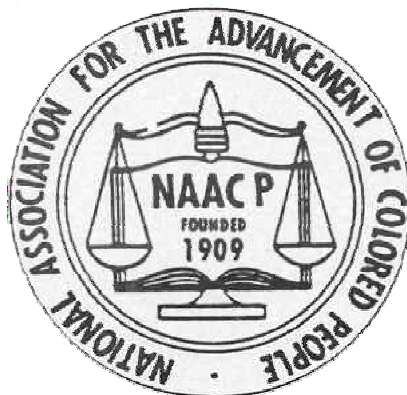


**NAACP (National Association for the Advancement of Colored People),  
Babson Chapter  
CONSTITUTION**



**Contents**

ARTICLE I - Name, Objectives, Coordination .....	2
ARTICLE II - Membership .....	2
ARTICLE III – Officers .....	3
ARTICLE IV – Committees .....	5
ARTICLE V – Faculty Advisor(s) .....	8
ARTICLE VI – Election of Officers .....	8
ARTICLE VII – Meetings .....	10
ARTICLE VIII – Dues Fees and Assessments .....	10
ARTICLE IX – Cooperation and Affiliation with Other Groups .....	12
ARTICLE X - Quorum .....	12
ARTICLE XI – Order of Business .....	12
ARTICLE XIII – Suspension and Revocation of Charter .....	14
ARTICLE XIV – Limitation of Liability .....	15
ARTICLE XV – Schedule and Installation of Officers .....	15
ARTICLE XVI – By-Laws .....	15
ARTICLE XVII – Amendments to the Constitution .....	15
ARTICLE XVIII – Authorized Committees .....	15
ARTICLE XIX – Branches .....	16
ARTICLE XX – Uniform Bookkeeping System/Annual Audit .....	16

## **ARTICLE I - Name, Objectives, Coordination**

### **Section 1**

#### **Name**

Organized in fall of 2002, the name of this organization shall be the National Association for the Advancement of Colored People, Babson College Chapter.

### **Section 2**

#### **Objectives**

The College Chapter shall be affiliated with the Association and shall subscribe to the general policies and programs of the Association. The purpose and aims of the College Chapter of the National Association for the Advancement of Colored People shall be

1. to advance the economic, educational, social, and political status of Black people and other minority groups and their harmonious cooperation with other people
2. to keep the public aware of the adverse effects of racial discrimination & to take all lawful action to secure its elimination
3. to inform students of the problems affecting Blacks and other minority groups and to stimulate an appreciation of the Black people's contributions to civilization
4. To develop intelligent, militant, effective leadership.

These objectives shall be pursued in accordance with the policies of the Association within the framework of University regulations.

### **Section 3**

#### **Coordination**

(a) Whenever a College Chapter is located in a city or county containing another Unit of the NAACP, the off-campus activity of the College Chapter shall be by mutual exchange of information.

(b) In the event of a dispute between the College Chapter and the other NAACP Unit(s) in connection with such activity, the matter shall be submitted to the National Office for settlement.

## **ARTICLE II - Membership**

### **Section 1**

#### **Membership**

Any person under the age of 25 who is in accordance with the principles and policies of the Association, may become a member of the Youth and College Division with the consent of the Board of Directors, by accepting the terms of the Constitution of the National Association for the Advancement of Colored People, and by paying annually, in advance, a fee of

- ten dollars (\$10.00) for any fiscal year for any College Chapter member who has not passed his/her eighteenth (18th) birthday
- fifteen dollars (\$15.00) if he/she has not passed his/her twenty-first (21st) birthday
- thirty dollars (\$30.00) thereafter.

Membership in the College Chapter shall include membership in the National Association. On his/her 25th birthday, the College Chapter member must transfer to the Branch.

### **Section 2**

#### **Members At-Large**

Members of the Association in good standing and a student enrolled at a College or University, where a College Chapter is in existence, may affiliate with the College Chapter and be entitled to vote upon presenting satisfactory evidence of their membership. They shall not be assessed annual membership fees by the College Chapter until the expiration of the annual membership for which they have paid.

## **ARTICLE III – Officers**

### **Section 1 Officers**

(a) The elected officers of the College Chapters shall be a President, Vice President, Secretary and Treasurer; also, at the option of the College Chapter and pursuant to local By-Laws, additional - Vice Presidents and an Assistant Secretary. Where such By-Laws are adopted, they are to be considered an integral part of the College Chapter Constitution and By-Laws and may be adopted or amended in accordance with the terms and conditions of Article XVI.

### **Section 1.5**

#### **General Duties of all officers:**

- Attend all NAACP, Babson Chapter events, including socials, meetings, and fundraisers.
- Serve as mentors and role models to NAACP members as well as potentially incoming students.
- All NAACP officers must be in good standing, as defined by Babson College.
- To be eligible to run for an E-board position, the individual must have been a member (as described in Article II) of the NAACP for at least one semester (excluding the special election of freshman and transfers during the second General Body Meeting of the fall semester).
- To annually revise the Constitution before Spring elections.

