



One Step Before

Northwestern University's Undergraduate Pre-Medical Association

Department of African American Student Affairs ♦ 1914 Sheridan Road ♦ Evanston, Illinois 60208

CONSTITUTION

ONE STEP BEFORE

A Minority Undergraduate Health Sciences Organization

Article I – Name

The official name of this organization shall be ONE STEP BEFORE: A Minority Undergraduate Health Sciences Organization (herein referred to as “OSB”)

Article II – Purpose and Goals

One Step Before serves as an organization that promotes the interests of Northwestern University's minority, pre-health students. OSB's purpose is to provide educational opportunities and events that are relevant to its members in addition to social and networking outlets. As the representative voice of Northwestern's minority pre-health students, OSB seeks to instill a consciousness in its members about contemporary issues and disparities of the medical world, especially those that pertain to minority groups. OSB hopes to prepare its members for the rigors of their health and science careers in an efficient manner. One Step Before is a proud affiliate of For Members Only (hereinafter referred to as FMO) - The Black Student Alliance of Northwestern University. OSB is thus subject to its rules and regulations.

Article III – Membership

The membership of OSB is open to all Northwestern students who identify with its previously expressed purposes and objectives (*reference - Article II*). All executive members are expected to attend both general meetings and functions sponsored by OSB.



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Article IV – Officers and Their Duties

Section 1 – General Provisions.

One Step Before shall be comprised of a general body of all members (hereinafter referred to as “the Body”), and a core of officers and committee chairpersons known as the Executive Board (hereinafter referred to as “the Board”). The Board shall consist of five officers: the President, the Vice-President, the Treasurer, Secretary, and the Historian. The board also consists of five chairpersons: one Fundraising Chairperson, two Publicity Co-Chairpersons, and two Programming Chairpersons. The Board will also include one Technical Director. Each member of the Board (except the President who votes only in the event of a tie) shall have the power of one vote in regards to the executive decisions. Moreover, each member of the board will be responsible for any delegated tasks, in addition to those described in *Article IV – Sections 6-13*.

Section 2 – Terms of Office.

There shall be a general election held in the end of the winter quarter of each academic year. The officers and chairpersons elected will work in conjunction with the incumbent officers from one week following the general election until after the Annual Medical School Day Conference. Transition documents shall be exchanged between the incumbent officers and the newly elected officers directly following elections. An incumbent officer may only hold the office of the President. The officers and chairpersons elected will assume duties in the spring quarter following the election and will remain in office until the end of the winter quarter of the following academic year.

Section 3 - Vacancies.

There must be at least five Officers serving on the Board at all times. Of these, two must be a president and a treasurer. Whenever a position is vacated, a new officer must be elected within thirty days from the date of the vacancy.

Section 4 – Decisions

All Executive Board decisions must be made by a democratic vote. The Board will vote by a show of hands, and the majority shall win. There will be one vote per member. In the event of a tie, the president reserves the right to place a second vote.

Section 5 – President.

The President shall be responsible for the general direction of the organization. He or she shall be the official spokesperson for One Step Before and the Board. He or she shall preside over all meetings of the Board and over all general meetings. Other



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responsibilities include, but are not limited to, implementing all policies maintaining relationships with ASG/SAFB.

Section 6 – Vice President.

The Vice-President shall be a liaison with other groups on campus. He or she shall be responsible for attending the meetings of other organizations when they pertain to the interests of OSB as decided by the Board. The vice president shall assume the responsibilities of the president (*reference section 5*) in the event of his or her absence.

Section 7 – Treasurer.

The Treasurer shall be responsible for the economic management of OSB. His or her responsibilities include auditing the books and finances of OSB in conjunction with the Administrative Treasurer of FMO on a quarterly basis.

Section 8 – The Recording Secretary.

The Recording Secretary shall be responsible for recording and documenting all OSB meetings and events. He or she will be responsible for taking and distributing the minutes of all board meetings in addition to maintaining all records and files of OSB, with the exception of the Academic Course File.

Section 9 – The Publicity Chair/Co-Chairs

The Publicity Chair/Co-Chairs shall be responsible for the general publicity of any and all events as they pertain to OSB. Those responsibilities include, but are not limited to, listserv maintenance, preservation of relationships with student-run media centers on campus, general advertisement of all OSB events and flier production and distribution. The Publicity Chair/Co-Chairs are also expected to maintain contact with executive members of other pre-professional health organizations in the Northwestern Community.

Section 10 – The Historian.

The Historian shall be responsible for documenting all One Step Before events; shall create a yearly scrapbook or some sort of pictorial representation of that year's activities; and shall be responsible for all delegated duties including, but not limited to, organizing exam study sessions and creating a community newsletter.

Section 11 – Technical Director.

The Technical Director shall be responsible for maintaining the website.

Section 12 – The Special Programming Co-Chairs.



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The Programming Co-Chairs shall be responsible for the planning and execution of Health Disparities Month, the Winter Quarter Speaker and the Annual Medical School Day. The Programming Co-Chairs may form a committee at their discretion.

Section 13 – Fundraising Chair

The Fundraising Chair shall be responsible for organizing and implementing the fundraising initiatives necessary to support OSB's economic needs. He or she will be responsible for OSB's monetary well-being, and shall serve as the chairperson for the Fundraising Committee.

