

PURPOSE AND MISSION STATEMENT

The Black Student Alliance (BSA) at Georgia State University is a multicultural organization seeking the break the cultural barriers between race and ethnicity in order to connect peoples of the African Diaspora. BSA as well intends to foster self-understanding and pride amongst the peoples of African ancestry and individuals interested in African culture and heritage by educational and social programming to bring awareness to the peoples of the African Diaspora.

The BSA shall serve as a forum for social, cultural, and political issues concerning GSU's black community. The organization is driven by four initiatives integral to the development of the conscious black individual and the community at large. These initiatives are as follows:

1. To promote conscious awareness of the black individual
2. To use historical lens to analyze current events in the black community
3. To serve minorities in the GSU and the Atlanta metropolitan community
4. To be the unifying and uplifting voice for the peoples of the African diaspora

The guided principles shall be the foundation for programs that equip members with the intellectual weapons needed to foster communal action.

BYLAWS

ARTICLE I – NAME

Section 1. The organization shall be known as the **Black Student Alliance (BSA)**.

ARTICLE II – ORGANIZATION

Section 1. BSA shall be composed of four functional entities:

- A. The elected positions of President, Vice President, Secretary and Financial Secretary. The selected positions of Social Media Liaison, Photography Liaison, and Video Recording/Editing Liaison.
- B. Standing Committee Chairs and Co-Chairs for the following committees:
 1. Black History
 2. Event Planning and Execution
 3. Community Service
 4. Public Relations
- C. General Membership (Organizational Body) consisting of students enrolled and having a completed membership form on file **for the current year**.
- D. Non-Voting membership (supporters) consisting of any person who attends activities and events without a completed membership form on file.

Section 2. The Faculty/Staff Advisors monitor BSA compliance with university rules and regulations, provides support and advice to the organization. The advisors in this capacity is expected to:

- A. Be a full-time employee of Georgia State University
- B. Be voted on by the membership every year, prior to renewing the organization
- C. Maintain a good working relationship with the BSA Executive Board and its members.
- D. Preside, in collaboration with the BSA Executive Board, over executive officer election procedures.

Section 3. Anti-Discrimination Clause

A. The Black Student Alliance does not discriminate with regard to gender, race, class, economic status, ethnic background, sexual orientation, age, physical ability, and cultural and religious background, nor in the educational programs or activities in which it operates.

ARTICLE III – AUTHORITY OF BSA

Section 1. The organization and its members agree to abide by the Georgia State University Student Code of Conduct and all Student Activities policies. BSA derives its authority from its BSA membership in the following ways:

- A. The President implements the decisions of the Organizational Body, as well as formulates daily operation procedures for BSA.
- B. The executive Board must approve, via majority vote, all agenda items presented to the body. At least two members of the Executives Board must be present in order to conduct business.
- C. The Organizational Body (Voting Membership) is the final authority of BSA. The authority and any approval of any decision are forwarded to the president for implementation. At least eleven – voting members must be present to conduct business.

ARTICLE IV – ELECTIONS

Section 1. Members of the Executive Board

- A. The positions of President, Vice President, Financial Secretary, and Secretary shall be elected by undisclosed ballot during the Spring Semester no earlier than **March 15** and no later than the date graduation of the Spring Semester.
- B. The positions of Social Media Liaison, Archive Liaison, and Video Recording/Editing Liaison shall be selected no earlier than 1 week after elections and no later than the date of graduation. This selection process will be conducted by the AASA advisor and newly elected President, Vice President, Financial Secretary and Secretary through an application and a formal interview.

- C. The term of each officer shall be one academic year.
- D. In case of the untimely vacancy term of the President, the Vice President shall fulfill the vacancy if he or she chooses. If not, a new President will be appointed as set forth by these bylaws.
- E. In case of the untimely vacancy term of the Vice President, the Secretary shall fulfill the vacancy if he or she chooses. If not, a new Vice President will be appointed as set forth by these bylaws.
- F. In case of the untimely vacancy term of the Secretary, a new Secretary will be appointed as set forth by these bylaws.
- G. In case of the untimely vacancy term of the Financial Secretary, a new Financial Secretary will be appointed as set forth by these bylaws.
- H. In case of the untimely vacancy term of the Social Media Liaison, a new Social Media Liaison will be appointed as set forth by these bylaws.
- I. In case of the untimely vacancy term of the Archive Liaison, a new Archive Liaison will be appointed as set forth by these bylaws.
- J. In case of the untimely vacancy term of the Video Recording/Editing Liaison, a new Video Recording/Editing Liaison will be appointed as set forth by these bylaws.

