



State/State-Area Conference Youth & College Division Guidelines

Approved by the National Board of Directors
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State/State-Area Conference Youth & College Division Guidelines

Per Article I, Section 1 (a) of the Bylaws for Units “Each State/State-Area Conference shall have a Youth and College Division.” The State/State Area Youth College Division is a component of the State/State-Area Conference of the NAACP. The President, Advisor and other Officers of the State/State Area Youth and College Division, including others as prescribed by State/State-Area Conference Bylaws, shall participate and provide written Quarterly reports at the Executive Committee meetings of the State/State-Area Conference.

These Guidelines for the State/State Area Youth & College Divisions of the National Association for the Advancement of Colored People should be read in conjunction with the Constitution and Bylaws of the National Association for the Advancement of Colored People.

ARTICLE I, NAME

1. **Name**

- a. The name of this organization shall be the _____ Youth & College Division of the _____ State-Area Conference of the National Association for the Advancement of Colored People.

ARTICLE II, OBJECTIVES

1. **Purpose of State/State Area Youth & College Division**

- a. *Objectives of Youth & College Division:* The State/State-Area Conference Youth and College Divisions shall be to inform youth of the problems affecting African-Americans and other racial and ethnic minorities, to advance the economic, educational, social and political status of African-American and other racial and ethnic minorities and their harmonious cooperation with other peoples, to stimulate an appreciation of the African Diaspora and other people of color’s contribution to civilization; and to develop an intelligent and militant youth leadership. These objectives shall be pursued in accordance with the policies of the Association.”

ARTICLE III, ORGANIZATIONAL STRUCTURE

1. ***State/State Area Youth & College Division Status***

All Units shall be 501(c)(4) entities. No Units shall be authorized to create or form any 501(c)(3) entity; unless expressly approved in writing by the Board of Directors.

ARTICLE IV, MEMBERSHIP

1. ***Membership Prerequisites***

Any person who is in accordance with the principles and policies of the Association may become a member of this Association with consent of the Board of Directors, by accepting the terms of the Constitution of the National Association for the Advancement of Colored People and the Bylaws for Units, and by paying annually in advance the requisite membership fees as prescribed by the Board of Directors. Membership in the Units shall include membership in the National Association. Members of NAACP Units are encouraged to support the Association and cooperate to conserve resources in pursuit of the NAACP's mission and goals.

ARTICLE V, GOVERNANCE

1. **Meetings of the State/State-Area Conference, Youth & College Division**

1. Regular meetings of the State/State-Area Conference Youth & College Division shall be held on the same date of the State/State-Area Conference;
 - a. *Executive Committee of the State/State-Area Conference Youth & College Division.* The Executive Committee shall meet at least once every quarter or as established in the approved Guidelines of the State/State-Area Conference. ***Special Committee meetings may be called by the President, Secretary or by three members of the Committee on three days written notice.*** The notice must state the purpose for which the meeting is called.

2. Annual Meeting

- a. *State/State-Area Conferences, Youth & College Division.* Each State/State-Area Conference shall have an Annual Convention at a time and place selected by delegates at the previous Annual Convention. At the Convention, the Conference is to act upon Annual reports from the Officers and Standing Committees. Each Conference shall conduct biennial elections pursuant to Article IX, Section b of these Bylaws.

3. Notice of Annual Meeting

- a. *State/State-Area Conferences, Youth & College Division.* Written notice shall be provided a minimum of 30 days prior to the time and place of the Annual State/State-Area Conference Convention to each Unit in good standing.

4. State Youth and College Division Advisor

- a. There shall be a State Youth and College Division Advisor. The Advisor shall be elected by the youth delegates at the State Conference Annual Convention in odd years and shall serve on the Executive Committee of the State/State-Area Conferences. The Advisor shall advise the Division in conformity with the rules of the Association. The Advisor must be a member in good standing of the Association, at least twenty-five years of age or twenty-two years of age and a member in good standing with a branch. He/she does not have voting rights on Division issues. He/she shall serve as a member of the State Conference Executive Committee and as a member of the Youth Work Committee.
- b. The Advisor shall act in an advisory capacity to the State Youth and College Division, shall serve as signatory in conjunction with the State Youth President and State Youth Treasurer on the State Youth and College Division's bank accounts.

