



Affiliated Black Science Coalition and Institute Chapters

Requirements

- Chapters must keep at least the minimum number of students deemed by their university to be a student organization. This is typically 6-7 students/members in every chapter.
- Chapters that will not be affiliated with universities/and or other institutions should adhere to any local or state ordinances as well as the B-SCI Bylaws
- Chapters must hold regular meetings and organize chapter events
- Only one chapter per university
- If necessary, multiple chapters may reside in a single town/city
- There will be no limitations on chapters within a state

Starting A Chapter

1. If you would like to start a B-SCI chapter please fill out this online form: <https://forms.gle/ZoUyX5MHNJxehU6DA> or submit a paper version found at this link:
2. If at a university, chapters should adhere to that chapter's university policies in starting an organization. The B-SCI Bylaws should be consulted in establishing a constitution within that university's guidelines. Amendments to guidelines should adhere to B-SCI and the University's bylaws or guidelines
3. A list of executive members of that chapter should be submitted to B-SCI
 - a. The organization must have at least 2 officers
 - b. Chapters may establish their own additional officers if they wish.
 - c. Chapters should select their own group email, an affiliated B-SCI domain email address will be given upon chapter approval
4. Chapters should complete a constitution that will be submitted to B-SCI and their university
5. Universities typically have an office of student organizations where chapters must submit their constitution, organization summary, a list of members, a list of officers, and review and agree to university student conduct.
6. Contact a professor at your university for an advisor position to provide a possible point of contact, guidance, and potential speaker
7. Chapters must include a statement on their affiliation with B-SCI: "The Black Science Coalition and Institute is affiliated with the nonprofit incorporated in Pennsylvania and also has 501c3 status under the Black Science Coalition and Institute. As part of this affiliation, our chapter agrees to abide by the Black Science Coalition and Institute by-laws."

Managing and Maintaining a Chapter

- All chapters must adhere to the B-SCI Bylaws in addition to their University, town, or city laws
- Use of the B-SCI logo must adhere to the B-SCI logo policy. If appearing with another organizations logo, then the B-SCI logo should appear in accordance with that organization's logo policy



- Chapters must take part in at least one outreach event that focuses on local elementary, middle, or high school students
- Chapters must submit an annual summary report
- All events should be open to all eligible members of B-SCI based on B-SCI's Bylaws
- Once a year, B-SCI shall contact chapters to determine if they would still like to maintain their affiliation with B-SCI

References:

1. Based on the National Society of Black Physicists, "NSBP Student Chapters".
<https://www.nsbp.org/membership/nsbp-student-chapters>
2. The University of South Carolina office of Leadership and Service Center Student Organizations

Constitution Template

The [Insert University/Town/City Name] Chapter of the Black Science Coalition and Institute
Constitution

Preamble

We the members of the [Insert University/Town/City Name] *Chapter of the Black Science Coalition and Institute* dedicate ourselves to our purpose and do hereby adopt this constitution.

Article I – Name & Purpose

- Section 1. Name
 - The name of this organization shall be the *[Insert University/Town/City Name] Chapter of the Black Science Coalition and Institute*, a student organization located at the [insert university/town/city name], hereinafter referred to as B-SCI.
- Section 2. Purpose
 - The purpose of the Black Science Coalition and Institute shall be to foster scientific interest, research, skepticism, and professional opportunities for black scientists and underrepresented groups. Our goal is to foster a sense of community and connect with other black students in STEM. We will be able to provide aid to each other that will help in the advancement and retention of minority students such as feedback on journal submissions or research proposals and general advice on how to navigate science-based graduate programs as an African American. We also will allow undergraduates to join to help with interests in graduate school and connect with graduate students to hear their perspectives and the perspectives of invited speakers. We are open to all undergraduates, grad students, post-doctoral fellows, and professors who would like to have conversations about being a minority in science. This organization will also serve to organize an intermediate to discuss any current societal issues and how grad students in STEM are affected. We also will do outreach activities to help show minority youth that they can be a scientist too.
- Section 3. Affiliations



- The Black Science Coalition and Institute is affiliated with the nonprofit incorporated in Pennsylvania that achieved its 501c3 status called the Black Science Coalition and Institute. As part of this affiliation, our student organization agrees to abide by the Black Science Coalition and Institute by-laws.

