THE BLACK STUDENTS IN PHARMACY

Student Organization Constitution

ARTICLE I. NAME OF ORGANIZATION

THE BLACK STUDENTS IN PHARMACY

ARTICLE II. ORGANIZATION PURPOSE

The purpose of Black Students in Pharmacy (BSIP) shall be to serve as a platform for advancing health education, mentorship, and professional development within the community. Specifically, the organization seeks to:

- Engage in community outreach and education by collaborating with local nonprofits, elementary schools, middle schools, and high schools to provide accessible health education that fills gaps not covered in current academic curricula.
- Support aspiring healthcare professionals by offering resources for standardized testing preparation, pharmacy school applications, and interview readiness, with a focus on increasing the recruitment and retention of Black students in pharmacy.
- Promote health awareness in the community through initiatives that address healthcare disparities, encourage preventive health practices, and provide information relevant to the needs of underserved populations.
- Provide mentorship and guidance to students in educationally, socially, and economically disadvantaged positions, not only through pharmacy-focused support but also by sharing life advice and building meaningful, long-term relationships.
- Demonstrate and celebrate excellence by highlighting the achievements of Black pharmacy students and rising healthcare professionals, fostering representation and inspiring future generations.

Through these efforts, BSIP aims to cultivate an early affinity for pharmacy careers, beginning as early as elementary school, and to empower youth to pursue their goals of becoming pharmacists and healthcare leaders.

ARTICLE III. UNIVERSITY REGULATIONS

Section A. Harassment and Discrimination, including Sexual Misconduct

THE BLACK STUDENTS IN PHARMACY *agrees that it will not engage in sexual misconduct nor any harassment or discrimination 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 basis in accordance with the Student Organization Registration Guidelines.*

Section B. Hazing

THE BLACK STUDENTS IN PHARMACY *agrees to maintain a zero-tolerance policy for hazing, in compliance with Ohio State University and Collin's Law. All members must conduct themselves in a manner that supports an environment free from hazing. Hazing includes any activity, regardless of consent, that causes or creates a substantial risk of physical, mental, or emotional harm or humiliation to any individual as part of membership or affiliation with the student organization. If found responsible for hazing, members and/or the organization may face disciplinary actions.*

Section C. Bylaws

THE BLACK STUDENTS IN PHARMACY *retains the right to maintain separate bylaws to outline the day-to-day operations of the organization and to clarify policies and procedures otherwise not included in the previous articles. Bylaws and/or other guiding documents may not take precedence over the requirements set forth by local, state, and federal laws, The Ohio State University's regulations, policies, and procedures, and the Council on Student Affairs (CSA) Student Organization Registration Guidelines. Organizations may make amendments and changes to the bylaws without consulting the Ohio Union & Student Activities department, and changes to bylaws do not require approval. All elements of organizational bylaws shall be consistent with the organization's currently approved constitution on file and CSA constitution requirements.*

ARTICLE IV. MEMBERSHIP

Section A. Membership Eligibility

Membership shall be open to all students currently enrolled in THE OHIO STATE UNIVERSITY College of Pharmacy who demonstrate an interest in advancing the mission and vision of the organization. Members must be in good academic and professional standing as defined by the College of Pharmacy. Membership shall not be restricted on the basis of race, ethnicity, religion, gender, sexual orientation, age, or disability status.

Section B. Member Selection

- Prospective members must complete a membership application form provided by the organization.
- Applicants shall attend at least one general body meeting or event prior to being granted membership.
- Membership dues (if applicable) must be paid in full by the deadline set forth by the executive board.
- Upon completion of these requirements, applicants will be recognized as active members with full privileges, including the right to vote and hold office.
- Prospective members must complete a membership application form provided by the organization.
- Applicants shall attend at least one general body meeting or event prior to being granted membership.
- Membership dues (if applicable) must be paid in full by the deadline set forth by the executive board.
- Upon completion of these requirements, applicants will be recognized as active members with full privileges, including the right to vote and hold office.

Section C. Membership Timeline

- Membership applications will be accepted at the beginning of each academic semester.
- The priority deadline for fall semester membership is [insert date], and the priority deadline for spring semester membership is [insert date].
- Members admitted after the deadline may be considered associate members without voting privileges until the following semester, at the discretion of the executive board.
- Membership shall be renewed annually by confirming interest and fulfilling dues and participation requirements.
- Membership applications will be accepted at the beginning of each academic semester.
- The priority deadline for fall semester membership is [insert date], and the priority deadline for spring semester membership is [insert date].
- Members admitted after the deadline may be considered associate members without voting privileges until the following semester, at the discretion of the executive board.
- Membership shall be renewed annually by confirming interest and fulfilling dues and participation requirements.

