



**University of Georgia Chapter  
National Association for the Advancement of Colored People**

**Constitution**

**Article I: NAME AND AFFILIATION**

**NAME:** The organization shall be the University of Georgia's, hereby referred to as UGA", Chapter of the National Association for the Advancement of Colored People.

**AFFILIATION:** The NAACP college chapter at the University of Georgia fully recognizes and acknowledges that it is an affiliate chapter of the National Association for the Advancement of Colored People, Youth and College division, and the organization will plan activities and adhere to the goals of the National Chapter of the NAACP. Also realizing that dialogue between the two entities is mandatory for continuing the legacy and influence of the NAACP.

**Article II: PURPOSE/MISSION**

**OBJECTIVE:** As a college chapter of NAACP, we plan to hold informative programs that discuss politics, equal justice within the law, voter empowerment, health, education and opportunities outside the college realm. The NAACP will hold events and invite speakers to touch on issues that affect students upon graduation. Members shall be at least part-time matriculating undergraduate students, who possess national membership with the NAACP. The principal objectives of the NAACP shall be: to ensure the political, educational, social, and economic equality of all citizens, to achieve equality of rights and eliminate race prejudice among the citizens of the United States, to remove all barriers of racial discrimination through democratic processes, to seek enactment and enforcement of federal, state, and local laws securing civil rights, to inform the public of the adverse effects of racial discrimination and to seek its elimination, and to educate persons as to their constitutional rights and to take all lawful action to secure the exercise thereof, and to take any other lawful action in furtherance of these objectives, consistent with the NAACP's Articles of Incorporation and this Constitution.

**MISSION:** The mission of the National Association for the Advancement of Colored People is to ensure the political, educational, social, and economic equality of rights of all persons and to eliminate race-based discrimination.

**VISION:** The vision of the National Association for the Advancement of Colored People is to ensure a society in which all individuals have equal rights without discrimination based on race.

**Article III: MEMBERSHIP**

**NON-DISCRIMINATION CLAUSE:** NAACP agrees to adhere to all policies and procedures of the University of Georgia and all local, state, and federal laws. As members, students will know the policies and procedures in the official student



handbook, and other policies and procedures provided by the University. NAACP is a viable, functioning organization, composed of at least six full-time undergraduate students at that does not discriminate on the basis of age, ethnicity, gender, disability, color, national origin, race, religion, sexual orientation, or veteran status.

**QUALIFICATIONS FOR MEMBERSHIP:** Any person under the age of 25 that is currently enrolled as a student at the college or university of an active unit in accordance with 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 at least ten dollars (\$10) of any fiscal year for any College Chapter member who has not passed his/her eighteenth (18) birthday, fifteen dollars (\$15) if he/she has not passed his twenty first (21st) birthday, and thirty dollars (\$30) thereafter to be a national member. An additional five dollars (\$5) will be paid annually to be a member of the UGA Chapter of NAACP. National membership is required as well as Chapter membership. Members shall:

- a. Be in good academic standing.
- b. Must be matriculating undergraduate students at the University of Georgia enrolled in at least 6 credit hours.

**DUTIES AND PRIVILEGES:** Members of the National Association for the Advancement of Colored People will:

- a. Attend at least two meetings/ programs per academic year.
- b. Join a committee and actively participate in said committee.
- c. Membership can be granted to undergraduate matriculating students of the University of Georgia who are over the age of twenty-five. Members over the age of twenty-five are prohibited from holding or voting for a Youth and College Division office outside of the College Chapter.
- d. Be subject to removal from the NAACP college chapter at the University of Georgia if member does not pay dues for the Academic year.
- d. **Members at large:** Members of the Association in good standing and a student enrolled at the University of Georgia, 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 IV: Executive Officers**