5. Indebtedness for State/State Area Youth & College Division

- a. No indebtedness or obligation shall be incurred by the Youth & College Division of the State/State-Area Conference, or any of its officers or agents in the name of National Association for the Advancement of Colored People, and the National Office shall not be responsible for any

indebtedness or obligation incurred by the Youth & College Division of the State/State-Area Conference.

- b. No indebtedness or obligation of more than \$250.00 shall be incurred in the name or on behalf of the State/State Area Youth & College Division unless by vote of the Executive Committee of the State/State-Area Conference.
- c. The State/State-Area Conference and its Youth & College Division shall work collaboratively on fundraising programs and solicitations. In determining the division of revenues the State Conference Executive Committee will create a line item for monies to be shared with its Youth & College Division.

6. *Fiscal Business Year*

- a. The fiscal and business year of all Units shall begin on January 1 and end December 31.
- b. Officers may be installed at the next regular meeting of the State Youth and College Division following the election.

7. *Unit Bookkeeping System*

The Unit must use the uniform bookkeeping system provided by the National Office.

8. *Audits*

The books of the Unit shall be audited annually by an auditing system acceptable to the National Office.

ARTICLE VI, OFFICERS OF UNITS AND STAFF

- 1** The elected officers of the State Youth and College Division shall be: President, First Vice President, Second Vice President, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer, and additional officers as the Youth and College Division's Guidelines may prescribe pursuant to local Guidelines.

a. *Term of Office*

- 1. *State/State-Area Conference Youth & College Division.* All officers and elected members of the Executive Committee shall be elected by secret ballot for a two-year term, in each odd-numbered year and shall serve until their successor is elected and qualified. In no case shall Youth and

College Division Officers serve beyond their 25th birthday. The term for officers shall begin on the date of their election.

2. Qualifications

- a. *State/State Area Youth & College Division.* For the purpose of being nominated by the Election Procedures Committee only members in good standing from a Youth & College Unit in good-standing shall be eligible to run for office or to vote in a State/State-Area Conference Youth & College Division election. For the purpose of running for office, a member in good standing is one who belongs to a College Chapter or Youth Council, who has paid the prescribed membership fee no later than sixty (60) calendar days prior to the date of elections. In order to run for State/State-Area Conference Youth & College Division office Life Members and Members-at-Large must be actively affiliated with a Youth or College Chapter. Only delegates from a Youth or College Unit in good standing with the State/State-Area Conference may vote in an election year.

ARTICLE VII, DUTIES OF OFFICERS OF UNITS

1. President

The duties of the President shall be:

- a. To preside at meetings of the NAACP State/State Area Youth & College Division and act as Chair of the Executive Committee.
- b. To appoint the Chair and members of all Committees not otherwise elected by the General Membership of the State/State Area Youth & College Division or the Executive Committee.
- c. Between meetings of the Executive Committee and the NAACP State/State Area Youth & College Division, to exercise general executive authority on behalf of the NAACP State/State Area Youth & College Division subject to ratification by the Executive Committee.
- d. To countersign all checks and properly supported requisitions for disbursements from the NAACP State/State Area Youth & College Division Treasury.
- e. To perform such other functions and exercise such further duties as may be voted from time to time by the NAACP State/State Area Youth & College Division or the Executive Committee.

- f. To be an ex-officio member of all committees except, the State/State-Area Conference and the State/State-Area Youth and College Division the Election Procedures Committee.
- g. To encourage and assist all Committees in the development of their programs and the performance of their duties.
- h. To recommend, to the Executive Committee, the removal of any Chairperson of a Standing of Special Committees.
- i. The President shall provide to the State/State-Area Conference a written report outlining activities as well as treasurer's report.

2. Vice President

The duties of the Vice President shall be:

- a. 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 and so forth and shall perform their duties according to their numerical rank.
- b. In the event of the resignation, removal or death of the President, the Vice President(s) shall automatically ascend to the position of President, according to their numerical rank, for the remainder of the term of the presidency. Any other Vice President(s) shall ascend in the same manner.

3. Secretary

The duties of the Secretary shall be:

- a. To act as Secretary of the NAACP State/State Area Youth & College Division and the Executive Committee; to give members notice of regular meetings and three (3) calendar days notice of special meetings of the NAACP Unit and Executive Committee; to keep full and accurate records of the proceedings of the NAACP State/State Area Youth & College Division and of the Executive Committee and record the same in a minute book or minute books,.
- b. To keep a record of all assessments and other funds paid to the NAACP State/State Area Youth & College Division.
- c. To aid, coordinate and integrate the work of the several committees and divisions of the NAACP State/State Area Youth & College Division.