Section 2. In case of the untimely vacancy term of any Executive Board Position that is unfulfilled by another Executive Board Member, a new candidate shall be appointed as follows:

- A. The vacancy will be communicated to the voting membership.
- B. The remaining Executive Board Members and BSA advisor(s) shall formally interview each candidate and vote on who shall fill the vacancy.

Section 3. To be eligible for President, Vice President, Financial Secretary, or Secretary Position a candidate must:

- A. Be enrolled as an undergraduate 12 hours or graduate student 6 hours.
- B. Be in good standing with the university with a 2.5 GPA or better.
- C. Be previously enrolled at GSU for at least one semester.
- D. Have joined as a voting member on the official AASA website.
- E. Be in attendance of 7 events and activities through the academic school year.

Section 4. To be eligible for a Liaison position a candidate must:

- A. Be enrolled as an undergraduate 12 hours or graduate student 6 hours
- B. Be in good standing with the University with 2.2 GPA or better.
- C. Be previously enrolled at GSU for at least one semester.
- D. Have joined as a voting member on BSA's OrgSync.

Section 5. Uncontested Positions

- A. The uncontested position(s) will be communicated to the voting membership before elections are conducted.
- B. The application deadline may be extended (at the discretion of AASA Advisor) and the more candidates may be added to the ballot.

Section 6. Removal of Officers requires the following:

- A. The officer in question who has failed to meet and perform certain duties set forth in these bylaws or has violated the GSU Code of Conduct;
- B. The officer in question is allowed a hearing before an ad hoc committee approved by a majority vote of the organization Body at a general body meeting.
 - a. Members of the ad hoc committee must include:
 - i. BSA administrative faculty advisor
 - ii. At least three (3) general members appointed by the administrative faculty advisor
 - b. Members of the ad hoc committee must *not* INCLUDE:
 - i. Any members of the BSA Executive Board
 - ii. Non-voting members
 - c. The ad hoc committee recommends the officer for the dismissal. The vote must be unanimous in order to make this recommendation to the general member body.
 - d. The decision is substantiated by a majority vote of the Organizational Body at a general business meeting.
 - e. Once an officer is removed office, he/she must wait 2 semesters (fall and spring) before applying for an executive board position again.
 - f. If an officer's GPA falls below a 2.5 he/she will be removed from office immediately.

ARTICLE V – DUTIES OF EXECUTIVE BOARD AND STANDING COMMITTEES

Section 1. Duties of the Executive Board Members

A. Office of the President

1. Shall be eligible to serve an entire term of one year.
2. Shall have the responsibility of determining the agenda and presiding over all BSA meetings.
3. Shall meet weekly with BSA advisors.
4. Shall issue the call for Secretary to schedule meetings a semester in advance.
5. Shall serve as ex-officio member on all committees or delegate such authority to another Executive Board officer.
6. Shall be the official representative of BSA or appoint a representative.
7. Shall Chair the Black History Committee or delegate such authority to another BSA officer.
8. Shall attend all BSA functions or designate an Executive Board Representative.

9. Shall serve as student representative of the Student Alumni Association to connect undergraduate, graduate, and alumni.
10. Shall have weekly briefing with advisors and consult with advisor before making decisions on behalf of the organization.
11. Shall upon the vacancy of an elected office except the presidency, appoint a replacement for the remainder of the term through the process set forth by these bylaws.
12. Shall attend all Executive Board meetings.
13. Must hold at 2-3 hours of office time during each week.
14. Must maintain good academic standing as set forth by the University.
15. Shall not engage in any activities or behaviors that would discredit or dishonor the organization and shall abide by the GSU Student Code.
16. Prior to conclusion of term, shall inform Advisor and successor of all information pertinent to BSA's success for the forthcoming academic year.