Article V- Committees

Section 1 – Special Programming Committee.

Function: This committee will execute the tasks delegated by the Programming Chair/Co-Chairs. These tasks will pertain to Health Disparities Month, the Winter Quarter Speaker and One Step Before's Medical School Day. Medical School day is a conference of representatives from many of America's medical and dental schools come to Northwestern University to inform, recruit, and present opportunities to premedical students.

Officers: the Programming Chairpersons will head this committee. The Chairpersons will delegate duties to the committee's members. Those that head this committee reserve the right to appoint sub-chairs. In the event that there is a sub-chairperson, he/she will make sure the duties are followed out according to the schedule set by the committee chair person(s).

Membership: Membership of this committee is open to any One Step Before member, executive or general.

Section 2 – Fundraising Committee.

Function: The Chairperson can if he/she wishes appoint a sub-chairperson. In the event that there is a sub-chairperson, he/she will make sure the duties are followed out according to schedule, otherwise the Chairperson will.

Officers: The Fundraising Chair will head this committee. The Chairperson(s) will delegate duties to the committee's members.

Membership: Membership of this committee is open to any One Step Before member, executive or general.



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Section 3 –Publicity Committee.

Function: The Publicity Committee will be responsible for aiding in the advertisement of OSB events by flier distribution and word of mouth.

Officers: The Publicity Chair/Co-Chairs will head this committee. The Chairperson(s) will delegate duties to the committee's members.

Membership: Membership of this committee is open to any One Step Before member, executive or general.

Article VI – Election Procedures

Section 1 – General Provisions.

A general election for OSB Board will be held at the end of Winter Quarter. Two members of the Board will be randomly selected to serve as witnesses and supervise the election procedures. Any incumbent member of the Board running for reelection is not eligible to serve as a witness or supervisor. Incumbent board members may be subject to sign an oath of impartiality.

Elections are open to all Northwestern Students who identify with the expressed purposes and objectives of this organization as mentioned in Article II of this Constitution. No one with a cumulative G.P.A. of less than 2.3 can run for office.

Section 2- Voting.

Voting and election will take place near the end of Winter Quarter at a designated location. All outgoing members and potential incoming members that are present at the aforementioned location are eligible to vote.

Section 3- Recall.

Members of the Board or the Executive Council of FMO may begin recall procedures. Person(s) wishing to initiate recall of an OSB Cabinet member must present a petition bearing the signatures of a majority of One Step Before's membership for approval. If just cause is found, this action will be followed by hearing and implementation of a recall election.

Section 4- Criteria for Recall.

A Board member may be recalled if: 1) He or she is not carrying out the specified duties of his or her office as stated in the constitution, 2) he or she takes actions contradictory to



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the goals and objectives of OSB or FMO as stated in the constitution, 3) he or she does not act in the best interest of the organization as stated in the constitution, and/or 4) he or she does not attend meetings regularly.

Article VII- Amendments

All amendments to this constitution must first be approved by the Board and passed by a majority of the current membership.

Section 1- Attendance by Board Members.

Any officer, who fails to attend any two meetings, one executive board meeting, or one event, without either a legitimate reason or the consent of the president within twenty four (24) hours before the obligation, can be subjected to recall.

The Constitution Committee originally prepared this document for adoption in 1982, which consisted of Jeffrey Sterling, President, Margaret Dixon, Vice-President, and Rita Martin, Treasurer, Kevin Smith, Corresponding Secretary, and Michelle Falls, Recording Secretary. It was adopted by the Committee and made immediately effective on October 13, 1982.

This constitution was revised and updated for adoption by the Constitution Committee in 1996, which consisted of Richard Ferguson-President, Alfred Cook-Treasurer, and Nadira Scruggs-Recruitment Committee Chair. It was adopted by the Constitution Committee and made immediately effective on March 15, 1996.

This constitution was revised and updated for adoption by the Constitution Committee in 2004, which consisted of Khadijah Breathett-President, Candice Alick-Treasurer, and Brittany Osborne-Corresponding Secretary. It was adopted by the Constitution Committee and made immediately effective on February 16, 2004.

This constitution was revised and updated for adoption by the Constitution Committee in 2004 which consisted of **Board Members Present:** Brittany Osborne, Candice Alick, Jason Spears, Jennifer Jiggetts, Gabriel, Shayla Matthews, and Ms. Everne Saxton (Note: Khadijah Breathett was also present).

This constitution was revised and updated for adoption by the 2009-2010 Board in 2009, which consisted of Vanessa Rivas-Lopez (President), Adam Whittington (Vice President), OsCiriah Sostan (Recording Secretary), Dario Tompkins (Treasurer), Jean Mbachu (Publicity Co-Chair), Michael Belmonte (Publicity Co-Chair), Luis Espinoza (Historian), Eva Marinez (Fundraising Chair), Florence Beth Lynk (Special Programming



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Co-Chair), Jasmine Bomer (Special Programming Co-Chair) and Sam Wilson (Technical Director). It was adopted by the Constitution Committee and made immediately effective on September 23, 2009.