- d. To submit reports to the NAACP State/State Area Youth & College Division and the Executive Committee at all regular meetings, or whenever required by either body, covering the status of the NAACP State/State Area Youth & College Division and its activities since the date of the last report; to submit to the NAACP State/State Area Youth & College Division at its annual meeting an annual report of the status and activities of the NAACP State/State Area Youth & College Division. The Secretary shall forward a copy of all reports, when adopted by the NAACP State/State Area Youth & College Division, to the Secretary of the State/State-Area Conference and the Association.
- e. To keep the President and CEO of the Association informed of all events affecting the interests of minority groups in the vicinity of the NAACP State/State Area Youth & College Division, and to submit to the Association, whenever required by the Association, a report on NAACP State/State Area Youth & College Division activities, provided that.
- f. In conjunction with the President, to sign requisitions for disbursements from the NAACP State/State Area Youth & College Division Treasury and to maintain a file of receipts and disbursements.
- g. The Secretary shall be an ex-officio member of all committees except, the State/State-Area Conference and the State/State-Area Youth and College Division the Election Procedures Committee.

4. Treasurer

The duties of the Treasurer shall be:

- a. To receive all monies of the NAACP State/State Area Youth & College Division and promptly deposit the same in the name of the NAACP State/State Area Youth & College Division in a separate account or accounts in a responsible bank or trust company. No money shall be withdrawn from any account except by check signed by the Treasurer and countersigned by the President and the State Youth Advisor.
- b. To act as chief financial officer of the NAACP State/State Area Youth & College Division and chair of the Finance Committee.
- c. To make authorized disbursements upon requisition signed by the Secretary and countersigned by the President. Each requisition

shall recite the amount and purpose of the payment requested. Any requisition exceeding fifty dollars must be approved by the Executive Committee before a check therefore is issued.

- d. To submit reports to the NAACP State/State Area Youth & College Division and the Executive Committee at all regular meetings, or whenever required by either body, covering the financial condition of the NAACP State/State Area Youth & College Division showing receipts and disbursements and outstanding accounts unpaid since the last report; to submit an Annual Report to the business of his/her office at the Annual Meeting of the NAACP State/State Area Youth & College Division, to which shall be appended a statement signed by the President and Secretary that all funds by the NAACP Unit have been listed in the Treasurer's report. A copy of all reports by the Treasurer, when adopted by the NAACP State/State Area Youth & College Division, shall be forwarded to the National Office.
- e. All NAACP State/State Area Youth & College Division shall require the Treasurer to be bonded at the expense of said State/State Area Youth & College Division.
- f. Submit year-end financial reports to the National Office on or before March 1st.

5. *Assistant Secretary*

- a. The duties of the Assistant Secretary shall be: To perform the duties of the Secretary in his/her absence, unavailability or disability. The Assistant Secretary may perform specific duties of the Secretary under the supervision of the Secretary.

6. *Assistant Treasurer*

- a. The duties of the Assistant Treasurer shall be: To perform the duties of the Treasurer in his/her absence, unavailability or disability. The Assistant Treasurer may perform specific duties of the Treasurer under the supervision of the Treasurer.

ARTICLE VIII, COMMITTEES OF UNITS

1. *Executive Committee*

- a. The Executive Committee of each, State/State Area Youth & College Division shall consist of the President, Vice Presidents, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer, and the Chair of the Standing Committees of the State/State Area Youth & College Division, and such other members to be elected at the Annual Meeting of the State/State Area Youth & College Division as the State/State Area Youth & College Division Guidelines may decide, provided that the total membership of the Executive Committee shall not exceed eighteen (18) except by written authorization of the Board of Directors. The State/State Area Youth & College Division Advisor shall serve as an ex-officio member of the Executive Committee of the State/State Area Youth & College Division.

2. *Duties of the Executive Committee*

- a. The Executive Committee shall have general control of the affairs and program of the State/State Area Youth & College Division, subject to the authority of the State/State Area Youth & College Division and the provisions of the Constitution and approved Guidelines.
- b. The Executive Committee shall render a report, containing the reports of all standing and special committees, at the regular meetings of the State/State Area Youth & College Division, State/State-Area Conference and whenever otherwise required.
- c. At its first meeting following the election, and at any time during the term of office, the Executive Committee shall approve the State/State Area Youth & College Division President's appointments of Chairpersons of the various Standing Committees as presented by the President.
- d. To create special committees as needs arise.
- e. To fill all vacancies of the State/State Area Youth & College Division officers and on the Executive Committee including that of the State Youth and College Division Advisor.