B. Office of the Vice President

1. Shall be eligible to serve an entire term of one year.
2. Shall preside over all BSA and Executive Committee meetings during the absence of the President upon the request of the President.
3. Shall meet weekly with BSA advisors.
4. Upon the vacancy of the Presidency, the Vice President shall ascend to that office he or she so chooses.
5. Shall Chair the Event Planning and Execution Committee or delegate such authority to another BSA member.
6. Shall compile a packet of organizational information to distribute to new members.
7. Shall maintain the BSA's OrgSync.
8. Shall perform any other tasks as requested by the President.
9. Shall attend all Executive Board meetings.
10. Must hold at 2-3 hours of office time during each week.
11. Must maintain good academic standing as set forth by the University.
12. Shall not engage in any activities or behaviors that would discredit or dishonor the organization and shall abide by the GSU Student Code.
13. Prior to conclusion of term, shall inform Advisor and successor of all information pertinent to BSA's success for the forthcoming academic year.

C. Office of the Secretary

1. Shall be eligible to serve an entire term of one year.
2. Shall set dates, locations, prepare agenda, and arrange for possible refreshments for each general body meeting.

3. Upon the vacancy of the Vice Presidency, the Secretary shall ascend to that office if he or she so chooses.
4. Shall Chair the Community Service Committee or delegate such authority to another BSA member.
5. Shall have the responsibility for all notations during the AASA executive and general body meeting.
6. Shall issue all correspondence in accordance with BSA activities and forward copies to the advisor.
7. Shall type and submit the minutes of the general body meetings via e-mail to Executive Board Members and advisors for approval within 3 business days after the meeting, and make minutes available to members upon request.
8. Shall submit approved copy of minutes to Vice President within 3 business days after the meeting for posting on OrgSync and other platforms.
9. Shall check campus mail regularly and deliver messages to the appropriate officers.
10. Shall prepare facility requests for advisor approval and maintain a record of requests submitted and approved.
11. Shall attend all Executive Board meetings.
12. Must hold at 2-3 hours of office time during each week.
13. Must maintain good academic standing as set forth by the University.
14. Shall not engage in any activities or behaviors that would discredit or dishonor the organization and shall abide by the GSU Student Code.
15. Prior to conclusion of term, shall inform Advisor and successor of all information pertinent to BSA's success for the forthcoming academic year.

D. Office of the Financial Secretary

1. Shall be eligible to serve an entire term of one year.
2. Shall keep a composite account of revenues and expenditures and generally oversee all financial (received and expended) transactions.
3. Shall keep copies of all receipts and requisitions, as well as meet with advisor or executive board to do a checks and balance of financial standing.
4. Shall provide budget projections throughout the year, when necessary.
5. Shall provide timely response to l
6. Shall make a financial report at each Executive Board and general business meetings.
7. Shall chair the Public Relations Committee or delegate such authority to another BSA member.
8. Shall be responsible for assisting in other Executive Board roles, as needed.

9. Must hold at least 2-3 hours of office time during each week.
10. Must maintain good academic standing as set forth by the University.
11. Shall not engage in any activities or behaviors that would discredit or dishonor the organization and shall abide by the GSU Student Code.
12. Prior to conclusion of term, shall inform Advisor and successor of all information pertinent to BSA's success for the forthcoming academic year.

E. Office of the Social Media Liaison

1. Shall be eligible to serve an entire term of one year.
2. Shall be responsible for constructing/printing all banners and flyers for BSA.
3. Shall have the responsibility of updating all BSA social media pages (i.e. Facebook, twitter, instagram, etc)
4. Shall create BSA event pages.
5. Shall upload/tag pictures onto social media with the Archive Liaison.
6. Shall innovate new promotional ideas.
7. Shall Co-Chair the Black History Committee.
8. Shall attend all Executive Board meetings and Black History meetings.
9. Shall be responsible for assisting in other Executive Board roles as needed.
10. Must hold at 1-2 hours of office time during each week.
11. Must maintain good academic standing as set forth by the University.
12. Shall not engage in any activities or behaviors that would discredit or dishonor the organization and shall abide by the GSU Student Code.
13. Prior to conclusion of term, shall inform Advisor and successor of all information pertinent to BSA's success for the forthcoming academic year.