Section D. Member Removal

- Grounds for removal may include:
  - Failure to maintain good academic or professional standing. ○ Failure to pay membership dues by the established deadline. ○ Conduct unbecoming of a member, including but not limited to actions that undermine the mission of the organization, harassment, or violation of College of Pharmacy policies.
- The removal process shall be as follows:
  - A written complaint must be submitted to the executive board. ○ The member in question will be notified and given an opportunity to respond.
  - The executive board will review the complaint and, by a two-thirds vote, determine whether removal is warranted.
  - The decision will be communicated in writing to the member within [insert number] days.
- Removed members may appeal the decision to the faculty advisor, whose decision will be final.
- Grounds for removal may include:
  - Failure to maintain good academic or professional standing. ○ Failure to pay membership dues by the established deadline. ○ Conduct unbecoming of a member, including but not limited to actions that undermine the mission of the organization, harassment, or violation of College of Pharmacy policies.
- The removal process shall be as follows:
  - A written complaint must be submitted to the executive board. ○ The member in question will be notified and given an opportunity to respond.
  - The executive board will review the complaint and, by a two-thirds vote, determine whether removal is warranted.
  - The decision will be communicated in writing to the member within [insert number] days.
- Removed members may appeal the decision to the faculty advisor, whose decision will be final.

ARTICLE V. ADVISOR

Section A. Advisor Duties and Responsibilities

- Attend executive board meetings and general body meetings when possible.
- Offer advice on program planning, organizational development, and conflict resolution.
- Ensure the organization operates within the policies of the College of Pharmacy and the university.
- Serve as a liaison between the organization and faculty, administration, or external partners as needed.
- Provide feedback on the organization's activities, constitution, and strategic goals.
- Support the professional, academic, and personal growth of student members.

Section B. Advisor Term

1. Advisors will serve a renewable term of two (2) academic years, beginning at the start of the fall semester.
2. Advisors must remain full-time faculty or staff members of the College of Pharmacy throughout their term.
3. Advisors are expected to maintain regular communication with the executive board during their term of service.
4. Renewal of the advisor's term shall be confirmed through a simple majority vote of the executive board

Section C. Advisor Selection

- The executive board will identify potential faculty or staff members who align with the mission and objectives of the organization.
- Nominations may be submitted by any active member of the organization.
- The executive board will conduct outreach to nominated individuals and assess their interest.
- A candidate for advisor must be approved by a two-thirds vote of the executive board.
- Final confirmation will be communicated to the organization at the next general body meeting.

Section D. Advisor Replacement

- If the advisor is unable or unwilling to fulfill their responsibilities, or if concerns arise regarding their performance, the executive board may initiate the replacement process.
- A written statement outlining the reasons for replacement must be submitted to the executive board.
- The advisor will be given an opportunity to meet with the executive board to address concerns before any decision is made.
- Removal of an advisor requires a two-thirds vote of the executive board.
- A new advisor shall be selected according to the process outlined in Section C within 30 days of removal or resignation

ARTICLE VI. ORGANIZATION LEADERSHIP

Section A. Officer Positions

President: Clinton Osei

Role Summary: The President serves as the chief executive and representative of BSIP, providing visionary leadership and strategic oversight. This role ensures the organization operates in alignment with its mission, values, and goals while fostering a collaborative and inclusive environment.

Key Responsibilities:

- Leadership & Strategy: Set and guide the vision, mission, and strategic goals of BSIP. Ensure all organizational efforts align with these objectives.
- Organizational Oversight: Supervise and support e-board members by delegating tasks, ensuring accountability, and promoting teamwork and communication.
- External Representation: Act as the primary liaison between BSIP and external entities, including university administration, advisors, and other student organizations. Maintain partnerships and communications to strengthen BSIP's network and visibility.
- Meeting Facilitation: Plan and preside over all e-board and general meetings, including preparing agendas and ensuring effective discussion and documentation.
- Operations & Administration: Oversee completion of annual forms, event planning, and mentorship programs. Ensure accurate documentation of all organizational activities.
- Event & Image Management: Lead the planning and execution of events. Uphold and manage the public image and branding of BSIP.
- Advisory Engagement: Maintain regular communication with the faculty advisor and university partners to ensure BSIP remains in good standing.
- Adaptability: Take on responsibilities beyond the listed duties as needed to support the growth and success of BSIP

Vice President – Chinonye Uwaezuoke

Role Summary: The Vice President serves as the second-in-command, providing essential support to the President and helping ensure the smooth functioning of BSIP. This role emphasizes leadership, collaboration, member engagement, and operational support, stepping in as acting President when needed.