3. Quorum

- a. The quorum of the Executive Committee shall be determined by approved State/State Area Youth & College Division Guidelines, but shall not be less than one-third of the committee's total membership.

4. Standing Committees and Special Committees of State/State Area Youth & College Division

- a. *Standing Committees of State/State Area Youth & College Division.* The Standing Committees of the State/State Area Youth and College Division shall be: Membership; Finance; Press and Publicity; Political Action; Youth Employment and Economic Empowerment; Armed Services; Education; Programs and Research; Entertainment; Juvenile Justice; Health; and Community Coordination.

5. Duties of the Standing Committees

The duties of the Standing Committees shall be:

- a. *Press and Publicity Committee.* The Committee shall: (1) Secure publicity in the local press for the Unit. (2) Publicize by means of posters, etc., the meetings and activities of the Unit. (3) Promote the sale of the CRISIS and other Association literature. (4) State/State Area Youth and College Division's shall not issue press releases without the consent of the State Conference President.
- b. *Community Coordination.* The Committee on Community Coordination shall enlist the support of other community organizations on issues affecting the interests of African Americans and other communities of color.
- c. *Education.* The Committee on Education shall: (1) seek to eliminate segregation and other discriminatory practices in public education; (2) study local educational conditions affecting minority groups; (3) investigate the public school system and school zoning; (4) familiarize itself with textbook material there from which is racially derogatory; (5) seek to stimulate school attendance; (6) keep informed of school conditions and strive to correct abuses where found; (7) investigate the effects of standardized and high stakes testing practices; (8) teacher certification; (9) promote parental involvement in education; and (10) aim to be a center of popular education on the race question and on the work of the Association.

- d. *Finance.* The Finance Committee shall consist of the President, Treasurer, and at least one other member. It shall study the financial needs of the Unit and shall be responsible for drafting an adequate annual budget.
- e. *Health.* The Health Committee shall: (1) work to promote, protect and maintain the health of African Americans; (2) assess the health needs of the community; (3) advocate for equal access to health education, care, 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; and (5) support health initiatives of the Association.
- f. *Juvenile Justice Committee.* The Committee shall: (1) Seek to eliminate discriminatory practices in the Juvenile and Adult Justice systems. (2) Research and monitor local and state incarceration, sentencing, arrest and probation rates of African-American and other youth of color. (3) Investigate disproportionate incarceration and sentencing of African-Americans and other youth of color. (4) Investigate living conditions and treatment within youth detention centers. (5) Mobilize Units to correct abuses where found.
- g. *Membership.* The Membership Committee shall: (1) work throughout the year to maintain and increase the membership of the Association; (2) be responsible for planning and organizing the annual membership campaign; (3) be responsible on a continuous basis for soliciting new members and for securing renewals; and (4) initiate all possible means to obtain Life Members and sponsor a continuing program towards this end.
- h. *Political Action.* The Political Action Committee shall: (1) seek to increase registration and voting; (2) work for the enactment of municipal, state and federal legislation designed to improve the educational, political and economic status of minority groups; (3) seek the repeal of racially discriminatory legislation; (4) work to improve the administration of justice; (5) work to secure equal enforcement of the law; and (6) keep the National Office and the Unit informed of all proposed legislation which affects minority groups. The Committee shall be *nonpartisan and shall not endorse candidates for public office.*
- i. *Armed Services Committee.* The Committee on Armed Services shall: (1) Study conditions pertaining to students of color serving in the branches of the armed services on both the campus and in the community; (2)

Receive and act on all these students' complaints relative to discrimination because of race, color or creed or denials of benefits in local areas because of discrimination.

