not limited to:

- A. Any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity.
- B. Any type of physical activity that subjects the individual to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of a student, such as humiliation, sleep deprivation, exposure to the elements, confinement in a small space, personal servitude, calisthenics, or other similar activity.
- C. Any activity that involves consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance, which subjects an individual to an unreasonable risk of harm or which adversely affects the mental or physical health or safety of the individual
- D. Any activity that induces, causes, or requires the individual to perform a duty or task that involves coercing an individual to consume a drug, an alcoholic beverage, or liquor in an amount that would lead a reasonable person to believe that the individual is intoxicated.
- E. Any activity in which a person solicits, encourages, directs, aids, or attempts to aid another in engaging in hazing; intentionally, knowingly, or recklessly permits hazing to occur; has firsthand knowledge of the planning of a specific hazing incident which has occurred or may occur; witnesses or participates in a specific hazing incident and knowingly fails to report the incident in writing to the Office of the Dean of Students at said institution or to the National Board of Members of the National Society of Black Women in Medicine.

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Section 5-Discrimination Statement

The National Society of Black Women in Medicine does not, and never will, discriminate on the basis of race, color, religion, gender, gender expression, age, national origin, disability, marital status, sexual orientation, or military status, in any of our activities or operations.

This organization does not discriminate on the basis of 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, The National Society of Black Women in Medicine 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> or by contacting the Ohio State Title IX Coordinator at titleIX@osu.edu.

Article VII-Collegiate Sections

Section 1-Collegiate Sections

A collegiate section of NSBWM serves to share the mission, vision, and resources of NSBWM through collegiate membership. Collegiate sections may be implemented at any university or college, including community colleges.

Section 2-Charter Member(s)

The individual(s) who establish a collegiate section at their particular institution will be named the Chartering Member(s) of that section. A collegiate section may be chartered by a student or faculty member at the institution in question.

Section 3-Establishing a Collegiate Section

To initiate the establishment of a collegiate section, the chartering individual must complete the following:

- A. Complete the collegiate section interest form at blackwomeninmedicine.org.
- B. Must meet with a current member of the National Board.
- C. Must find a campus advisor who will serve as the overseer of the collegiate section.
- D. Must have a prospective President, Vice President, Treasurer, and Secretary.

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- E. Must have at least 10 prospective members.
- F. Chartering individual(s) must sign the collegiate section recognition agreement.
- G. Chartering individual(s) will be given the Starter Pack (including the logo and constitution, and leadership, marketing, and fundraising guides).
- H. The institution must approve the NSBWM collegiate section as a registered and recognized student organization.

Article VIII-Collegiate Membership

Section 1-Membership Statement

Membership is open to all enrolled university/college students who are interested in pursuing a career in health care or basic science. This organization agrees to adhere to the university/college non-discrimination statement: No student may be denied membership on the basis of race, creed, color, sex, religion, national origin, age, disability, veterans' or marital status, sexual orientation, gender identity, gender expression, or any other protected group status.

Section 2-Recruitment

Membership is open in the fall and spring semesters. Anyone who wishes to become a member of NSBWM is required to have a minimum G.P.A. of 2.5, be a pre-health student or aspiring basic scientist, and recognize and believe in the ideas, aims, and purposes upon which NSBWM was founded. No university student may be denied membership due to inability to pay dues. If a member is not able to pay dues, other arrangements will be made.

Section 3-Membership Recognition

Honorary membership shall be granted to persons having made notable and outstanding contributions to enhance the purpose and objectives of NSBWM, upon recognition of the officers or faculty/staff advisor.

Section 4-Membership Intake

- A. All Fall collegiate membership intake must occur and be completed between August-October.
- B. All Spring collegiate membership intake must occur and be completed between January- March.
- C. Summer intake is not permitted at this time.

Section 5-Active vs Inactive Membership

Active membership is defined as a member who has met all requirements as listed in Article VIII, Section 2, AND has paid dues to their respective section. Inactive membership is defined as a member who has previously been an active member, but is not currently compliant with the payment of their dues.

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Section 6-Member Removal Process

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.