### **Section 2**

#### **President**

The duties of the President shall be:

- (a) To preside at all meetings of the College Chapter and act as Chairperson of the Executive Committee.
- (b) To delegate duties among the Executive Committee and oversees that duties are accomplished and goals are reached successfully.
- (c) Between meetings of the Executive Committee and the College Chapter and subject to the approval thereof, to exercise general executive authority on behalf of the College Chapter.
- (d) To countersign all requisitions by the Secretary for disbursement from the College Chapter treasury.
- (e) To countersign all checks by the Treasurer for disbursement from the College Chapter treasury.
- (f) To be a liaison between the association and staff, faculty, administration, student body, etc.
- (g) Oversees and approves any and all emails to be sent from the NAACP.
- (h) The President shall be an ex-officio member of all College Chapter committees.
- (i) To oversee the planning of Black History Month.
- (j) To perform such other functions and exercise further duties as may be voted from time to time by the College Chapter or the Executive Committee.

### **Section 2**

#### **Executive Committee Chairperson**

The duties of the Chairperson of the Executive Committee shall be:

- (a) To preside at all meetings of the Executive Committee.
- (b) To encourage and assist all committees in the development of their programs and the performance of their duties.
- (c) To recommend, to the Executive Committee, the removal of any delinquent chairperson of standing or special committees.
- (d) To recommend, to the chairperson of standing or special committees, the removal of delinquent members thereof, and to insist that said chairperson immediately replace such personnel so relieved of duty.

### **Section 3**

#### **Vice President**

The duties of the Vice President shall be:

- (a) to assist the President his/her duties and to perform all the duties of the President in his/her absence or disability. In case of more than one Vice President, the Vice Presidents shall be designated as first, second, third, etc., and shall perform their duties according to their numerical rank.
- (b) In the event that the position of Chairperson of one or more Committee(s) or the position of Secretary or Treasurer is open, there will be no more than one Vice President.

#### **Section 4**

##### **Secretary**

The duties of the Secretary shall be:

- (a) To act as Secretary of the College Chapter and the Executive Committee; to give due notice of all meetings of the College Chapter and the Executive Committee, and to type the minutes of the meetings and email them to the President no more than two days after the meeting.
- (b) To keep a record of all Chapter members and their dues.
- (c) Obtains from Toni Blackwell, or the current Director of Multicultural Programs, a list of all undergraduates of African Decent every August BEFORE school starts.
- (d) Obtains a list of all graduate students of African Decent every August BEFORE school starts from the graduate school.
- (e) Obtains from Serge Paul-Emile, or the current Manager of Employment Diversity, a list of all undergraduates of African Decent every August BEFORE school starts.
- (f) To keep a record of all people of African descent on campus (Undergraduates, Graduates, Staff and Faculty) and distribute it every September to said individuals.
- (g) To give receipts for all membership fees received and to transmit such fees to the College Chapter Treasurer, and to promptly send lists of all memberships received to the National Office; to secure from the Treasurer and forward to the National Office that portion of fees due to the National Office.
- (h) To submit reports to the College Chapter and the Executive Committee at all regular meetings, or whenever required by either body, covering the status of the College Chapter and its activities since the date of the last report; to submit to the College Chapter, at its Annual Meeting, an Annual Report on the status and activities of the College Chapter. A copy of all reports by the Secretary, when adopted by the College Chapter, shall be forwarded to the National Youth and College Director.
- (i) To keep the National Youth and College Director informed of all events affecting the interest of the youth in the vicinity of the College Chapter, and to submit, to the National Office, a report on College Chapter activities.
- (j) In conjunction with the President, to sign requisitions for disbursements from the College Chapter treasury and to maintain a file of receipts for disbursements. The Secretary shall be an ex-officio member of all committees.

#### **Section 5**

##### **Treasurer**

The duties of the Treasurer shall be:

- (a) To receive all monies of the College Chapter and promptly deposit the same in the name of the College Chapter in a separate account(s) in a responsible bank. No money shall be withdrawn from any such account, except by check signed by the Treasurer and countersigned by the President.
- (b) To act as Chief Financial Officer of the College Chapter and Chairperson of the Finance Committee.
- (c) To make authorized disbursements upon requisitions signed by the Secretary and countersigned by the President. Each requisition shall recite the amount and purpose of the payment requested. Every requisition in the amount of twenty-five dollars (\$25.00) or more must further be approved by the Executive Committee before payment.
- (d) To remit, through the College Chapter Secretary to the National Office, the proportion of membership fees to which the National Office is entitled, as hereinafter provided within fifteen (15) days after their receipt (Article VIII, Section 4).