- j. *Employment and Economic Empowerment Committee.* The Committee shall seek ways to empower youth economically by: (1) Encouraging the development of job readiness training and placement programs for youth and young adults. (2) Studying levels of unemployment and underemployment of working age youth and the causes of each. (3) Working for improved opportunities in vocation and apprenticeship training. (4) Working to eliminate discriminatory employment practices. (5) Studying levels of youth and young adult credit and debt creating programs to decrease debt. (6) Creating training programs in entrepreneurship, savings, investment and home ownership.
- k. *Program and Research Committee.* The Committee shall: (1) Study local and national issues affecting Black youth and other minority groups and recommend certain of these issues for discussion and action by the unit. (2) Operate a speakers' bureau for the benefit of the Units and for the benefit of organization on the campus and in the community desiring to make use of it. (3) To have charge of such entertainment as shall be approved by the Executive Committee. (4) Formulate and present to the Executive Committee, at the regular monthly meeting following the annual Meeting of the Unit, a program or activity for the ensuing year.
- l. *Entertainment Committee.* The Committee on Entertainment shall have charge of entertainment of such kind as shall be approved by the Executive Committee of the Youth Council.
- m. All Standing Committees shall report in writing each month to the Executive Committee at its regular meetings.

6. Tenure

- a. Members of the Executive Committee and of the several standing committees of Branches and Prison Branches shall hold office for two years and until their successors are elected and qualify. Members of the Executive Committee of Youth Units shall hold office for one year. In no case shall Youth and College Division Officers serve beyond their 25th birthday. The term for officers shall begin on the date of their election.

7. Removal Procedure

- (a) Non-functioning committees shall be discharged promptly by the Executive Committee.
- (b) Any member of the Executive Committee, except officers or of any standing or special committee who shall be absent from three (3) consecutive meetings without notice to the Secretary or President or who shall not perform the required duties for three (3) consecutive months, or who shall be absent from any six (6) meetings with or without notice in a twelve month period shall be removed by the Executive Committee by written notification to the delinquent member and replaced in accordance with Article VIII, Section 2(e). A member of any standing or special committee may be directly removed by the chairperson for dereliction of duty. If the Executive Committee fails to act, the President, Secretary, and one member may sign the removal letter.
- (c) For any officers who shall be absent from three (3) consecutive meetings without notice or explanation to the Secretary or President, or who shall not perform the required duties for three (3) consecutive months, or who shall be absent from any six (6) meetings with or without notice in a twelve month period, the National Office is to be notified by the Secretary by way of a petition signed by the Secretary, the President and one (1) other member of the Executive Committee. If the President or Secretary is in violation, then any three members of the Executive Committee shall sign the petition. The National Office shall recommend the removal of said officer by the Board of Directors at the next meeting of the Board of Directors following receipt of the petition.

ARTICLE IX ELECTION OF OFFICERS AND EXECUTIVE COMMITTEE AND DELEGATES

1. Procedure for State/State-Area Conference Elections

a. Election of Delegates

- i. All delegates elected to the Annual Convention of a State/State-Area Conference must be Members in good standing of Units in good standing within the State/State-Area Conference. All such delegates must be elected *of* a regular meeting of their general membership.

Elected delegates must present *official* credential forms as provided by the State/State-Area Conference at the time of registering to the Credentials Committee of the Convention.

- ii. The election shall be by secret ballot of delegates both youth and adults at the Annual Convention of the State/State-Area Conference held in odd numbered years and those elected shall hold office for two (2) year terms and/or until their successors are elected and qualify.

- b. *Representation.* Representation of Units at the Annual Convention of the State/State-Area Conference shall be on the following basis:

25 - 49	(Youth) 2
50 - 100	4 delegates
101 -500	6 delegates
501 -1,000	8 delegates
1,001 - 2,500	10 delegates
2,501 - 5,000	12 delegates
5,001 - 10,000	14 delegates
10,001 - 20,000	16 delegates
20,001 - 25,000	18 delegates

Over 25,000 1 additional vote for every 2,500 members.

Representation shall be on the basis of membership as recorded in the National Office, sixty (60) days prior to the opening date of each Annual Convention.

Each Unit is entitled to the number of alternate delegates equal to the number of voting delegates. Alternate delegates shall be permitted to vote in place of absent delegates.

- c. *Organization of State/State-Area Conference.* At the first session of the Annual Convention, the delegates shall elect delegates to serve on the Committee on Time and Place, Committee on Resolutions and Committee on Credentials.

Committee on Time and Place. Shall be charged with the responsibility of investigating possible cities for future Annual Conventions, and recommending same to the Convention.

Committee on Resolutions. Shall be responsible for determining for each proposed resolution whether it meets the criteria of newness or material modification of existing resolutions.