Article IX- Duties of Officers

All officers serve as part of the executive board. The term "Cabinet" refers specifically to the Presidents, Vice President, Treasurer, and Secretary.

III.a. 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.

Section 1. President

- A. Have authority to act with consent of the Executive Board in the name of NSBWM and all matters of record which fall within the scope of the Board as expressed or implied in the Constitution of NSBWM.
- B. Appoint, subject to confirmation by the Board members, such committees as required for emergencies, and for purposes not otherwise provided by this constitution.
- C. Take primary responsibility for the implementation of programs approved by the Board Members.
- D. Facilitate meetings of the Executive Board.
- E. Serve as an authorized signer on all financial accounts and transactions.
- F. Act as the overseer of all operations executed by the organization.

Section 2. Vice-President

- A. The Vice-President shall officiate for the President in his/her absence or at his/her request; shall assume duties and powers of the President for the unexpired term in the case of the president's removal by resignation, illness, death, or other cause shall work with the President-Elect for the advancement of NSBWM.
- B. The Vice-President shall have any other roles assigned by the President
- C. Act as the overseer of all operations executed by the Executive Board.

Section 3. Secretary

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- A. Maintain correspondence with speakers, members, and other organizations.
- B. Contact members to inform them of meetings or activities being held via email or telephone.
- C. Type full report of every Executive Board meeting.
- D. Report any prospective co-sponsorships at Executive Board meetings and conduct monthly newsletters
- E. Keep track of incoming and outgoing emails.
- F. Complete clerical duties as communicated by the National Board.
- G. Reach out to medical professionals and other speakers to participate in medical seminars and other events.
- H. Responsible for planning tutoring/studying sessions for members.

Section 4. Treasurer

- A. Keep accounts and record the organization's expenditures;
- B. Prepare and/or request budgets.
- C. Serve as an authorized signer on all financial accounts and transactions.
- D. Collect all membership dues and fees.
- E. Keep in communication with the National Board to pay all required fees.
- F. Responsible for locating sponsors, hosting fundraising events, and finding fundraising opportunities.

Section 5. Director of Public Relations

- A. Keep digital recordings of NSBWM events
- B. Take pictures and prepare an annual scrapbook/slide-show to showcase to members.
- C. Be responsible for utilizing the NSBWM social media accounts for outreach and events.
- D. Be responsible for marketing strategies.

Section 6. Director of Membership

- A. Ensure current members of the organization are fulfilled through all events, resources, and opportunities provided by the chapter
- B. Curate and release feedback forms to general body members to ensure needs are met, while working alongside secretary
- C. Document general body member expansion for autumn and spring semesters, ensuring all information is shared with Ohio State University and national chapter, while working alongside treasurer
- D. Prepare Executive Board Application materials, such as a written application and interviews, while working alongside cabinet

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Section 7. Director of Community Service

- A. Coordinate community service events at Ohio State University and in the surrounding Greater Columbus area
- B. Outreach to various nonprofit organizations, and other student collectives on campus, to seek out collaboration for events that uplift our mission
- C. Curate sign-up forms for service events with limited attendance, whether for capacity concerns or member accessibility
- D. Track individual community service hours completed for each member or affiliate
- E. Promote volunteer opportunities and encourage participation through advertisement, while working alongside public relations chair

Section 8. Director of Fundraising

- A. Coordinate fundraising events at Ohio State University and in the surrounding Greater Columbus area
- B. Outreach to various organizations and businesses for sponsorship and collaboration
- C. Collect financial compensations from respective events when necessary, while working alongside treasurer
- D. Promote fundraising events through advertisement, while working alongside the public relations chair

Section 9. Director of Special Events

- A. Coordinate larger, special events with other organizations and businesses that uplift our mission and chapter
- B. Complete outreach for programs, such as a CPR certification event, Blood Drive, or Professional Student Panel, that extends beyond general body meetings
- C. Promote special events through advertisement, while working alongside public relations chair
- D. Curate sign-up forms for special events with limited attendance, whether for capacity concerns or member accessibility

Section 10. Faculty Advisor

- A. Oversee the design and implementation of activities held throughout the academic year by NSBWM.
- B. Assist with the coordination of committee activities.