- (e) To submit reports to the College Chapter and the Executive Committee at all regular meetings, or whenever required by either body, covering the financial condition of the College Chapter, showing receipts, disbursements, and outstanding accounts unpaid since the last report. These reports may only be received by members (according to Article II) and must be returned to the treasurer after viewing, unless the report is audited.
- (f) To submit an Annual Report of his/ her office at the Annual Meeting of the College Chapter, to which shall be appended a statement signed by the President and Secretary that all funds received by the College Chapter have been listed in the Treasurer's Report. A copy of all reports by the Treasurer, when adopted by the College Chapter, shall be forwarded to the National Office, to submit to the National Office, when requested, financial reports of all College Chapter activities.
- (g) The College Chapter may require the Treasurer to be bonded, at the expense of the College Chapter.
- (h) To oversee the planning and execution of fundraising activities.
- (i) Must act as Senator and serve on the SGA (Student Government Association.)
- (j) Shall, in conjunction with the President and the Secretary, shall study the financial needs of the Chapter and shall be responsible for drafting an adequate Annual Budget. It shall initiate fund raising projects for special local and national purposes within the scope of the College Chapter programs and shall work with other communities.

## **ARTICLE IV – Committees**

### **Section 1 Committees**

The Executive Committee shall have general control of the affairs of the College Chapter subject to the authority of the College Chapter and to the provisions of this Constitution. It shall consist of the President, First Vice President, Secretary, Treasurer, ex-officio the Faculty Advisor(s), and such other members to be elected at the Annual Meeting of the College Chapter as the College Chapter By-Laws may decide, provided that the total membership of the Executive Committee shall not exceed eighteen (18), except by written authorization of the National Board of Directors. All Officer positions must be filled before any Standing Committee position may be elected or appointed. Conduct joint programs with students from other colleges in the community, particularly colleges having few, if any, Black students.

### **Section 2 Duties Of Executive Committee**

The Executive Committee shall render a report to the College Chapter at the regular meetings of the College Chapter and whenever otherwise required by the College Chapter. The further duties and powers of the Executive Committee shall be:

- (a) At its first meeting following the Annual Meeting of the College Chapter, to appoint the standing committees and select Faculty Advisor(s).
- (b) To appoint special committees from time to time.
- (c) To fill all vacancies in the College Chapter offices or on committees for the unexpired term.

### **Section 3 Quorum**

The quorum of the Executive Committee shall be at least fifty-one percent (51%) of its total membership.

### **Section 4 Standing Committees**

The standing committees of the College Chapter shall be the Committee on

- Membership
- Press and Publicity
- Program and Research
- Education

- Housing and Community Planning
- Labor and Industry
- Political Action
- Veteran Affairs
- Health

The duties of the standing committees shall be:

- (a) MEMBERSHIP. The Membership Committee shall work to maintain and increase the membership of the Association through the renewal of old memberships and the securing of new members. Between Annual Membership Campaigns, the committee shall seek to renew all memberships as they expire, and shall recruit campaign workers for the next campaign. It shall be responsible for drafting plans for the Annual Membership Campaign and for organizing adequate processes.
- (b) PRESS and PUBLICITY. To secure publicity in the local press for the Chapter (including *The Free Press*) and to publicize by means of posters, emails, the RCC message board, channel 9 etc., the meetings and activities of the Chapter. Will utilize “promoting guidelines.doc” to it’s maximum potential. (It shall be understood that no press releases may be made without the consent of the President of the Chapter.)
- (c) PROGRAM and RESEARCH. To coordinate the mandatory internal program, and or contact the outside speaker for every College Chapter meeting. To accept submissions of College Chapter meeting ideas from all standing committees and oversee the programming (obtaining all rooms, media needs, and catering) and researching for the best possible speakers to speak at the meetings. To study local and national issues affecting Black youth and other minority groups and to recommend certain issues for discussion and action by the Chapter. To formulate and present to the Executive Committee, at the first meeting of the school year, a list of all the programming for the College Chapter meetings for the school year.
- (d) POLITICAL ACTION. The Political Action Committee shall seek to increase registration and voting; encourage and promote voter education; and work for the enactment of municipal, state, and federal legislation designed to improve the educational, political and economic status of minority groups. The Committee shall be non-partisan and shall not endorse candidates for public office. Shall have voter registration forms at all organizational events.
- (e) EDUCATION. The Committee on Education shall study educational conditions affecting Black people and other minority groups. It shall be the policy of the Education Committee to:
  - (1) Concern itself with educational practices on its own campus as well as other campuses.
  - (2) Be a center of education on the problems of Black students and the work of the NAACP.
  - (3) To work for the integration of students, faculty and non-teaching personnel; elimination of quota systems, particularly in business, medical, dental, and engineering schools, and to support the upgrading and granting of tenure to professors.
  - (4) Seek to secure unprejudiced presentation in the teaching of materials pertaining to racial and other minority groups, and work towards the creation of more business cases involving people of color.
  - (5) Work to establish deadlines by which time student organizations must have removed racial or religious discriminatory clauses from their constitutions. If they fail to remove said clauses we shall propose that Babson College strip them of their recognition.
- (f) HEALTH. The Health Committee shall:
  - (1) Work to promote and serve as a center for education for the good health of people of color.
  - (2) Assess the health needs of the community.
  - (3) Advocate for equal access to health education, cure, treatment, and research for all Americans.
  - (4) Sponsor health-related activities such as health forums, fairs, and workshops highlighting issues of importance to people of color.
  - (5) Support health initiatives of the Association.
- (g) HOUSING AND COMMUNITY PLANNING. The Committee on Housing and Community Planning shall study the housing patterns and conditions of Blacks and other minority people both on and off campus. Specifically it shall:

- (1) Seek to guarantee the rights of students and staff to live in any campus controlled housing without regard to race or color,
  - (2) Oppose segregation and discrimination in off campus housing for both students and staff.
  - (3) Demand the enforcement of community housing and sanitation codes.
  - (4) Where necessary, with the approval of the National Office, sponsor direct action programs as a means of publicizing and correcting intolerable housing conditions.
  - (5) Seek to eliminate segregation and discrimination and to improve the general housing conditions for Blacks and other minorities in the community at large.
- (h) LABOR and INDUSTRY. The Labor and Industry Committee shall seek ways to improve the economic status of minority groups by:
- (1) Working to eliminate discriminatory employment practices on campus and in industry and government, wage differentials based on race, sex, or national origin, unequal opportunities for training and promotion and unfair dismissals.
  - (2) Working to end discriminatory practices in labor unions.
  - (3) Encouraging greater participation in the trade union movement.
  - (4) Securing the enactment of state and federal fair employment practices legislation.
  - (5) Working for improved opportunities in vocational and apprenticeship training.
- (i) VETERAN AFFAIRS. The Committee on Veteran Affairs shall:
- (1) Study conditions pertaining to veterans on both the campus and community.
  - (2) Serve as a center of information on material issued affecting Black veterans.
  - (3) Serve as a source of information to veterans and their families seeking information on government agencies serving veterans.
  - (4) Receive and act on all veterans' complaints relative to discrimination on account of race, color or creed, or denials of benefits in local areas because of discrimination.

## **Section 5**

### **Tenure**

Members of the Executive Committee and of the several standing committees shall hold office from the time of their election, until (4) weeks after their successors are elected and qualify, unless removed for dereliction of duty. This will allow for an ample transitional and training period. It is the duty of the exiting officials to train the new officials during this period.

## **Section 6**

### **Vacancies And Removals**

- (a) Non-functioning committees shall be promptly discharged by the Executive Committee, and where necessary, new appointments made by the Executive Committee for the un-expired terms or unfulfilled purposes.
- (b) Any member of the Executive Committee or of any standing or special committee, who shall commit the below without notice or explanation will be demoted. Any member of the Executive Committee who shall not perform the required duties for one month, shall be removed by the Executive Committee. A member of any standing or special committee may be directly removed by the Chairperson for dereliction of duty.
  - Tardiness
    - Unlimited excused tardiness' up to 15 minutes allowed
    - 2 unexcused tardiness' allowed per semester
  - Absent
    - 2 excused absences allowed per semester
    - 0 unexcused absences
  - Penalty
    - 2 tardiness receive a warning
    - No tolerance for absences
  - Unprepared Clause
    - Allowed 1, and the 2<sup>nd</sup> leads to a depletion of 1 excused absence

## **ARTICLE V – Faculty Advisor(s)**

### **Section 1 Advisor**

There shall be an Advisor for a Chapter or a Faculty Advisory Committee (not to exceed 3 members), in accordance with the rules of the college and/or student government regulations relating thereto.

### **Section 2 Advisory Qualifications**

The Advisor to the College Chapter must be an employee of the College and meet the requirements as set forth by the College and/or Student Government regulations relating to serving as advisor to a bona fide College or group. In addition the Advisor must be a member of the NAACP.

## **ARTICLE VI – Election of Officers**

### **EXECUTIVE COMMITTEE**

#### **Section 1 Organization Meeting (New College Chapter)**

The officers and members of the Executive Committee elected at the organization meeting shall hold office from the time of their election, until four (4) weeks after their successors are elected and qualify, unless removed for dereliction of duty.

#### **Section 2 Annual Meeting**

Thereafter, all officers and members, not otherwise appointed, shall be elected by ballot at each Annual Meeting of the College Chapter at the end of March and shall hold office for one year and until their successors are elected and qualify.

#### **Section 3 Elections**

All persons qualified as provided by Article VI, Section 10, who signify their intention of becoming charter members of the College Chapter and their endorsement of the aims and purposes of the National Association for the Advancement of Colored People and who have paid the prescribed fees and do not hold office on any other college organization, shall be entitled to vote at the Organization Meeting and to be elected to office. Thereafter, all members who are in good standing by noon of the day of the meeting of the College Chapter shall be entitled to vote at the meeting. A special election will be held solely for incoming freshman and transfers during the second General Body Meeting of the fall semester, during which they can only run for unfilled Head of Committee positions.

#### **Section 5 Notice Of Annual Meeting And The Meeting That Precedes The Annual Meeting**

At least seven days prior to the Annual Meeting and the meeting that precedes the Annual Meeting, written notice (email) shall be sent to each member of the College Chapter in good standing, of the date, place, and purpose of said meetings and election.