Key Responsibilities:• Supportive Leadership: Assist the President in carrying out responsibilities and provide leadership in their absence. Collaborate regularly to align on organizational goals and next steps.

- Committee Oversight: Lead and support the development and coordination of committees, ensuring each operates effectively and in alignment with BSIP's mission.
- Event Coordination: Work closely with the Event Coordinator to help plan, reserve, and set up for events. Support logistical tasks such as purchasing items and preparing event materials.
- Member Engagement: Promote active involvement among general members by addressing concerns, encouraging participation, and fostering a welcoming environment.
- Organizational Representation: Attend and facilitate meetings with other organizations, potential partners, and advisors as delegated. Represent BSIP at events and engagements in the President's absence.
- Mentorship & Programming: Co-lead the planning and execution of the Mentorship Program, ensuring it supports member development and connection.
- Meetings & Communication: Host General Body meetings, assist in speech preparation, and support facilitation of advisor and e-board meetings.

Secretary – Jill Ntim

Role Summary: The Secretary is responsible for maintaining accurate records, facilitating internal and external communication, and supporting event planning efforts. This role ensures transparency, organization, and effective information flow within BSIP.

Key Responsibilities:
Documentation & Record Keeping

- Record and distribute detailed minutes after all e-board meetings.
- Upload meeting summaries and files to the BSIP Google Drive.
- Take attendance at e-board meetings, general body meetings (GBMs), and • Maintain an organized archive of essential documents and records. events.
- Communication & Updates:
- Manage BSIP's official communications, including emails and announcements. Send out bi-weekly update emails to general body members.
- Create and send weekly newsletters to the BSIP organization and its affiliated entities.
- Membership Management:
- Maintain an up-to-date membership roster with contact information.
- Event Support:

- Collaborate with the President and Event Coordinator to help plan and run events.
- Assist in creating meeting slides and event presentations.
- Design event posters and marketing materials.
- Help with event logistics, including setup and purchasing or preparing food and supplies.

Treasurer – Mellisa Ofori

Role Summary: The Treasurer handles managing BSIP's finances with transparency, accountability, and strategic planning. This role ensures the organization maintains financial stability, follows university financial policies, and has the resources to support events, initiatives, and member activities.

Key Responsibilities:
Financial Oversight:

- Develop and manage the organization's annual budget.
- Maintain accurate records of all transactions in a shared BSIP folder.
- Monitor and report on spending to the e-board and general body regularly.
- Communicate event and initiative costs with the President and leadership team.
- Collect and organize receipts for all purchases.
- Revenue & Dues Management:
- Collect membership dues annually and send periodic payment reminders.
- Create and manage intake forms for dues and event payments.
- Maintain and update payment records consistently. Fundraising & Development:
- Plan and execute at least one fundraiser each semester.
- Collaborate with the team to brainstorm new fundraising ideas.
- Assist in creating budgets and strategies for each fundraiser.Administrative Duties & Compliance:
- Ensure all financial activities comply with university policies.
- Complete all required annual financial forms and funding applications.
- Set up and manage financial platforms (e.g., bank account, Zelle, Venmo). Collaboration & Event Support:
- Meet with the President weekly to review financial updates and upcoming expenses.
- Help with event logistics, including setup and purchasing/cooking items.

Event Coordinator - Makayla Spruill

Role Summary: The Event Coordinator handles planning, organizing, and executing events that align with BSIP's mission to promote professional

development, cultural diversity, wellness, and community engagement. This role plays a key part in fostering a vibrant, inclusive, and engaging environment for members through impactful programming.
Key Responsibilities:

Event Planning & Execution:

- Organize and oversee all BSIP events, ensuring they align with the organization's mission and values.
- Plan and execute at least two events annually in each of the following categories:
- wellness, community service/fundraisers, guest speakers, and professional development.
- Logistics & Reservations:
- Handle all event logistics including space reservations (CHS, social, fundraisers, guest speakers, etc.), scheduling, and equipment needs.
- Coordinate setup and ensure smooth event execution from start to finish. Collaboration & Communication:
- Work closely with the President, Secretary, and Treasurer on event planning, budgeting, and logistics.
- Collaborate with the Secretary on planning CHS/volunteer events.
- Attend weekly planning meetings with the President and Secretary.
- Partner with other organizations when instructed by the President to co-host or support joint events.Diversity & Engagement:
- Plan social and networking events that celebrate and reflect racial and cultural diversity. • Promote opportunities for members to share their stories, passions, and accomplishments. Speaker Engagement:
- Collaborate with the e-board to invite and host at least two guest speakers per semester for GBMs or professional events.
- Feedback & Evaluation:
- Collect and assess post-event feedback to improve future programming. Leadership & Representation:
- Represent BSIP at Pharmacy Council meetings when assigned.
- Attend all e-board meetings, general body meetings, and events on time.
- Uphold the goals and values of BSIP through proactive and inclusive event leadership.