Article 2. Membership

- Section 1. Eligibility/Becoming a Member
 - Membership in the B-SCI shall be limited to persons officially connected with the [insert university name] as faculty, staff, or students. Students enrolled in the spring semester under the above conditions who have pre-registered for the fall semester, as well as students enrolled in summer classes, are eligible for summer membership.
 - [Insert University/Town/City Name] B-SCI, as a recognized organization at the [Insert University/Town/City Name], agrees to abide by the university's nondiscrimination policy, [insert university link].
 - [Insert University/Town/City Name] B-SCI, as a recognized organization at the [Insert University/Town/City Name], will not engage in any activities that classify as hazing under the university's hazing policy, [insert university link].
 - To become a member of the B-SCI you must attend a meeting and if dues become required you must pay them.
- Section 2. Active Member Definition
 - To maintain active membership within the *[Insert University/Town/City Name] Chapter of B-SCI*, members must, in addition to the above requirements, attend one chapter event annually.
- Section 3. Member Removal Process
 - If an active member fails to meet active membership requirements or graduates from the university, their membership with the organization will automatically end.
 - Graduates of the university can still connect with the Black Science Coalition and Institute if they would like to be a speaker. Post-docs with an active involvement with [insert university name] can also still attend meetings and be a part of the Black Science Coalition and Institute.
 - An active member can also be removed from the organization for breaking university policies.

Article III—Organizational Structure

- Section 1. Executive Board
 - The elected leaders of the *[Insert University/Town/City Name] Chapter of B-SCI* shall consist of President, Secretary and Treasurer. Collectively they will be known as the Executive Board.
 - i. Qualifications: Any student seeking to hold or holding a position in a student organization must maintain the cumulative GPA requirement for graduation and remain in good standing in their respective college.
 - ii. Election Process: The Executive Board shall be elected on the 1st week of April and serve one year terms. Candidates for a position can be self-nominated or be nominated by another active member and accept the nomination during the meeting before elections occur. Quorum shall be reached for all meetings where



officer nominations or elections take place. Only active members in attendance are eligible to vote. All officers shall be elected by a majority of the votes cast. If a candidate runs unopposed, then they will be allowed to receive the officer position. If no candidate for an office receives a majority of the votes cast, then only the top two candidates will be placed on a second ballot for that office until a majority is reached.

- iii. Duties: Executive Board members should attend a majority of meetings or provide an excuse for lowered meeting attendance.
- Section a. President
 - The President shall preside at all meetings of the membership. The President shall have the following duties: He/She shall preside at meetings of the Executive Committee. He/She shall have general and active management of the business of this board. He/She shall see that all orders and resolutions of the board are brought to the board. He/She shall have general superintendence and direction of all other officers of this corporation and see that their duties are properly performed. The president is responsible for nominating a faculty advisor with the consent of the members of the Black Science Coalition and Institute. He/She shall submit a report of the operations of the program for the fiscal year to the Black Science Coalition and Institute and from time to time, shall report to the board all matters that may affect this program. He/She shall be the point of contact for the organization, should oversee events created by the Black Student Coalition, and shall have the power and duties usually vested in the office of the President.
- Section b. Vice President
 - The Vice President (VP) shall take over the duties of President in the absence of the President. The VP should assist in keeping track of an active member roster. The VP should assist in overseeing events created by B-SCI and have the power and duties usually vested in the office of the Vice President.
- Section c. Secretary
 - The Secretary shall attend most if not all meetings of the Black Science Coalition and Institute and of the Executive board, and all meetings of members, and will act as a clerk thereof. The Secretary's duties shall consist of: He/She shall record all votes and minutes of all proceedings in a book to be kept for that purpose. He/She in concert with the President shall make the arrangements for all meetings of the board, including the annual meeting of the organization. He/She shall send notices of all meetings to the members of the board and members of the Black Science Coalition and Institute.
- Section d. Treasurer
 - The Treasures duties shall be: He/She shall attend any required Treasurer Leadership and Service Center meetings. He/She shall coordinate the collection of any membership dues. He/She should report



all transactions and all gains and expenditures of funds for the Black Science Coalition and Institute.