#### **Section 6 Tenure in Office**

All officers and elected members of the Executive Committee shall be elected by secret ballot and shall hold office from the time of their election, until four (4) weeks after their successors are elected and qualify, unless removed for dereliction of duty. This will allow for an ample transitional and training period. It is the duty of the exiting officials to train the new officials during this period.

#### **Section 7**

### **Election Meeting**

The College Chapter election of officers meeting and the College Chapter Annual Meeting shall be the same, at the end of March. No candidate for office shall occupy the chair at the election meeting. The names of the various candidates for office shall be clearly announced or posted in a place visible to all present at the election meeting. Tellers to count the ballots shall be appointed in equal number by the candidates for office of President.

### **Section 8**

#### **Eligible Voters**

The number of the eligible voting members of the College Chapter shall be established before the voting begins. Upon proof of qualification, eligible voters shall receive and sign for one ballot each and thereupon immediately proceed to vote secretly. The right to vote is personal and shall not be exercised by proxy.

### **Section 9**

#### **Site Of Election**

The site of the College Chapter election shall be that place where the College Chapter held the majority of its regular meetings, unless otherwise voted by a majority of the College Chapter members present at the meeting preceding the Annual Meeting.

### **Section 10**

#### **Member In Good Standing**

Only members in good standing shall be eligible to run for office or to vote in a College Chapter election. For the purpose of running for office, a member in good standing is one who has paid the prescribed membership fee, as provided by Article II, no later than one semester prior to the date of elections. A member in good standing is one who has been a bona fide member of the College Chapter and one who has paid the prescribed membership fee by twelve noon the day of the meeting that precedes the Annual Meeting.

### **Section 11**

#### **Life Members And Members-At-Large**

In order to run for College Chapter office or vote in a College Chapter election, Life Members and Members-at-Large must be actively affiliated with the College Chapter at least thirty (30) days prior to any meeting at which they are nominated for office or seek to vote.

### **Section 12**

#### **Election Controversy**

In the event of election controversy, all parties thereto shall submit complaints to the Chair of the Special Committee on Internal Affairs. Said complaints must be postmarked no later than five (5) days following the date of the election in question. The complaint must be signed by at least seven (7) members of the College Chapter in good standing, and each signer must list his or her address. The Chair of the State Conference's Special Committee on Internal Affairs shall forward a copy of the complaint by mail to the officer or member against whom the complaint has been filed at the officer's or member's address on record. Should the State Conference determine that the complaint is frivolous or completely devoid of merit, or that the election result could not have been otherwise even if the matters alleged were assumed to be true, then the State Conference shall, within thirty (30) days from receipt of the charges, dismiss the complaint and inform the College Chapter forthwith that it may proceed with the installation of officers. Should such complaint, in the opinion of the State Conference, warrant intervention, a copy of the Conference's findings and conclusions shall be forwarded to the National Office, through the National Youth and College Director, 4805 Mt. Hope Drive, Baltimore, MD 21215. The National Office shall prepare the State Conference findings and conclusions for reviews by the National Board of Directors. Should the National Board determine that a new election be ordered, a National Officer or person designated by the National Office shall preside over the new election. The designated presiding officer shall order the procedure of the called elections, and the results of the election thus supervised shall be final. In the event a new election is ordered for the officers of President, Secretary, or Treasurer, upon

receipt of notice to that effect by mail or otherwise, no officer of the College Chapter shall disburse funds from the Chapter treasury unless otherwise instructed by the National Office pending a new election.

## **ARTICLE VII – Meetings**

### **Section 1 Regular Meetings**

Regular Meetings of the College Chapter shall be held on a fixed Meetings day(s) or date(s) twice a month or biweekly.

### **Section 2 Annual Meeting**

The Annual Meeting for the election of officers shall be the during March. Written notice (email) of the time and place of the Annual Meeting shall be sent by the Secretary to the President to each member of the Chapter, at least seven (7) days in advance of the date of the Annual Meeting.

### **Section 3 Special Meetings**

Special meetings may be called at any time and place within three days of such meeting by written notice (email) from the President or by any three members of the Executive Committee, or on failure of these to act, by any ten members of the Chapter.

### **Section 4 Executive Committee**

The Executive Committee shall meet weekly at such times and places as it shall determine. Special meetings of the Executive Committee may be called by the President, the Secretary, or by two members of the Committee on three days written notice (email).

### **Section 5 Standing Committees**

The standing committees shall meet regularly at least once a month at such times and places as they may determine. Special meetings may be called by the Chairperson or by two members on three days written notice (email). All standing committees shall report to the Executive Committee at its regular meeting.

## **ARTICLE VIII – Dues Fees and Assessments**

### **Section 1 Membership**

Any persons under the age of twenty-five (25) may become a member of the College Chapter in accordance with the articles of incorporation and the Constitution and By-Laws of the National Association for the Advancement of Colored People, by paying annually, in advance, a fee of at least ten (\$10.00) for any fiscal year for any College Chapter member who has not passed his/her eighteen (18th) birthday, fifteen dollars

(\$15.00) if he/she has not passed his/her twenty-first birthday, and thirty dollars (\$30.00) thereafter.