Committee on Credentials. Shall examine and report upon the credentials of all delegates to the Convention as the first order of business of each Business Session. The Committee on Credentials shall be the arbitrator of all disputes and will report the resolution of same to the Convention.

d. *Quorum of State/State-Area Conference Meetings.* The number of members necessary to constitute a quorum at all meetings shall be decided upon by a resolution adopted by the State/State-Area Conference which shall be incorporated in the approved State/State-Area Conference Bylaws.

e. *Election Procedure*

1. All State/State-Area Conferences shall hold an election for officers in odd numbered years in accordance with the Constitution, these Guidelines and the Manual on State/State-Area Conference Election Procedure. All State/State-Area Conferences shall utilize the following election procedure.

i. In each even numbered year, the delegates at the Annual Convention of each State/State-Area Conference shall elect seven delegates, two of which shall be youth delegates, to the Election Procedures Committee which shall be responsible for the election process leading up to the State/State-Area Conference election in the odd numbered years. No more than two (2) State/State-Area Conference officers or Executive Committee members shall be elected to the Election Procedures Committee. The Committee shall conduct an organizing meeting during the Convention at which, time they shall elect a chairperson and secretary. Members of the Election Procedures Committee are not prohibited from filing a nominating petition.

ii. Written notice of the date, time, location and procedure for the conduct of the biennial State/State-Area Conference election shall be sent by the State/State-Area Conference Secretary by certified mail to all Units in good standing within the State/State-Area Conference by no later than February 1 of the odd numbered year. The notice shall include the positions to be filled by election and the official nominating petition.

iii. Persons wishing to run for elective office must be members in good standing and return the petition bearing their signature by certified mail signed by three (3) or more members in good standing of Units in good standing within the State/State-Area Conference by no later than August 1st of the election year.

The nominating petitions must be mailed to the official mailing address of the State/State-Area Conference to the attention of the Election Procedures Committee which shall follow the procedures set forth in the Manual on State/State-Area Conference Election Procedure. An individual may seek only one elective office at a time.

- iv. For the purpose of running for office, a member in good standing is one whose name appears on the roll of a Unit in good standing within the State/State-Area Conference no later than June 1st of the year the State/State-Area Conference election is to be held. For the purpose of signing a nominating petition, a member in good standing is one whose name appears on the roll of a Unit in good standing within the State/State-Area Conference at least thirty (30) days prior to the date the nominating petition is filed.
- v. The Election Procedures Committee shall review all nominating petitions, validate the eligibility of candidates and file its report with the State-State/Area Conference Secretary by no later than August 10th.
- vi. Upon receipt of the Committee's report, the State/State-Area Conference Secretary shall mail the listing of all eligible candidates for each office to all Units in good standing within the State/State-Area Conference by no later than August 15th of the election year.
- vii. Thirty (30) days prior to the election the Election Procedures Committee shall file a report with the State/State-Area Conference Secretary verifying that all eligible candidates for office will be members in good standing as of the date of the election.
- viii. An eligible candidate may withdraw from contention by forwarding a letter requesting that his/her name be removed from the ballot. The letter must be sent to the Chairperson of the Election Procedures Committee thirty (30) days prior to the election.
- ix. All voting at the Annual Convention must be by delegates present who were duly elected by their respective Unit in good standing within the State/State-Area Conference. Proxy voting, absentee voting and write-in voting are prohibited in NAACP

elections. State/State-Area Conference Officers and Executive Committee members only have voting privileges if they have been duly elected by their respective Unit in good standing within the State/State-Area Conference.

- x. At the first session of the Annual Convention, in the odd numbered year, the delegates shall elect five (5) delegates, two of which shall be youth delegates, to the Election Supervisory Committee which will conduct the election in accordance with the Constitution, these Guidelines and the Manual on State/State-Area Conference Election Procedure. In addition, if there is more than one presidential candidate, each presidential candidate is entitled to appoint a representative to the Election Supervisory Committee. In the event the total number of presidential candidates exceeds four (4), the delegates must elect additional members to the Election Supervisory Committee so that the total number of elected members is one more than the appointed members of the Committee. No candidate for office shall serve on the Election Supervisory Committee.
- xi. On Saturday during file Convention at 8:00 a.m. on Election Day, the Election Supervisory Committee shall convene a special session of the Convention for the sole purpose of hearing from the candidates seeking office. Candidates shall be heard in the following order:
 - 1. Assistant Secretary
 - 2. Secretary
 - 3. Assistant Treasurer
 - 4. Treasurer
 - 5. Vice Presidents
 - 6. President
- xii. Immediately following the Special session, but no later than 11:00 a.m., the polls shall open, remaining open until 3:00 p.m. Following tabulation, the results of the election shall be announced by the Election Supervisory Committee by posting on the tabulation room door and by announcement on Saturday evening.