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Article X-Selection of Officers

Section 1. Officer Requirements

- A. Only active members of the National Society of Black Women of Medicine are eligible to seek a cabinet position.
- B. Those individuals wishing to pursue a President or Vice President position must have attended at least 70% of the events hosted by the section in the current academic year.
- C. Those individuals wishing to pursue all other positions must have attended at least 50% of the events hosted by the section in the current academic year.
- D. No officer will be permitted to hold more than one position.
- E. All officers will serve a term of one academic year.
- F. Any officer may be reinstated, however, not for more than two consecutive terms (academic years).
- G. All officers of NSBWM shall be enrolled full time at the university/college and have a cumulative 3.0 grade point average

Section 2. Cabinet Applications

- A. All cabinet position holders may roll their positions over into a new term (academic years) if applicable - officers will not have to reapply for the same position
- B. Members seeking an open position on the Executive Cabinet are to be filled via a formal application process.
- C. Applications must accurately assess an individual's qualifications for the position in question.
- D. Applicants will submit applications to the current Cabinet.
- E. Once all applications have been received, the Cabinet members will review all the applications and determine the eligibility of the candidate based on the membership status and academic requirements.
- F. Interviews may or may not be conducted at the discretion of the newly elected President.
- G. All officers must participate in reviewing applications, and must unanimously choose individuals to serve in each position.
- H. Application submissions must occur in the spring semester of the current academic year for officers to begin their term in the next academic year.

Section 3. Executive Board Selection

- A. All Executive Board position holders may roll their positions over into a new term (academic years) if applicable - officers will not have to reapply for the same position
- B. Members seeking an open position on the Executive Board are to be filled via a formal application process.
- C. Applications must accurately assess an individual's qualifications for the position in question.

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- D. Applicants will submit applications to current officers of the academic year.
- E. Once all applications have been received, the current officers will review all the applications and determine the eligibility of the candidate based on the membership status and academic requirements.
- F. Interviews may or may not be conducted at the discretion of the newly elected President.
- G. All officers must participate in reviewing applications, and must unanimously choose individuals to serve in each position.

Section 4. Officer Elects

A. *President*

- 1. The President shall be elected by current officers of the academic year
- 2. Applicants shall submit the proper credentials to the present officers during the application process
- 3. If the President cannot carry out their duties, for some reason, before their term has begun, there will be a special nomination to be held by the remaining officers of the individuals who applied for the President position.

B. *Vice-President*

- 1. The Vice-President shall be elected by current officers of the academic year
- 2. Applicants shall submit the proper credentials to the present officers during the application process
- 3. If the Vice-President cannot carry out their duties, for some reason, before their term has begun, there will be a special nomination to be held by the remaining officers of the individuals who applied for the Vice-President position.

C. *Secretary*

- 1. The Secretary shall be elected by current officers of the academic year
- 2. Applicants shall submit the proper credentials to the present officers during the application process
- 3. If the Secretary cannot carry out their duties, for some reason, before their term has begun, there will be a special nomination to be held by the remaining officers of the individuals who applied for the Secretary position.

D. *Treasurer*

- 1. The Treasurer shall be elected by current officers of the academic year
- 2. Applicants shall submit the proper credentials to the present officers during the application process
- 3. If the Treasurer cannot carry out their duties, for some reason, before their term has begun, there will be a special nomination to be held by the remaining officers of the individuals who applied for the Treasurer position.

E. *Director of Public Relations*

- 1. The Director of Public Relations shall be elected by current officers of the

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academic year

2. Applicants shall submit the proper credentials to the present officers during the application process
3. If the Director of Public Relations cannot carry out their duties, for some reason, before their term has begun, there will be a special nomination to be held by the remaining officers of the individuals who applied for the Public Relations position.

F. Director of Membership

1. The Director of Membership shall be elected by current officers of the academic year
2. Applicants shall submit the proper credentials to the present officers during the application process
3. If the Director of Membership cannot carry out their duties, for some reason, before their term has begun, there will be a special nomination to be held by the remaining officers of the individuals who applied for the Membership position.