F. Office of Archive Liaison

1. Shall be eligible to serve an entire term of one year.
2. Shall have the responsibility of taking photographs at every BSA affiliated event.
3. Shall arrange all photos in a digital portfolio.
4. Shall upload/tag pictures onto social media with the Social Media Liaison.
5. Shall Co-Chair the Event Planning and Execution committee.
6. Shall attend all Executive Board meetings and Black History meetings.
7. Shall be responsible for assisting in other Executive Board roles as needed.
8. Must hold at least 1-2 hours of office time during each week.
9. Must maintain good academic standing as set forth by the University.

10. Shall not engage in any activities or behaviors that would discredit or dishonor the organization and shall abide by the GSU Student Code.

11. Prior to conclusion of term, shall inform Advisor and successor of all information pertinent to BSA's success for the forthcoming academic year.

G. Office of Video Recording/Editing Liaison

1. Shall be eligible to serve an entire term of one year.
2. Shall have the responsibility of video recording at every BSA affiliated event.
3. Shall edit all videos accordingly.
4. Shall arrange all edited videos in a digital portfolio.
5. Shall upload/tag videos onto social media with the Social Media Liaison.
6. Shall Co-Chair the Community Service Committee.
7. Shall attend all Executive Board meetings and Black History meetings.
8. Shall be responsible for assisting in other Executive Board roles, as needed.
9. Must hold at least 1-2 hours of office time during each week.
10. Must maintain good academic standing as set forth by the University.
11. Shall not engage in any activities or behaviors that would discredit or dishonor the organization and shall abide by the GSU Student Code.
12. Prior to conclusion of term, shall inform Advisor and successor of all information pertinent to BSA's success for the forthcoming academic year.

Section 2. Standing Committees of BSA shall each have an executive board members who monitors their activities. Descriptions of these committees are as follows:

A. The Black History Celebration Committee shall be:

1. Chaired by the BSA President or his or her designee.
2. Plan activities and events during spring semester for the purpose of celebrating and educating Georgia State and surrounding community on achievements of the diaspora African people.
3. Inform faculty and staff of all events and activities such that it can be incorporated.

B. The Event Planning and Execution Committee shall be:

1. Chaired by the BSA Vice President or his or her designee.
2. Responsible for the planning of activities and events throughout the year. Planning includes, but is not limited to, generating ideas, planning locations, time, refreshments, DJ, participants, etc.
3. Responsible for assisting speakers and honored guests upon arrival, as well as with their accommodations.

4. Responsible for accommodating guest' requests, providing welcome baskets and thank you cards upon completion of events.

C. The Community Service Committee shall be:

1. Chaired by the BSA Secretary or his or her designee.
2. Responsible for initiating service projects on behalf BSA.
3. Responsible for establishing and maintaining a database of information of community service members. Database must also contain information on BSA's partnerships with organizations and agencies.
4. Responsible for following up with all volunteers and agencies to acknowledge and appreciate support for various projects.

D. The Public Relations Committee shall be:

1. Chaired by the BSA Financial Secretary or his or her designee.
2. Responsible for creating flyers and banners for BSA meetings and events.
3. Responsible for ensuring that BSA members and others are informed about upcoming events.
4. Responsible for maintaining and improving BSA visibility on campus.

Section 3. All executive officer terms will begin the day after spring graduation (of the respective year, and will end the following spring graduation (of the respective year).

ARTICLE VI – PARLIAMENTARY AUTHORITY

Sections 1. Every BSA member is responsible for being familiar with the bylaws and procedures they mandate.

Section 2. The current edition of Robert's Rule of Order, may govern the procedures of BSA committees or subcommittees, unless otherwise provided for these constitutions and bylaws.

ARTICLE VII – AMENDING THE BYLAWS

Section 1. This constitution shall be amended by the following procedures:

- A. Any general member(s) wishing to amend the Constitution shall forward the proposed change to the President in writing for consideration.
- B. With the approval of the Executive Committee, proposals will be presented to the Organizational Body at regular body meetings.
- C. Voting on the proposed constitutional amendments shall be read and discussed at the Organization Body meeting and passed by the majority of the members present.