2. State/State-Area Conference Election Controversy

- (a) In the event of election controversy, all parties thereto shall submit complaints to the National Office. Said complaints must be postmarked not later than ten (10) days following the date of the election in question. The complaints must be signed by at least twenty-five (25) voting delegates who were in attendance at the Convention. Said

delegates must represent at least five (5) units registered at the Convention.

- (b) The National Office will institute an investigation into the matter, and should a determination be made that the complaint is frivolous or completely devoid of merit, or that the election result could not have been otherwise even if the allegations alleged are assumed to be true, then the National Office shall within thirty (30) days, or as soon thereafter as possible, dismiss the complaint and inform all parties forthwith that the installation of officers might be held.
- (c) Should the National Office be unable to dismiss the complaint because the charges appear to have merit and as such, the results of the election might have been otherwise had the alleged violations not occurred, then the matter will be referred to the Chairperson of the Committee on Membership and Units of the Board of Directors, who will designate a Hearing Panel.
- (d) Pending resolution of the dispute, the officers whose terms were to have expired with the new election, will continue to function.
- (e) *Authority of the National Office.* The National Office shall have authority to intervene at any time during the period leading up to the State Conference election. Such authority includes suspending the process and instituting corrective action to assure that the rights of all members are protected.

ARTICLE X EXPULSION, SUSPENSION OR REMOVAL OF OFFICERS AND MEMBERS

1. *Units Failing to Report*

If a Unit fails to inform the Association in writing of its activities or shall fail to maintain a minimum of fifty (50) adult members; twenty-five (25) Prison Branch members; or twenty-five (25) Youth Unit members; for a period of four (4) consecutive months, the Board of Directors shall declare any or all of the offices of the Unit vacant and order a new election. Notice of removal shall be sent to the President, Secretary and Treasurer of the Unit and the State/State-Area Conference by registered mail at their last addresses on file in the Association and shall be published in the official communication organ of the National Association. Immediately upon the service of notice by the Association, the Officers shall perform no official acts and shall hold all records and monies of the Branch, subject to the disposition of the Association.

2. *Grounds For 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 Board of Directors. The 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 Constitution, and as defined by the Board or Convention, or guilty of conduct inimical to the best interests of the National Association for the Advancement of Colored People, may order suspension, expulsion or other disciplinary action against such officer or member, after a full hearing if requested by the respondent in accord with the provisions of this Constitution. Any member of the Association who files litigation against the National NAACP or against any of its units without having pursued the remedies within the framework of the Association, shall be deemed as exhibiting behavior not in accord with the principles, aims and purposes of the National Association for the Advancement of Colored People, meriting suspension, expulsion, or other disciplinary actions.

3. *Complaints*

A complaint against an officer or member of a Branch of the NAACP may be initiated by any 20 members of the affected Branch and must be signed by such members and forwarded to the National Office and Chief of Field Operations and the State/State-Area Conference. The National Office may seek input from said State/State-Area Conference on the complaint. The complaint must include the officer or member's mailing address.

4. *Authority of National President and CEO*

Where the President and CEO of the National Office is satisfied that there is danger of irreparable harm to the Association or Unit involved and that immediate action is necessary, he may order an officer or member suspended pending a full hearing if requested by the respondent.

5. *Notice of Complaint and Right to Answer*

Upon receipt of the complaint by certified or regular mail, the National Office shall forward a copy of the complaint by mail to the officer or member against whom it has been filed at the officer or member's correct address of record within ten (10) calendar days from the date of receipt of the complaint. The respondent officer or member shall have fifteen (15) calendar days from the date of the receipt of the complaint to file a written response by certified or regular mail, sent to the Chief of Field Operations. The 15-day period shall commence to

run from the time service of the complaint is complete. Service of the complaint upon the officer or member shall be deemed complete five (5) days after the complaint was mailed by the President and CEO.