Webmaster – Emily Ford

Role Summary: The Webmaster is responsible for developing, updating, and maintaining BSIP's official website to ensure it reflects the organization's mission, promotes engagement, and provides accessible resources for members and visitors. This role works closely with the President, Social Media Chair, and Secretary to keep all digital content accurate and up to date.

Key Responsibilities:
Website Development & Maintenance:

- Build and maintain the BSIP website using a platform agreed upon by the e-board.
- Ensure the website is user-friendly, mobile-compatible, and aligned with BSIP's branding and goals.
- Content Management:
- Regularly update web content, including event announcements, news, leadership bios, and resources.
- Upload newsletters, meeting recaps, photos, and mentorship updates as provided by relevant e-board members.Collaboration & Support:
- Work with the President and Social Media Chair on layout, design, and website launch strategies.
- Coordinate with the Secretary to integrate organizational documents (e.g., GBM minutes, event sign-ups) onto the site when necessary.
- Technical Troubleshooting:
- Monitor the website for functionality and resolve any technical issues promptly.
- Ensure all links, embedded forms, and downloadable resources work correctly. Innovation & Digital Tools:
- Explore new digital tools or website features that can enhance member engagement or organizational efficiency (e.g., event calendars, contact forms, integrated surveys).
- Brand Consistency:
- Maintain visual consistency across the website and ensure it aligns with BSIP's mission and promotional materials.

Social Media Chair – Raniya Rodney

Role Summary: The Social Media Chair manages BSIP's digital presence, ensuring that communications are engaging, timely, and aligned with the organization's mission. This role promotes events, strengthens brand identity, and supports outreach and recruitment through various digital channels.

Key Responsibilities:
Digital Strategy & Engagement:

- Maintain BSIP's social media platforms with consistent and creative content.
- Post 2–3 times per week on Instagram and monitor audience interaction.
- Respond to messages and inquiries across platforms to foster community engagement. • Track analytics to evaluate the impact of digital campaigns and adjust strategies accordingly.
- Content Creation & Promotion:
- Design flyers, graphics, and visual materials for events and announcements.
- Promote events via Instagram, GroupMe, email lists, and the weekly newsletter.

- Coordinate with Amanda to ensure newsletter content is submitted and posted weekly.Collaboration & Projects: • Meet with the President to assist in building presentations and creating the BWIP website.
- Support recruitment efforts by designing digital incentives and campaigns.
- Attend Pharmacy Council events and represent BSIP as needed.

Event Support:

- Assist with event setup, logistics, and operations.
- Help with cooking or purchasing event items when necessary.

P1–P3 Class Liaison – Role Description (P1 , P2 Liason – Makayla Spruill, P3 Liason– Jasmine Muhando)

Role Summary: Class Liaisons serve as the direct line of communication between their respective PharmD class (P1–P3) and the BSIP Executive Board. They ensure their classmates are informed, engaged, and represented in all organizational initiatives.

Key Responsibilities:
Class Representation & Advocacy:

- Act as the primary voice for your class within BSIP.
- Share class-specific concerns, ideas, and feedback with the executive board to help guide decision-making.
- Support BSIP's mission of inclusion, empowerment, and leadership. Communication & Information Sharing:
- Communicate updates and announcements from BSIP to your class in a timely and professional manner
- Encourage classmates to attend events, join mentorship programs, and engage in
- initiatives.
- Relay feedback and suggestions from classmates to the e-board.
- Pharmacy Council Involvement:
- Attend Pharmacy Council meetings when assigned and sign the attendance sheet on behalf of BSIP.
- Take clear notes during the meeting and provide a summary to the President and Vice President within 1–2 days.• Share key updates during e-board meetings.
- Organizational Involvement:
- Attend all BSIP e-board meetings, GBMs, and events.
- Assist with class-specific projects or initiatives in collaboration with the e-board.
- Meet biweekly with the President and Vice President for status updates and feedback.
- Maintain professionalism and uphold BSIP values.