D. The amendments shall be presented to the entire general memberships and passed by a 2/3 vote. Amendments to this constitution must be submitted to SGA for approval, and go into effect immediately upon ratification by SGA, unless otherwise stated.

PURPOSE AND MISSION STATEMENT

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- The guided principles shall be the foundation for programs that equip members with the intellectual weapons needed to foster communal action.

BYLAWS

ARTICLE I – NAME

Section 1. The organization shall be known as the **Black Student Alliance (BSA)**.

ARTICLE II – ORGANIZATION

Section 1. BSA shall be composed of four functional entities:

- A. The elected positions of President, Vice President, Secretary and Financial Secretary. The selected positions of Social Media Liaison, Photography Liaison, and Video Recording/Editing Liaison.
- B. Standing Committee Chairs and Co-Chairs for the following committees:
 1. Black History
 2. Event Planning and Execution
 3. Community Service
 4. Public Relations

- C. General Membership (Organizational Body) consisting of students enrolled and having a completed membership form on file **for the current year**.
- D. Non-Voting membership (supporters) consisting of any person who attends activities and events without a completed membership form on file.

Section 2. The Faculty/Staff Advisors monitor BSA compliance with university rules and regulations, provides support and advice to the organization. The advisors in this capacity is expected to:

- A. Be a full-time employee of Georgia State University
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- D. Preside, in collaboration with the BSA Executive Board, over executive officer election procedures.

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ARTICLE III – AUTHORITY OF BSA

Section 1. The organization and its members agree to abide by the Georgia State University Student Code of Conduct and all Student Activities policies. BSA derives its authority from its BSA membership in the following ways:

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- B. The executive Board must approve, via majority vote, all agenda items presented to the body. At least two members of the Executives Board must be present in order to conduct business.
- C. The Organizational Body (Voting Membership) is the final authority of BSA. The authority and any approval of any decision are forwarded to the president for implementation. At least eleven – voting members must be present to conduct business.

ARTICLE IV – ELECTIONS

Section 1. Members of the Executive Board

- A. The positions of President, Vice President, Financial Secretary, and Secretary shall be elected by undisclosed ballot during the Spring Semester no earlier than **March 15** and no later than the date graduation of the Spring Semester.

B. The positions of Social Media Liaison, Archive Liaison, and Video Recording/Editing Liaison shall be selected no earlier than 1 week after elections and no later than the date of graduation. This selection process will be conducted by the AASA advisor and newly elected President, Vice President, Financial Secretary and Secretary through an application and a formal interview.

C. The term of each officer shall be one academic year.

D. In case of the untimely vacancy term of the President, the Vice President shall fulfill the vacancy if he or she chooses. If not, a new President will be appointed as set forth by these bylaws.

E. In case of the untimely vacancy term of the Vice President, the Secretary shall fulfill the vacancy if he or she chooses. If not, a new Vice President will be appointed as set forth by these bylaws.

F. In case of the untimely vacancy term of the Secretary, a new Secretary will be appointed as set forth by these bylaws.

G. In case of the untimely vacancy term of the Financial Secretary, a new Financial Secretary will be appointed as set forth by these bylaws.

H. In case of the untimely vacancy term of the Social Media Liaison, a new Social Media Liaison will be appointed as set forth by these bylaws.

I. In case of the untimely vacancy term of the Archive Liaison, a new Archive Liaison will be appointed as set forth by these bylaws.

J. In case of the untimely vacancy term of the Video Recording/Editing Liaison, a new Video Recording/Editing Liaison will be appointed as set forth by these bylaws.

Section 2. In case of the untimely vacancy term of any Executive Board Position that is unfulfilled by another Executive Board Member, a new candidate shall be appointed as follows:

A. The vacancy will be communicated to the voting membership.

B. The remaining Executive Board Members and BSA advisor(s) shall formally interview each candidate and vote on who shall fill the vacancy.

