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# **Black Student Alliance Constitution**

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# MISSION STATEMENT

The Black Student Alliance (BSA) at Iowa State University serves as a voice for students of African descent, promoting education, leadership, community engagement, and social unity. The BSA fosters cooperation among organizations, combats discrimination, and empowers its members through structured governance and activities.

Motto: "Unity in Purpose, Strength in Action, Building for Tomorrow."

# PREAMBLE

The Black Student Alliance (BSA) is dedicated to fostering a sense of unity, cultural awareness, and advocacy for students of African descent. Through leadership development, community service, and programming, BSA aims to create a supportive and empowering environment that enhances the collegiate experience. Our mission is to inspire future leaders, celebrate Black culture, and ensure equitable opportunities for all members of the Iowa State University community.

# HISTORY

The Black Student Alliance (BSA) at Iowa State University was founded in **1968** in response to the lack of representation, support, and advocacy for Black students on campus. Sparked by the nationwide Civil Rights Movement and student-led demands for equity, BSA was created to uplift Black voices, promote cultural pride, and push for institutional change.

Since its founding, BSA has remained a cornerstone of Black student life—organizing around political action, academic excellence, and cultural celebration. From leading calls for a Black Studies curriculum in the 1970s to establishing legacy programs like **Welcome Black Week**, **Black Homecoming**, and participation in the **Big XII Council on Black Student Government**, BSA continues to serve as a powerful advocate and unifier for students of African descent at Iowa State.

## Article I : Affiliations

The Black Student Alliance abides by and supports established Iowa State University policies, State, and Federal Laws and follows local ordinances and regulations. The Black Student Alliance agrees to annually complete President's and Treasurer's training.

## Article II: Membership

### Section A. Non Discrimination Statement

Iowa State University and The Black Student Alliance does not discriminate on the basis of genetic information, pregnancy, physical or mental disability, race, ethnicity, sex, color, religion, national origin, age, marital status, sexual orientation, or status as a U.S Veteran.

### Section B. Membership Eligibility

1. Members must maintain a minimum 2.00 Grade Point Average on a 4.0 scale at Iowa State University
2. Members must be enrolled in at least six credit hours per semester
3. Members must be in good academic standing with the university

4. Freshman students may participate but are classified under the Freshman Action Team until they establish and ISU Grade Point Average
5. Activer membership requires attending a least 50% of regularly scheduled meetings (e.g General Audience every other Thursday)

## Article III: General Assembly

**Section A. Legislative Authority** - The General Assembly, comprising all active members, holds legislative power, enacts laws, votes on resolutions, and elects Executive Board members

**Section B. Voting Rights-** Only active members who have paid dues may vote in General Assembly decisions, elections and resolutions

**Section C Dues-** Memberships dues are \$15 per semester or \$25 for the academic year if paid in full at the beginning of the fall semester. Dues are to be collected by the treasurer through a marketplace payment method set up through student engagement.

## Article IV: Executive Board

**Section A. Composition** The Executive Board consists of:

- President
- Vice President
- Secretary
- Treasurer
- Head Big XII Delegate
- Delegate board (3)
  - President= Parliamentary delegate
  - Treasurer= Finance Delegate
  - Historian= Historical Delegate
  - F.A.T Liaison & F.A.T President= F.A.T Delegate
- Director of Outreach and Public Relations
- Director of Programs
- Social Media Chair

### Section B. Term and Eligibility

1. Officers serve a one year term except for Big XII Head Delegate, who serves a term of two years
2. Officers must have a mninmum cumulative grade point average (GPA) as stated below and meet that minimum GPA in the semester immediately prior to the election/appointment, the semester of election/appointment and semesters during the term of office. For undergraduate, graduate and professional students, the minimum GPA is 2.00. In order for this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration.

3. Be in good academic standing with the university and enrolled: At least half time (six or more credit hours), if an undergraduate student (Unless fewer credits are required to graduate in the spring and fall semesters) during the term of office, and at least half time(four or more credits), if graduate level student(unless fewer credits are required in the final stages of their degree as defined by the continuous registration requirement) during their term of office.

4. If officers are unable to meet these requirements listed above, membership on the executive board will be terminated.

### Section C: Succession and Vacancies

1. The Vice President assumes the presidency if the President resigns or is removed
2. If the Vice President cannot assume the role, the line of succession follows: secretary then treasurer.
3. The Executive Board may appoint an interim officer until a special election is held.