6. *National Office Review and Investigation*

The National Staff, upon receipt of the complaint, and the respondent's written response, shall conduct an investigation, render determinations and make recommendations and findings regarding the complaint, when no hearing is requested by the respondent, to the Committee on Memberships and Units within ninety (90) calendar days of the respondent's written response. The National Staff shall prepare a record which includes all documentary matters submitted to it. Where a hearing is requested by the respondent, the National Office through the President and CEO or his designee, shall cause a hearing to be held by a panel of three members of the Board of Directors. The panel shall be appointed by the Chairperson of the Board's Committee on Membership and Units. The hearing panel shall convene within sixty (60) calendar days, of the receipt of the complaint or as soon as possible thereafter, and conduct a hearing according to the hearing procedure.

After receipt of the National Staff or hearing panel's decision, the complainant and respondent shall have fifteen (15) calendar days within which to appeal. Notice of Appeal shall be filed with the National Office, by regular mail, through the President and CEO, Department of Branch and Field Services, 4805 Mt. Hope Drive, Baltimore, MD 21215. If an appeal is filed, the National Office shall notify the Committee on Membership and Units within fifteen (15) days. The Committee on Membership and Units will review the findings and conclusions of the National Staff or hearing panel. Upon failure to appeal within a fifteen (15) day period, the complainant/respondent's opportunity to appeal is waived.

Should either party file an appeal to the National Office, the President and CEO or his designee shall cause an appellate hearing to be held by the Board of Directors. The panel shall be appointed by the Chairperson of the Board's Committee on Membership and Units. The hearing panel shall convene within sixty (60) calendar days, of the receipt of the appeal, or as soon as possible thereafter, and conduct an appellate hearing according to procedures.

7. *Hearing Procedure*

The hearing panel shall review the written record 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 Board of Directors. The Board of Directors shall affirm, reverse, modify the panel's recommendation, or deny a rehearing. The decision of the

Board of Directors shall be final.

Appeals shall be based only on the written record. Appeal hearings will be conducted by a hearing panel which shall be appointed by the Chairperson of the Board's Committee on Membership and Units. 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 another 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.

8. *Notice of Findings 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 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. Decisions affecting membership shall be forwarded to the National Membership Director.

**ARTICLE XI
SUSPENSION AND REVOCATION OF CHARTER**

The Charter of Authority received by a Unit upon its admission to the Association may be suspended or revoked by the Board of Directors of the Association, whenever the Board of Directors shall deem it in the best interest of the Association; provided, however, that a hearing consistent with Article X, Section 7 on such changes be held. Such charter suspension or revocation shall not invalidate the membership of any member of the Unit in the Association. Notice of the findings and action of the Board of Directors shall be sent by the President and CEO, by registered mail; to the President and Secretary of the Unit, and shall be published in the official organ of the National Association and in a newspaper of general circulation in the jurisdiction where the Unit is located. Upon receipt of the notice by the President or Secretary by mail, publication or otherwise of charter suspension or revocation, the Unit shall cease to function and the officers shall forthwith forward all records, property and monies of the Unit to the Association where the same may be applied in its discretion for the benefit of the community wherein the Unit was located.

Notice of intent to revoke or suspend a charter shall be mailed to officers of the Unit on such terms and conditions as determined by the Board of Directors.

ARTICLE XII INDEMNIFICATION

a. *Persons Covered*

The Association shall furnish all duly elected directors, officers or staff of the Association or its subsidiaries and duly elected or Executive Committee members of Units, a legal defense and indemnification against judgments incurred as a result of specifically authorized actions on behalf of the NAACP and its programs.

b. *Limitation; Notice*

This Article shall have no force or effect unless the person(s) affected forwards legal process to the General Counsel or his/her designee within a reasonable time to allow a defense to be made.

ARTICLE XIII AMENDMENTS TO LOCAL BYLAWS

The Guidelines for Units of the Association, except for State/State-Area Conferences, may be amended by a two-thirds (2/3) vote of any Annual Convention of the Association provided the proposed amendment be submitted to the Resolutions Committee by the May 1st deadline. The President and CEO shall provide copies of the proposed amendment(s) to all Units at least 30 days prior to the Annual Convention.

ARTICLE XIV RATIFICATION OF GUIDELINES

The Bylaws for Units of the National Association for the Advancement of Colored People becomes effective at Noon, on January 1, 2005, Eastern Standard Time. It supersedes any previous document outlining the policy and procedures of the Association and its subordinate Units and the Bylaws, manuals and other documents duly adopted by the Board of Directors and subordinate to these Guidelines.