G. Director of Community Service

1. The Director of Community Service shall be elected by current officers of the academic year
2. Applicants shall submit the proper credentials to the present officers during the application process
3. If the Director of Community Service cannot carry out their duties, for some reason, before their term has begun, there will be a special nomination to be held by the remaining officers of the individuals who applied for the Community Service position.

H. Director of Fundraising

1. The Director of Fundraising shall be elected by current officers of the academic year
2. Applicants shall submit the proper credentials to the present officers during the application process
3. If the Director of Fundraising cannot carry out their duties, for some reason, before their term has begun, there will be a special nomination to be held by the remaining officers of the individuals who applied for the Fundraising position.

I. Director of Special Events

1. The Director of Special Events shall be elected by current officers of the academic year
2. Applicants shall submit the proper credentials to the present officers during the application process
3. If the Director of Special Events cannot carry out their duties, for some reason, before their term has begun, there will be a special nomination to be held by the remaining officers of the individuals who applied for the Special Events position.

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Article XI—Officer Vacancies

Section 1: Termination Strike System

NSBWM has implemented a strike system for the organization. Two strikes equate to the probation of the individual's title and a meeting with the Advisor or the National Board of NSBWM. Three strikes equate to the termination of the position.

- A. The officer will be notified in writing of each strike by the President, Vice-President, or Advisor.
- B. The strikes must also be submitted in writing to the National Board of NSBWM through the Ethical Compliance form.
- C. Strikes are determined as valid by the Advisor or the National Board of NSBWM.
- D. Strikes include, but are not limited, to behaviors of the following:
 - a. An unexcused absence from any event or executive board meeting without notifying the President or Vice President.
 - b. Refusing to complete appointed duties.
 - c. Any targeted disrespect to any executive board member or general member.
 - d. Any unapproved use of NSBWM funds.
 - e. Any unapproved and inappropriate use of the organization
 - f. Strikes vary by situation and severity, if any strike is appointed to an individual that isn't subject to this list, a formal explanation and intervention will be implemented and spearheaded by the Advisor or the National Board of NSBWM.
- E. The officer will be notified in writing of the possible termination at least 24 hours prior.
- F. The Advisor has 72 hours to approve or deny a request for termination or a 2/3 majority vote of Executive Board members (not including the officer in question) may take place in order to approve or deny termination.

Section 2: Resignation

Officers who no longer wish to serve on the executive board must submit their resignation in writing to the President and Advisor at least two weeks in advance. Prior to the officer's final day, they shall provide all documents relating to the organization and brief their replacement of current projects in their care.

Section 3: Filling Vacant Officer Positions

In the event that a cabinet officer is removed or resigns, an officer of the executive board must fill the position. If more than one officer is interested in the position, a 2/3 majority vote of executive board members may take place. In the event that an executive board member that is not a cabinet officer is removed or resigns, the executive board may open applications to active members to fill the vacant position.

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Article XII-Finances

Section 1- Dues

- A. Each active member of NSBWM shall be assessed Annual Dues
 - 1. National dues are required before joining a local chapter .
 - 2. Chapter membership dues can be collected during the Fall or Spring semester.
 - 3. Each member should only pay dues once an academic year.
 - 4. B. No student may be denied membership due to inability to pay dues. If a member is not able to pay dues, other arrangements will be made.
- B. No student may be denied membership due to inability to pay dues. If a member is not able to pay dues, other arrangements will be made.

Section 2-Budgets and Disbursements

- A. Other means of raising funds shall be determined on the recommendation of the Treasurer and Director of Fundraising.
- B. The President and Treasurer shall collaborate on the budget for the academic year.
- C. Disbursements are to be approved by the President and Treasurer.

Section 3: Spending Organization Funds

For the protection of the organization and its officers it is required that two authorized signatures sign all monetary transactions. Only the President, Treasurer, and Advisor can be signers on the organization's account. Organizational funds may be spent on items such as office supplies, events/activities, publicity, travel expenses, conference fees, etc., but will not be used for anything illegal under University, local, state, and federal laws.