Section 3. To be eligible for President, Vice President, Financial Secretary, or Secretary Position a candidate must:

A. Be enrolled as an undergraduate 12 hours or graduate student 6 hours.

B. Be in good standing with the university with a 2.5 GPA or better.

C. Be previously enrolled at GSU for at least one semester.

D. Have joined as a voting member on the official AASA website.

E. Be in attendance of 7 events and activities through the academic school year.

Section 4. To be eligible for a Liaison position a candidate must:

- A. Be enrolled as an undergraduate 12 hours or graduate student 6 hours
- B. Be in good standing with the University with 2.2 GPA or better.
- C. Be previously enrolled at GSU for at least one semester.
- D. Have joined as a voting member on BSA's OrgSync.

Section 5. Uncontested Positions

- A. The uncontested position(s) will be communicated to the voting membership before elections are conducted.
- B. The application deadline may be extended (at the discretion of AASA Advisor) and the more candidates may be added to the ballot.

Section 6. Removal of Officers requires the following:

- A. The officer in question who has failed to meet and perform certain duties set forth in these bylaws or has violated the GSU Code of Conduct;
- B. The officer in question is allowed a hearing before an ad hoc committee approved by a majority vote of the organization Body at a general body meeting.
 - a. Members of the ad hoc committee must include:
 - i. BSA administrative faculty advisor
 - ii. At least three (3) general members appointed by the administrative faculty advisor
 - b. Members of the ad hoc committee must *not* INCLUDE:
 - i. Any members of the BSA Executive Board
 - ii. Non-voting members
 - c. The ad hoc committee recommends the officer for the dismissal. The vote must be unanimous in order to make this recommendation to the general member body.
 - d. The decision is substantiated by a majority vote of the Organizational Body at a general business meeting.
 - e. Once an officer is removed office, he/she must wait 2 semesters (fall and spring) before applying for an executive board position again.
 - f. If an officer's GPA falls below a 2.5 he/she will be removed from office immediately.

ARTICLE V – DUTIES OF EXECUTIVE BOARD AND STANDING COMMITTEES

Section 1. Duties of the Executive Board Members

A. Office of the President

- 1. Shall be eligible to serve an entire term of one year.
- 2. Shall have the responsibility of determining the agenda and presiding over all BSA meetings.
- 3. Shall meet weekly with BSA advisors.
- 4. Shall issue the call for Secretary to schedule meetings a semester in advance.

5. Shall serve as ex-officio member on all committees or delegate such authority to another Executive Board officer.
6. Shall be the official representative of BSA or appoint a representative.
7. Shall Chair the Black History Committee or delegate such authority to another BSA officer.
8. Shall attend all BSA functions or designate an Executive Board Representative.
9. Shall serve as student representative of the Student Alumni Association to connect undergraduate, graduate, and alumni.
10. Shall have weekly briefing with advisors and consult with advisor before making decisions on behalf of the organization.
11. Shall upon the vacancy of an elected office except the presidency, appoint a replacement for the remainder of the term through the process set forth by these bylaws.
12. Shall attend all Executive Board meetings.
13. Must hold at 2-3 hours of office time during each week.
14. Must maintain good academic standing as set forth by the University.
15. Shall not engage in any activities or behaviors that would discredit or dishonor the organization and shall abide by the GSU Student Code.
16. Prior to conclusion of term, shall inform Advisor and successor of all information pertinent to BSA's success for the forthcoming academic year.

B. Office of the Vice President

1. Shall be eligible to serve an entire term of one year.
2. Shall preside over all BSA and Executive Committee meetings during the absence of the President upon the request of the President.
3. Shall meet weekly with BSA advisors.
4. Upon the vacancy of the Presidency, the Vice President shall ascend to that office he or she so chooses.
5. Shall Chair the Event Planning and Execution Committee or delegate such authority to another BSA member.
6. Shall compile a packet of organizational information to distribute to new members.
7. Shall maintain the BSA's OrgSync.
8. Shall perform any other tasks as requested by the President.
9. Shall attend all Executive Board meetings.
10. Must hold at 2-3 hours of office time during each week.
11. Must maintain good academic standing as set forth by the University.
12. Shall not engage in any activities or behaviors that would discredit or dishonor the organization and shall abide by the GSU Student Code.
13. Prior to conclusion of term, shall inform Advisor and successor of all information pertinent to BSA's success for the forthcoming academic year.