# Article V: Executive Board Duties

## **President**

- Chief Administrator of BSA
- Sets meeting agendas
- Appoints and removes personnel
- Serves as BSA's official representative
- Ensures the successful execution of Welcome Black Week
- Co-chairs Black Homecoming with relevant organizations
- Helps minimize potential risks for club activities
- Recommends risk management policies or procedures
- Submits documentation to ISU's Risk Management office
- Ensures that proper waivers and background checks are on file with Risk Management for events (if applicable)

## **Vice President**

- Chairs the General Assembly
- Prepares Assembly agendas
- Calls special sessions

## **Secretary**

- Maintains official records
- Handles communications
- Coordinates meeting logistics

## **Treasurer**

- Manages BSA finances
- Coordinates fundraising and allocations
- Ensures financial accountability

## **Big XII Delegate Board:**

- Serves as the official NPHC Liaison
- Manages BSA's public relations and university engagement
- Enhances collaboration between BSA and other campus organizations

## **Director of Programs**

- Plans and executes BSA events, including Welcome Black Week, Black Homecoming, and Black Excellence Week

## **Social Media Chair**

- Oversees BSA's Social media presence and engagement
- Creates and manages digital content to promote events and initiatives.
- Ensures consistent branding and messaging across platforms

## **Historian**

- Designs the year book and Big XII books
- Collects materials, photos and awards for archives
- Documents monumental moments and changes
- In charge of BSA's website
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## **Parliamentarian**

- Enforces the Constitution and Bylaws
- Advises on parliamentary procedure using *Robert's Rules of Order*
- Assists the President in maintaining meeting order and structure
- Maintains and shares updated governing documents

- Chairs constitutional and bylaw review processes
- Oversees elections and voting procedures
- Mediates internal disputes using official guidelines
- Attends all meetings unless excused by the President
- Fulfills additional duties assigned by the President

## Article VI: General Operations

The Black Student Alliance (BSA ) operates under the following structure to ensure efficiency and engagement:

1. Executive Board Meetings - The Executive Board is required to meet at least every other week to discuss organization progress, upcoming events and any concerns
2. Office Hours: Each executive Board Member must hold designated office hours to provide accessibility for members and ensure smooth operations.
3. Co- Meetings with the Freshman Action Team (F.A.T)— To maintain cohesion and mentorship with BSA the Executive Board will conduct collaborative meetings with FAT.
4. General Body meetings- BSA will hold biweekly meeting on Thursdays at 7:00PM

## Article VII: Board Expectations

All executive board members are expected to:

1. **Attend Meetings-** Be present at all Executive Board and General Assembly meetings unless prior notice is given
2. **Fulfill Duties-** Carryout out all assigned responsibilities as outlined in the constitution and as delegated by the President
3. **Maintain Professionalism-** Represent BSA in a professional and respectful manner at all times
4. **Collaboration** - Work collectively with other executive board members to advance the mission of BSA
5. **Engage with Membership** - Foster a welcoming and inclusive environment by actively engaging with BSA members
6. **Timely Communication-** Respond promptly to messages and updates regarding BSA business
7. **Event Participation** - Attend and support BSA- sponsored events, ensuring their successful execution
8. **Accountability** - Hold themselves and fellow board members accountable for their actions and commitments

## Article VIII: Annual events

BSA shall host and co-host annual events that foster community engagement, cultural celebration and leadership development, including:

1. **Welcome Black Week-** A week-long event at the beginning of the academic year to welcome new and returning students, featuring networking, social and education programs
2. **Black Homecoming** - A collaborative event with the Bridges organizations to celebrate Black culture and school spirit during homecoming week
3. **Spring Bling or Black Excellence Week-** A series of events in the spring semester focused on professional development, cultural pride, and student success, culminating in the Black Excellence Ball
4. **Big xii Conference** -Participation in the Big XII Council on Black Student Government meetings and conference to advocate for Black Student concerns at a regional
5. **Community Service Initiatives-** Outreach programs to engage with and give back to the local community, reinforcing BSA's mission of leadership and service

## Article IX: Elections and Removal

### **Section A: Elections**

1. Elections occur in the month of April during the spring semester
2. Candidates must declare their intent at least two weeks prior to election day
3. Candidates are elected by simple majority rule

### **Section B: Impeachment and Removal**

1. Any officer may be impeached for failing to uphold constitutional and contractual duties
2. Impeachment requires a two-third vote of General Assembly
3. Officers removed from their position may remain General Assembly members but cannot hold office for the remainder of the term
4. Call for Impeachment of an executive member will be presented at executive board meetings. After a call for impeachment is brought forth a hearing will be held within 5 days of the call for impeachment.
5. The hearing will be held where the call for impeachment is examined and we give the defendant the space to defend themselves and make a case to counter the charge.
6. Final vote will be held without the accused present. They will be informed of their status after the Vote is taken. The vote will be held in the form of majority rule.