Section 4: Officer Transition

It shall be the responsibility of all account signers to change contact information as well as assist in the update of new account signatures after each election with the organization's financial institution. In addition, the Treasurer will be responsible to pass along all information from previous year's budget and current budget.

Section 5: Dissolution of Organization

In the event that a section of NSBWM ceases to exist, any funds remaining in the organization's account shall be remitted back to the The National Society of Black Women in Medicine corporation entity.

Section 6: National Dues

- A. Each prospective member must pay the annual national dues of \$10 per member before joining a chapter. National dues cover the following:
 - 1. Incorporation Agency Fees

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2. Trademarking Fees
3. National Conference fees
4. 501c3 Fees
5. Website and social media maintenance
6. Any other required cost for the organization.

B. Failure to pay national dues will result in the inability to join a chapter.

Section 7: Bank Accounts and Tax Information

- A. All collegiate chapters MUST apply for an EIN (Tax ID #).
- B. Each chapter must open an organization/business bank account with their EIN to most effectively collect dues from members.
- C. The chapter bank account should be easily accessible and monitored closely by both the President and Treasurer.

Section 8: Audits

In the event that a collegiate section has provided financial information that presents as inconsistent with section size, membership size, or any other aspect as determined by the National Board, an external audit will be completed by the Executive Director.

Article XIII-Advisor

Section 1: Nomination and Role

The advisor shall be selected by the officers of this organization and must be approved by a simple majority vote of eligible executive board members. The advisor shall serve as a mentor to the organization providing guidance to the officers and members. The advisor has no voting rights. The advisor position has no term limit other than they must be a current faculty or staff member of the institution in question.

Section 2: Removal and Replacement of Advisor

The advisor will be notified in writing of the possible removal at least 72 hours prior to the vote and will be allowed to address the organization in order to relate to members any relevant defense prior to the voting for removal. Upon a 2/3 majority vote of executive board members the advisor will be removed from their duties. In the event that an advisor is removed or resigns, a new advisor shall be elected within 14 calendar days.

Article XIV-Inactivation or Termination of a Collegiate Section

Section 1: Inactivation

An inactive section is defined as a collegiate section who is currently in a probationary period. The National Board will need to receive and discuss a strategic plan from the collegiate section in question before it will be recognized as active again. An inactivated section will have 1 (ONE) calendar year to create and implement a plan of action with the National Board before it is considered a terminated section. During this period the collegiate section in question is NOT

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permitted to:

- A. Post on social media without the consent of the National Board of NSBWM
- B. Host events without the consent of the National Board of NSBWM
- C. Use the NSBWM name without the consent of the National Board of NSBWM
- D. Use the NSBWM logo without the consent of the National Board of NSBWM
- E. Fundraise or collect funds under the NSBWM name without the consent of the National Board of NSBWM

Section 2: Means for inactivation

A section is eligible for inactivation at the discretion of the National Board for one or more of the following behaviors:

- A. Failure to comply with the NSBWM constitution.
- B. Failure to pay national dues.
- C. Failure to have 10 or more members of the section.
- D. Failure to attend required meetings as scheduled by the National Board.
- E. Failure to respond to communication efforts made by the National Board.
- F. Any illegal activities as described by State laws.
- G. Any other unacceptable behaviors as noted at the discretion of the National Board.

Section 3: Termination

Termination is defined as the section in question being un-recognized as a collegiate section of NSBWM. After 1 (ONE) calendar year with no attempt to reactivate the collegiate section in question, the section will be terminated and will have to start the NSBWM Section Recognition/Chartering process from the very beginning. Any use of the BWM name after this point will result in the immediate pursuit of legal action.

Article XV-Constitution Amendment

Section 1:

Amendments to the Constitution may be proposed by a two-thirds vote of the chapter's Executive Board.

Section 2:

Proposed Amendments of the Constitution must be submitted in written form to the National Board to be reviewed for approval. The proposal must be clearly stated and justified.

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Article XVI-Logo

The official logo of Black Women in Medicine will be the artwork titled “The Black Woman in Medicine” and is photographed below. No section holds the power to alter this logo. This logo has been legally trademarked and officially belongs to Black Women in Medicine as is.