C. Office of the Secretary

1. Shall be eligible to serve an entire term of one year.
2. Shall set dates, locations, prepare agenda, and arrange for possible refreshments for each general body meeting.
3. Upon the vacancy of the Vice Presidency, the Secretary shall ascend to that office if he or she so chooses.
4. Shall Chair the Community Service Committee or delegate such authority to another BSA member.
5. Shall have the responsibility for all notations during the AASA executive and general body meeting.
6. Shall issue all correspondence in accordance with BSA activities and forward copies to the advisor.
7. Shall type and submit the minutes of the general body meetings via e-mail to Executive Board Members and advisors for approval within 3 business days after the meeting, and make minutes available to members upon request.
8. Shall submit approved copy of minutes to Vice President within 3 business days after the meeting for posting on OrgSync and other platforms.
9. Shall check campus mail regularly and deliver messages to the appropriate officers.
10. Shall prepare facility requests for advisor approval and maintain a record of requests submitted and approved.
11. Shall attend all Executive Board meetings.
12. Must hold at 2-3 hours of office time during each week.
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15. Prior to conclusion of term, shall inform Advisor and successor of all information pertinent to BSA's success for the forthcoming academic year.

D. Office of the Financial Secretary

1. Shall be eligible to serve an entire term of one year.
2. Shall keep a composite account of revenues and expenditures and generally oversee all financial (received and expended) transactions.
3. Shall keep copies of all receipts and requisitions, as well as meet with advisor or executive board to do a checks and balance of financial standing.
4. Shall provide budget projections throughout the year, when necessary.
5. Shall provide timely response to l
6. Shall make a financial report at each Executive Board and general business meetings.

7. Shall chair the Public Relations Committee or delegate such authority to another BSA member.
8. Shall be responsible for assisting in other Executive Board roles, as needed.
9. Must hold at least 2-3 hours of office time during each week.
10. Must maintain good academic standing as set forth by the University.
11. Shall not engage in any activities or behaviors that would discredit or dishonor the organization and shall abide by the GSU Student Code.
12. Prior to conclusion of term, shall inform Advisor and successor of all information pertinent to BSA's success for the forthcoming academic year.

E. Office of the Social Media Liaison

1. Shall be eligible to serve an entire term of one year.
2. Shall be responsible for constructing/printing all banners and flyers for BSA.
3. Shall have the responsibility of updating all BSA social media pages (i.e. Facebook, twitter, instagram, etc)
4. Shall create BSA event pages.
5. Shall upload/tag pictures onto social media with the Archive Liaison.
6. Shall innovate new promotional ideas.
7. Shall Co-Chair the Black History Committee.
8. Shall attend all Executive Board meetings and Black History meetings.
9. Shall be responsible for assisting in other Executive Board roles as needed.
10. Must hold at 1-2 hours of office time during each week.
11. Must maintain good academic standing as set forth by the University.
12. Shall not engage in any activities or behaviors that would discredit or dishonor the organization and shall abide by the GSU Student Code.
13. Prior to conclusion of term, shall inform Advisor and successor of all information pertinent to BSA's success for the forthcoming academic year.

F. Office of Archive Liaison

1. Shall be eligible to serve an entire term of one year.
2. Shall have the responsibility of taking photographs at every BSA affiliated event.
3. Shall arrange all photos in a digital portfolio.
4. Shall upload/tag pictures onto social media with the Social Media Liaison.
5. Shall Co-Chair the Event Planning and Execution committee.
6. Shall attend all Executive Board meetings and Black History meetings.

7. Shall be responsible for assisting in other Executive Board roles as needed.
8. Must hold at least 1-2 hours of office time during each week.
9. Must maintain good academic standing as set forth by the University.
10. Shall not engage in any activities or behaviors that would discredit or dishonor the organization and shall abide by the GSU Student Code.
11. Prior to conclusion of term, shall inform Advisor and successor of all information pertinent to BSA's success for the forthcoming academic year.