On his/her twenty-fifth (25) birthday, the College Chapter member must transfer to the Branch.

### **Section 2 The Crisis**

Any College Chapter member under the age of eighteen (18), paying an annual membership of at least fifteen (\$15.00), shall be entitled to receive THE CRISIS without further charge during the year. Persons between the ages of eighteen (18) and twenty-one (21) must pay youth membership with THE CRISIS

which is fifteen dollars (\$15.00), any person above the age of twenty-one must pay annual membership of at least thirty dollars (\$30.00), which carries an automatic subscription to THE CRISIS.

### **Section 3**

#### **Members-At-Large**

Members of the Association in good standing, who are qualified for membership in the College Chapter, may affiliate with the new College Chapter, where the same is being formed in the locality, and be entitled to vote upon presenting satisfactory evidence of Association membership. They shall not be assessed annual membership fees by the new College Chapter until the expiration of the annual membership for which they have paid.

### **Section 4**

#### **Division Of Fees**

The College Chapter shall remit to the Treasurer of the National Association, the National Office's share of all membership fees, within fifteen (15) days of their receipt, in accordance with the following schedule:

- (a) Youth Membership without THE CRISIS: for persons under eighteen (18) years of age, ten dollars (\$ 10.00); to the NAACP National Office \$7.00 which includes state tax of \$1.30, to the local treasury \$3.00.
- (b) Youth Membership with THE CRISIS: for persons under twenty-one (21) years of age, fifteen dollars (\$15.00); to the NAACP National Office \$10.20, to the local treasury \$4.80.
- (c) Regular Adult Membership with THE CRISIS Magazine: for any persons above twenty-one (21) years of age (for both persons within the Branch and persons a part of the college community where the College Chapter is located), \$30.00; to the NAACP National Office \$19.10 which includes state tax of \$.25, to the local treasury \$11.90.
- (d) Junior Life Membership: for persons under the age of thirteen (13) years of age, one hundred (\$100.00); to the NAACP National Office \$60.00, to the local treasury \$40.00.
- (e) Bronze Life Membership: for persons between the ages of fourteen (14) to twenty-one (21), four hundred dollars (\$400.00); to the NAACP National Office \$240.00, to the local treasury \$160.00.
- (f) Silver Life Membership: \$750.00; to the NAACP National Office \$450.00, to the local treasury \$300.00. Payable in yearly installments of not less than \$75.00.
- (g) Golden Life Membership: \$1500.00(must already hold Silver Life Membership); to the NAACP National Office \$900.00, to the local treasury \$600.00. Payable in yearly installments of not less than \$150.00.
- (h) Diamond Life Membership: \$2500.00, to the NAACP National Office \$1500.00, to the local treasury \$1000.00. Payable in yearly installments of not less than \$250.00.
- (i) Annual Corporate Membership: \$5000.00 to the NAACP National Office, \$3000.00, to the local treasury \$2000.00.

### **Section 5**

#### **State And Regional Assessment**

- (a) Whenever the College Chapter comes within the jurisdiction of a State or Regional Youth and College Division, assessments for the support of the Conference shall be paid into the State Youth treasury and transmitted to the treasury of the State or Regional Conference. The State or Regional Conference shall determine the amount of such assessments with the approval of the National Bond of Directors.
- (b) College Chapter Freedom Fund and other assessments for the support of the Association must be paid to the National Office before the Annual National Convention for the delegates to be eligible to vote at the National Convention. The above-mentioned assessments refer to the previous calendar year's assessment.
- (c) The National Office will match the local assessment for the State Youth and College Division provided that the National Office assessment shall not exceed ten cents (\$.10) per member in the College Chapter paying such assessments into the treasury; and provided that the National Office received a written request for such payment from the State Youth and College Division. The State-Regional President-Chairperson, Secretary and Advisor must sign said request.

### **Section 6**

### **Other Funds**

The College Chapter may raise and retain funds for local purposes within the scope of the Association's program, as the National Board of Directors, through entertainment and other activities, may define the same from time to time. The net proceeds of each entertainment or fundraising effort by a College Chapter, excluding ACT-SO and Back-To-School/Stay In-School, shall be divided as follows: Twenty-five percent (25%) to the National Office, seventy-five percent (75%) to the College Chapter unless, in any case, written permission is obtained from the National Office for some different division, provided that the entire net proceeds of the fundraising effort for exclusively national purposes shall be transmitted to the National Office. A financial report of all such entertainments and activities shall be rendered to the College Chapter membership, National Office and the public.

## **ARTICLE IX – Cooperation and Affiliation with Other Groups**

### **Section 1**

#### **Definition**

College Chapters may cooperate with other groups when there is an incentive for cooperation on specific issues that are in keeping with the program and policy of the Association.

### **Section 2**

#### **Authority**

The President of the Association must grant permission for such cooperation.

### **Section 3**

#### **Affiliation**

College Chapters may not affiliate with other organizations or groups.

## **ARTICLE X - Quorum**

### **Quorum**

The number of members necessary to constitute a quorum at all meetings shall be six.