Undergraduate Liason – Rivka Ocho

Role Summary: The Undergraduate Representative advocates for students in the BSPS and EAP programs, working closely with the BSIP Executive Board to ensure undergraduate perspectives and needs are considered in all programming and decision-making.
Key Responsibilities:

Undergraduate Advocacy & Representation:

- Represent all undergraduate students involved with or interested in BSIP, including BSPS and EAP students.
- Share relevant concerns, ideas, and initiatives from undergraduate students with the executive board.
- Promote opportunities for undergrads to get involved in BSIP's mentorship program, events, and leadership. Outreach & Recruitment:
- Actively recruit undergraduate students to BSIP through presentations, class visits, and word-of-mouth.
- Promote BSIP's values and benefits of early involvement in the pharmacy pipeline.
- Encourage participation in mentorship (as both mentees and future mentors). Pharmacy Council & Organizational Presence:
- Attend Pharmacy Council meetings when assigned and report back with summaries to the President and Vice President within 1–2 days. • Attend all BSIP e-board meetings, GBMs, and events.
- Meet biweekly with the President and Vice President to discuss undergraduate updates and planning.
- Support & Engagement:
- Assist with undergraduate-focused or collaborative BSIP events.• Help brainstorm ways to support the transition of BSPS/EAP students into PharmD programs.
- Represent undergraduate perspectives in mentorship planning and academic support initiatives.

Section B. Officer Eligibility

Eligibility Criteria

- Officers must be enrolled as full-time students in the College of Pharmacy.
- Officers must be active members in good academic and professional standing as defined by the College of Pharmacy and this organization's constitution.
- Officers must demonstrate leadership ability, commitment to the mission and values of the organization, and active participation in organizational activities prior to election.
- Members on academic probation, professional probation, or disciplinary action are ineligible to serve as officers.

Section C. Officer Selection Process

- Nominations for officer positions shall be opened at least four (4) weeks before the end of the spring semester.
- Any active member may nominate themselves or another member, provided the nominee meets the eligibility criteria.
- Nominees must accept their nomination and submit a brief statement of interest and qualifications.
- Candidates will present their platform at a general body meeting prior to elections.
- Elections shall be conducted by secret ballot, with each active member receiving one vote.
- A simple majority of votes is required to elect an officer. In the case of a tie, a runoff election will be held between the tied candidates.
- Newly elected officers will assume their roles at the start of the following academic year

Section D. Officer Removal

Grounds for removal include:

- Failure to perform duties as outlined in the constitution or bylaws.
- Failure to maintain active membership, academic, or professional standing
- Misconduct, including but not limited to harassment, discrimination, or actions that undermine the organization's mission.
- A written complaint regarding officer performance may be submitted by any active member to the executive board.
- The officer in question will be notified and given the opportunity to respond.
- A removal vote will be held by the executive board. A two-thirds majority is required for removal.
- In the event of removal, resignation, or vacancy, the executive board may appoint an interim officer until a special election can be held, following the process in Section C.

ARTICLE VII. ORGANIZATION DISSOLUTION

Section A. Dissolution Requirements

- The organization may be dissolved if it is determined that the group can no longer fulfill its mission, sustain membership, or operate in alignment with the policies of the College of Pharmacy and the university.
- A motion to dissolve must be proposed by the executive board and presented at a general body meeting.
- Dissolution requires approval by a two-thirds (2/3) majority vote of active members present.
- The organization must also notify and receive final approval from the College of Pharmacy Student Affairs Office (or other appropriate governing body).

Section B. Dissolution Procedures, including Assets and Debts

- All outstanding debts and liabilities must be settled prior to dissolution. The executive board is responsible for ensuring that all financial obligations are resolved.
- Any remaining assets, including funds in the organization's account, shall not be distributed to individual members. Instead, assets shall be:
    - Transferred to the College of Pharmacy, or

- Donated to another recognized student organization or nonprofit whose mission aligns with that of this organization, as approved by the executive board and advisor.

- Organizational records, including financial reports, meeting minutes, and membership lists, must be submitted to the College of Pharmacy Student Affairs Office.
- Final notice of dissolution and asset allocation will be communicated to all members.

ARTICLE VIII. CONSTITUTIONAL AMENDMENTS

Section A. Amendment Process

- Any active member of the organization may propose an amendment to the constitution by submitting it in writing to the executive board.
- The executive board will review the proposed amendment to ensure it aligns with the mission and policies of the organization and the College of Pharmacy.
- The proposed amendment must be presented to the membership at least one (1) general body meeting prior to a vote, allowing time for discussion and revisions.
- Amendments shall be adopted by a two-thirds (2/3) majority vote of active members present at the voting meeting.
- All adopted amendments must be documented in the official constitution and submitted to the College of Pharmacy Student Affairs Office (or equivalent governing body) for approval and record-keeping.