- Section 2. Resignation/Impeachment
 - If an Executive Board leader wishes to resign from their position, they must submit a written statement to the President resigning from their role effective immediately.
- Section 3. Advisor
 - The Faculty/Staff Advisor for the Black Science Coalition and Institute shall serve as a liaison with the university and help in the transition period between officers. The Advisor will be invited to and notified of all the Black Science Coalition and Institute meetings and activities. The Faculty/Staff Advisor must be selected from faculty or administrative staff members at the University and be approved by the Leadership and Service Center.
 - Selection process: The Faculty/Staff Advisor for the Black Science Coalition and Institute shall be nominated by the Executive Board before the start of the fall semester or year and approved by a majority vote of a quorum of active members.
 - ii. Resignation/Impeachment: If an Advisor wishes to resign from their position, they must submit a written statement to the Executive Board resigning from their role effective immediately. An Advisor whose dereliction of duty adversely affects the operations of the organization may be subject to removal from office by the organization. A written request stating the reasons for dismissal and signed by at least three (3) active members of the organization must be submitted at a regularly scheduled meeting. Before the next regularly scheduled meeting, written notification of the request and the reasons for dismissal must have been given to the offending Advisor, who should come to that regular meeting prepared to speak. A two-thirds (2/3) affirmative vote of all active members present is required to remove the Advisor. Should a vacancy of the Advisor position arise, a special emergency selection following our organization's process will be held to fill that position.

Article IV—Meetings

- Section 1. Types and Occurrence of Meetings
 - General meetings shall be held at least once every six months with additional meetings (i.e. special meetings) called by the Executive Board as needed. The first meeting of each semester will be held during the second week of classes. Written notification for all meetings must be given to active members at least one week in advance.
- Section 2. Quorum
 - Action on any business, old or new, requires a quorum of a majority (50% + 1) of the active membership of the organization and 2/3 of the Executive Board.

Article V—Funding

- Section 1. Dues/Funding Resources



- Dues shall be charged if deemed necessary for membership in this chapter of B-SCI on a yearly basis. The number of dues charged for shall be determined at the first meeting of the fall semester.
- Membership dues can be paid during any semester and shall be collected by the Treasurer. An officer must receive payment of dues within two months of the first day of class of each semester/year to be an active member of the Black Science Coalition and Institute.
- The Black Science Coalition and Institute shall, as it deems necessary, undertake fundraisers for its own purposes. All fundraising shall be conducted in accordance with university policies. This chapter of B-SCI may finance its activities by applying for Student Activity Fee funds from Student Government (or their designee) after the chapter has been recognized.

Article VI—Amendments

- Section 1. Amendment Proposal
 - This constitution is binding to all members of this chapter of B-SCI but is not binding unto itself.
 - Amendments to the constitution must be proposed in writing by any active member of the Black Science Coalition and Institute at any regular meeting at which two-thirds (2/3) of the active members are present.
- Section 2. Ratification Process
 - Proposed amendments shall be voted upon after two regular meetings following the introduction of the proposal. Proposed amendments will become effective following a three-fourths (3/4) affirmative vote of the active members.

Article VII—Ratification

The [Insert University/Town/City Name] *Chapter of the* Black Science Coalition and Institute, as a recognized organization at the [Insert University/Town/City Name], agrees to abide by the guidelines set forth in this constitution, all university policies as well as local, state, and federal law.

Signature and Ratification date:
[insert signatures and dates here]