## **ARTICLE XI – Order of Business**

### **Order Of Business**

Unless altered or suspended at any meeting by a majority vote of the members present, the following shall be the order of business at meetings of the College Chapter.

- Ascertainment of members present.
- Reading of minutes of previous meeting.
- Report of Officers.
- Report of Committees.
- Elections.
- Unfinished business.
- New business.

Rules of procedure laid down in Robert's Rules of Order shall govern the College Chapter except as otherwise herein provided.

## **ARTICLE XII – Expulsion, Suspension or Removal of Officers and Members**

### **Section 1**

#### **College Chapters Failing To Report**

If a College Chapter fails to report to the National Office for a period of four consecutive months, the National Board of Directors may declare any or all of the offices of the College Chapter vacant and order a new election. Notice of removal shall be sent to the President, Secretary, Treasurer, and Advisor(s) of the College Chapter by registered mail at their last addresses on file in the National Office and may be published in the official organ of the National Association. Immediately, upon the service of notice by the National Office, the officers shall perform no official act and shall hold all records and monies of the College Chapter subject to the disposition of the National Office and/or the College Chapter.

## **Section 2**

### **Grounds For Expulsion, Suspension Or Other Disciplinary Action**

When an individual becomes a member of the NAACP, that individual pledges to abide by the rules and policies of the Association and the decisions of the National Board of Directors. The National Board of Directors, upon satisfactory evidence that an officer or member of the Association or of a subsidiary Unit of the Association is guilty of conduct, not in accord with the principles, aims, and purposes of the National Association for the Advancement of Colored People, as set forth in its Constitutions, and as defined by the National Board of Directors and Convention, or is guilty of conduct inimical to the best interest of the National Association for the Advancement of Colored People, may order the suspension, expulsion, or other disciplinary action against such officer or member, after a full hearing in accordance with the provisions of this Constitution. A member who files litigation against the National NAACP or against any of its Units is not entitled to a hearing and automatically forfeits his/her membership.

## **Section 3**

### **Complaints**

A Complaint against any such officer or member under Section 2 hereof may be initiated by any three (3) members of the affected College Chapter and must be signed by such members and forwarded to the Chairperson of the State Conference's Special Committee on Internal Affairs. The Complaint must include the officer or member's mailing address(es).

## **Section 4**

### **Authority Of National President**

Where the President is satisfied that there is danger of irreparable harm to the Association or College Chapter involved and that immediate action is necessary, he or she may order the officer or member suspended pending a full hearing.

## **Section 5**

### **Notice Of Complaint And Right To Answer**

Upon receipt of the complaint, the Chair of the State Conference Special Committee on Internal Affairs shall forward a copy of the Complaint, by mail, to the officer or member against whom it has been filed at the officer's or member's address of record within ten (10) working days of receipt of the complaint. The respondent officer or member shall have fifteen (15) working days from the date of the receipt of the complaint to file a written response with the State Conference by mail, sent to the Chair of the Special Committee on Internal Affairs. The 15-day period shall commence to run from the time a copy of the charges should have reached said officer or member by ordinary post.

## **Section 6**

### **State Conference Review And Investigation**

The Committee, upon receipt of the Complaint and the respondent's written response, shall conduct an investigation, render determinations, and make recommendations and findings regarding the charge to the State Conference Executive Committee for its final decision within 90 days of the respondent's written response. The Committee shall prepare record that includes all documentary matter submitted to it and written summary of oral testimony received. Which documents shall be delivered to the National Office, should there be appeal as provided herein. The complainant and respondent shall have fifteen (15) days within which to appeal the Executive Committee's decision. Notice to Appeal shall be served on the National Office, by regular mail, through the National Youth and College Director, 4805 Mt Hope Dr., Baltimore, MD 21215. If no appeal is received, as certified by letter from the National Youth and College

Director, within a fifteen (15) day period, the State Conference's Internal Affairs Committee decision shall be implemented under the supervision of the State Conference Executive Committee. Upon failure to appeal within a fifteen (15) day period, the complainant/respondent's opportunity to appeal is hereby waived. Should either party appeal to the National Office, the President/CEO or his designee shall cause a hearing to be held by a panel of three members of the National Board of Directors. The panel shall be appointed by the Chairperson of the Committee on Branches, Youth Work, and Membership. The hearing panel shall convene within sixty (60) days of the receipt of the appeal, or as soon as possible thereafter, and conduct a hearing according to the hearing procedure.

**Section 7**  
**Hearing Procedure**

The hearing panel shall review only the written record of the State Conference investigation and may allow oral argument by the parties or their spokesperson. Based on its review of the record, and oral argument, if any, the panel shall render findings and recommendations in the matter to the Committee on Branches, Youth Work, Membership, and the National Board of Directors. The National Board of Directors shall affirm, reverse, or modify the panel's recommendation, or deny a rehearing. The National Board of Directors' decision shall be final. Appeals shall be based on the written record. Hearings will be conducted by a three (3) member hearing panel which shall be appointed by the Chairperson of the Committee on Branches. The General Counsel or his/her designee shall serve as counsel for the panel. The appellants may be represented by oral argument by counsel or any other person of their choosing. The parties may not present documentary evidence or testimony, but rather they may speak only from the written record before the panel.