G. Office of Video Recording/Editing Liaison

1. Shall be eligible to serve an entire term of one year.
2. Shall have the responsibility of video recording at every BSA affiliated event.
3. Shall edit all videos accordingly.
4. Shall arrange all edited videos in a digital portfolio.
5. Shall upload/tag videos onto social media with the Social Media Liaison.
6. Shall Co-Chair the Community Service Committee.
7. Shall attend all Executive Board meetings and Black History meetings.
8. Shall be responsible for assisting in other Executive Board roles, as needed.
9. Must hold at least 1-2 hours of office time during each week.
10. Must maintain good academic standing as set forth by the University.
11. Shall not engage in any activities or behaviors that would discredit or dishonor the organization and shall abide by the GSU Student Code.
12. Prior to conclusion of term, shall inform Advisor and successor of all information pertinent to BSA's success for the forthcoming academic year.

Section 2. Standing Committees of BSA shall each have an executive board members who monitors their activities. Descriptions of these committees are as follows:

A. The Black History Celebration Committee shall be:

1. Chaired by the BSA President or his or her designee.
2. Plan activities and events during spring semester for the purpose of celebrating and educating Georgia State and surrounding community on achievements of the diaspora African people.
3. Inform faculty and staff of all events and activities such that it can be incorporated.

B. The Event Planning and Execution Committee shall be:

1. Chaired by the BSA Vice President or his or her designee.

2. Responsible for the planning of activities and events throughout the year. Planning includes, but is not limited to, generating ideas, planning locations, time, refreshments, DJ, participants, etc.
3. Responsible for assisting speakers and honored guests upon arrival, as well as with their accommodations.
4. Responsible for accommodating guest' requests, providing welcome baskets and thank you cards upon completion of events.

C. The Community Service Committee shall be:

1. Chaired by the BSA Secretary or his or her designee.
2. Responsible for initiating service projects on behalf BSA.
3. Responsible for establishing and maintaining a database of information of community service members. Database must also contain information on BSA's partnerships with organizations and agencies.
4. Responsible for following up with all volunteers and agencies to acknowledge and appreciate support for various projects.

D. The Public Relations Committee shall be:

1. Chaired by the BSA Financial Secretary or his or her designee.
2. Responsible for creating flyers and banners for BSA meetings and events.
3. Responsible for ensuring that BSA members and others are informed about upcoming events.
4. Responsible for maintaining and improving BSA visibility on campus.

Section 3. All executive officer terms will begin the day after spring graduation (of the respective year, and will end the following spring graduation (of the respective year).

ARTICLE VI – PARLIAMENTARY AUTHORITY

Sections 1. Every BSA member is responsible for being familiar with the bylaws and procedures they mandate.

Section 2. The current edition of Robert's Rule of Order, may govern the procedures of BSA committees or subcommittees, unless otherwise provided for these constitutions and bylaws.

ARTICLE VII – AMENDING THE BYLAWS

Section 1. This constitution shall be amended by the following procedures:

- A. Any general member(s) wishing to amend the Constitution shall forward the proposed change to the President in writing for consideration.

- B. With the approval of the Executive Committee, proposals will be presented to the Organizational Body at regular body meetings.
- C. Voting on the proposed constitutional amendments shall be read and discussed at the Organization Body meeting and passed by the majority of the members present.
- D. The amendments shall be presented to the entire general memberships and passed by a 2/3 vote. Amendments to this constitution must be submitted to SGA for approval, and go into effect immediately upon ratification by SGA, unless otherwise stated.

Georgia State University's Organization Agreement, Hazing Policy, and Non-discrimination Policy:

- A. The organization and its members agree to abide by University policies and all federal, state, local laws.
- B. **Non-Discrimination:** Membership, leadership and participation in the organization must be open to all students without regard to race, color, sex (unless exempt under Title IX), age, religion, national origin, sexual orientation, gender identity, marital status, disability, or status as a U.S. veteran.
- C. **Hazing Policy:** This organization prohibits its members, both individually and collectively from committing any acts of hazing as defined in the Student Code of Conduct at Georgia State University.
- D. **Organization Agreement:** This organization agrees to abide by the Georgia State University Student Code of Conduct. Furthermore, agrees to abide by all Student Activities policies, to check the organization's Panther Involvement Network (PIN) account, mailbox, communicate via email upon request, update the organization's records on PIN, attend a student organization orientation annually, and renew the organization by May 1st.