## **Article X: Financial Management**

### **Section A: Banking and Transactions**

1. All BSA funds must be deposited and disbursed through a university approved account
2. The treasurer ensures financial transparency and compliance with university policies.
3. All monies belonging to this organization shall be deposited and dispersed through a bank account established for this organization at the campus Organizations Accounting Office and/or approved institution/office(must receive authorization via Campus Organizations Accounting Office). All funds must be deposited within 48 hours after collection. The Adviser to this organization must approve and sign each expenditure before payment.

### **Section B: Expenditure Approval**

1. All expenditures require Executive Board approval
2. Transactions over \$200 must have written documentation and Advisor approval

### **Section C: Dissolved organization financial procedure**

1. In the event of the organization being Dissolved all funds will be redistributed to the organizations foundational account. In that account these funds will remain until the organization is properly restored and recognized by Iowa State University.

## **Article XI: Advisor**

1. The President appoints a faculty or staff member as the advisor of the Black Student Alliance
2. A Graduate advisor or liaison can be appointed by the President if there is interest
3. The advisors provide mentorship and ensures compliance with university policies
4. Advisor(s) will serve while employed at ISU until they are removed or resign.
5. Upon impeachment, there will be a vote held amongst the executive board where two-thirds of the body have to vote yes for the motion to pass.
6. A new Advisor will be found swiftly and appointed as soon as possible by the President to maintain agreement with University Policy.

## **Article XII: Amendments**

1. Amendments require written submission to the Executive Board.

2. A two-thirds vote by the General Assembly is needed for ratification
3. Approved amendments take effect immediately unless otherwise stated
4. Amendments and ratification to the constitution require a prompt submission within 10 days of any document to student engagement for review and approval.

## **Article XIII: Parliamentary Authority and Meeting Procedures**

The Black Student Alliance (BSA) shall use Robert's Rules of Order as the governing parliamentary procedure for all meetings to ensure efficiency, fairness and order. The following rules outline the structure of meetings and decision-making processes

### **Section A: Basic Principles of Parliamentary Procedure**

1. Justice and Courtesy for All- All members have equal rights to voice their opinions and participate in decision making
2. One item at a time- Only one subject may be discussed at a time
3. Majority rule with minority rights- Decisions are made by majority vote, but minority viewpoints are given a fair chance to be heard
4. Orderly debate- Discussion follows an established structure, and members must be recognized before speaking
5. Clarity in decision making- All motions, votes, and decisions are clearly states and clearly recorded

### **Section B: Meeting Structure**

All of official meetings of BSA, including General Body Meetings and Executive Board Meetings, shall follow this standard structure

1. Call to Order- The presiding officer ( President or Vice President) officially starts the meeting
2. Roll Call/ Attendance- The Secretary records members present to establish quorum
3. Approval of Minutes- The previous meeting's minutes are review and approve
4. Officer and Committee Reports- Executive Board members provide updates on responsibilities and committees share progress
5. Old Business- New topics, motions, and resolutions are introduced for discussion
6. Open Floor/ Member Concerns - Members have the oppurtunity to bring up additional concerns
7. Announcements- Upcoming events, reminders and closing remarks are shared
8. Adjournment- The meeting is officially ended following a motion and vote

### **Section C:**

1. Making a Motion- A member must be recognized by the presiding officer and state: "I move that..." followed by the proposal
2. Seconding the Motion- Another member must second the motion by saying " I second the motion." Without a second, the motion does not proceed
3. Discussion/ Debate- The presiding officers opens the floor for discussion allowing members to voice opinions
4. Amendments- Members can propose changes to the motion by stating " I move to amend the motion by..." The amendment must be seconded and voted on
5. Voting on the motion- After discussion, the presiding officer calls for a vote on. • Voice Vote: Members say "Aye" or "Nay"



- Hand Rising Vote: Members raise hands to indicate support or opposition
- Roll Call Vote: The Secretary calls each member's name and an individual responds (used for formal matters)
- Ballot Vote: Members write their vote privately (used for elections or sensitive topics)
- Announcing the Results- The presiding officer states whether the motion is approved or rejected

## **Section D: Quorum Requirements**

A quorum is the minimum number of members required to conduct official business. BSA's quorum requirements are as follows:

- General Assembly Meetings- At least 50% of active members must be present
  - Executive Board Meetings- At least two-thirds of board members must be present
- Without a quorum, no official votes or decisions can be made.

## **Section E: Types of Motions**

- Main Motion- Introduces new business for consideration
- Amendment Motion- Modifies a main motion before it is voted on.
- Refer to Committee- Moves an issue to a committee for further research and recommendation
- Postpone Indefinitely- Ends discussion on a motion without a vote
- Table a Motion- Temporarily delays consideration of a motion
- Call the Previous Question- Ends debate and forces an immediate vote
- Point of Order- Used to address a violation of procedure or rules
- Point of Information- Used to ask questions

- Adjournment Motion- Ends the meeting when business is complete