**Section 8**  
**Notice Of Finding And Action Of The Board**

Notice of the findings and action of the Board shall be sent to the officer or member by registered mail at his/her last address on file in the National Office and, in the discretion of the Board of Directors, published in the official organ of the National Association.

**ARTICLE XIII – Suspension and Revocation of Charter**

**Section 1**  
**Suspension And Revocation**

- (a) The Charter of authority received by the College Chapters upon its admission to the National Association for The Advancement of Colored People, may be suspended or revoked by the Board of Directors of the Association, whenever the Board shall deem it for the best interest of the Association, provided, however, that a full hearing on charges be held before the National Board of Directors, at which the College Chapter may be represented by a person or persons of its choice. Such suspension or revocation shall not invalidate the membership of any member of the College Chapter in the National Association.
- (b) The National Board of Directors may, without prior notice, suspend or revoke the charter of any College Chapter that fails to maintain a minimum of twenty-five (25) memberships for two consecutive years.

**Section 2**  
**Notice Of Suspension**

Notice of the findings and action of the Board of Directors shall be sent by the President of the Association, by registered mail, to the President and Secretary of the College Chapter and may be published in the official organ of the National Association. In case the Charter of the College Chapter is suspended or revoked, the College Chapter shall immediately cease to function and the officers shall forthwith forward all records, property, and monies of the College Chapter to the National Office. In the event the Charter is revoked, notice shall also be sent to the Secretary of the Branch.

## **ARTICLE XIV – Limitation of Liability**

### **Section 1**

#### **Limitation Of Liability Of National Association**

No indebtedness or obligation shall be incurred by the College Chapter, or any of its officers or agents, on behalf of the National Association or of the Branch. The Branch and the National Association shall not be responsible for any indebtedness or obligation incurred by the College Chapter or by any of its officers or agents.

### **Section 2**

#### **College Chapter Limitations**

No indebtedness or obligation of more than \$25.00 shall be incurred in the name on behalf of the College Chapter unless by vote of the College Chapter's Executive Committee.

### **Section 3**

#### **Further Limitations**

College Chapters may initiate litigation.

## **ARTICLE XV – Schedule and Installation of Officers**

### **Section 1**

#### **Schedule**

The fiscal and business year of the College Chapter shall begin and end in April.

### **Section 2**

#### **Installation Of Officers**

The officers elected at the Annual Meeting shall be installed at the next regular meeting of the College Chapter following the election.

## **ARTICLE XVI – By-Laws**

With the written approval of the National Board of Directors previously obtained, a College Chapter may adopt or amend By-Laws not inconsistent with this Constitution, the Branch Constitution, or the Constitution of the Association, provided that:

- (1) notice in writing of the proposed amendment shall be given to all members at least seven (7) days prior to the meeting at which the same is to be acted upon; or that
- (2) the proposed amendment shall be approved at two successive regular meetings of the College Chapter.

## **ARTICLE XVII – Amendments to the Constitution**

This Constitution may be amended by a two-thirds vote of any Annual Convention of the Association, provided the proposed amendment be submitted to the Resolutions Committee by May 1, sixty (60) days prior to the Convention. The President shall publish such proposals in the official organ of the Association prior to the Annual Convention.

## **ARTICLE XVIII – Authorized Committees**

Groups of seven (7) or more individuals in communities too small to maintain a College Chapter or the Association may be authorized by the Board of Directors to work as Authorized Committees of the National Association for the Advancement of Colored People carrying out its purposes and objectives and

raising funds for its support as does a College Chapter, subject to such rules and regulations as the National Board of directors may enact. It shall receive from the National Office a Certificate of Authority.

## **ARTICLE XIX – Branches**

### ***Section 1***

#### **Relationship Between College Chapter, Youth Council and Adult Branch**

College Chapters, Youth Councils, and Branches have to coordinate status with the Association's framework. While each affiliate has an independent status from the other, it is expected that their programs will be coordinated and that the College Chapter, Youth Council, and Branch in the same work are in full cooperation to accomplish the Association's objectives.

### ***Section 2***

Within fifteen (15) days after a controversy arises between a College Chapter, Youth Council, and Branch, the Faculty Advisor, Advisor, Presidents and the Secretaries of the Units shall prepare and forward signed report(s) to the President of the Association for arbitration, decision of referral to the appropriate Regional Office or State Conference for investigation and other action. Respective parties shall send copies of all reports submitted by them to the State Conference or Regional Office and to the other party to the controversy. The original report to the President shall contain a statement that copies have been forwarded as provided above.

## **ARTICLE XX – Uniform Bookkeeping System/Annual Audit**

### ***Section 1***

#### **Uniform Bookkeeping System**

The College Chapters must use a uniform bookkeeping system approved by the National Office.

### ***Section 2***

#### **Annual Audit**

The books of the College Chapters, State and Regional Conferences shall be subject to an annual audit by the National Office or its designee.