**DUTIES AND PRIVILEGES:** Officers of the National Association for the Advancement of Colored People will:

- a. Read and be familiar with pertinent governing documents including: The Constitution for the Branches of the NAACP (White Book), Constitution for the College Chapters of the NAACP (Red Book), Constitution of Youth Councils of the NAACP (Yellow Book), Bylaws for State Conferences of the NAACP, Bylaws for the State Youth and College Divisions of NAACP, and the Constitution of the NAACP (Blue Book).
- b. Be ex-officio members of a Standing Committee.
- c. Miss no more than TWO executive board meetings PER SEMESTER



- d. Miss no more than TWO general body meetings PER SCHOOL TERM.
- e. Miss no more than TWO mandatory events PER SCHOOL TERM.
- f. Work with other officers and Standing Committee Chairs to develop program agendas for the fiscal year.
- g. Shall render a report to the College Chapter at the regular general body meetings.
- h. Appoints the Standing Committee Chairs at the first meeting following the Annual Meeting of the College Chapter.
- i. Fill all vacancies in the College Chapter offices or on committees for the unexpired term.
- j. Have general control of the affairs of the College Chapter subject to the College Chapter and to the provisions of this Constitution.

**EXCEPTIONS:** Exceptions to duties and privileges may be made for executive board members who have established a prior agreement with the President explicitly stating their legitimate reasoning for the need of exception and the compromise established that allows the executive board member to perform their duties.

**TERMS:** Each officer shall hold office for one academic year.

**ABSENCE POLICY:** If any member of the executive committee misses more than two executive meetings or mandatory events, said member will have their performance reviewed by the current President and Advisor. If the current President is the officer in question, the Vice President may be in charge of the performance review. If both the President and Vice President are the officers in questions, the Treasurer may be in charge of the performance review.

**PERFORMANCE REVIEW:** The President can call a meeting of the executive committee for the review of the officer

- a. Remaining officers will determine with a two-thirds vote if the said officers should remain in office.
- b. Executive board will appoint a temporary officer when the current officer relinquishes said office.
- c. At the following general body meeting, candidates shall be chosen and selected to fulfill the new vacate spot.
- d. General membership shall decide with two-thirds vote the new officer for the executive committee.
- e. Executive board will hold a meeting if any member should be disciplined or removed for issues such as non-payment of dues.

**RESIGNATIONS:** Any officer has just cause for abdicating their position give written notice to the President and Advisor of the College Chapter. The departing officer will then be temporary replace by interim officer until proper election during the spring semester

#### **OFFICER TRANSITION**

- i. Officers shall be elected in the spring semester for the academic year.
- ii. Elections will be held in April of the spring semester before the final general body meeting.



## **OFFICERS:**

### **PRESIDENT**

- i. Preside at meeting and act as Chairman of the Executive Committee
- ii. Appoint all committees not directly elected by the Council/Chapter or its Executive Committee
- iii. Between meeting of the Executive Committee and subject to the approval thereof, to exercise general executive authority on behalf of the Council/Chapter.
- iv. To perform such other functions and exercise such further duties as may be voted from time to time by the Council/Chapter or its Executive Committee.
- v. Shall be responsible for the registration of the Registered Student Organization and all required paperwork for the continuation of the organization.
- vi. Shall complete change in leadership forms to be mailed to the national office.
- vii. Shall complete quarterly reports to be submitted to the state conference.
- viii. Shall receive all information from the Activities and Programs Office from an undisclosed email database.
- ix. To countersign all checks by the Treasurer for disbursement from the College Chapter treasury.
- x. Appoint Chairmen and members of all committees not directly elected by the Chapter or its Executive members.
- xi. To be represented in the active local Branch Executive Committee.
- xii. The President shall be ex-officio a member of all committees.
- xiii. Should work with other officers and members of the executive committee to develop a program agenda for the fiscal year.
- xiv. Acknowledges he or she is the primary force within the Council/Chapter in establishing a working relationship and communications with the National and Regional Office(s), State Conference, and Adult Branch. Ensuring that these offices receive all reports, including quarterly reports, and reports of elections.

### **VICE PRESIDENT**

- i. Shall take the place of the President when the latter is absent. Assuming all of the President's powers, duties and responsibilities.
- ii. Shall assume chair whenever a motion deals with the President until the motion is disposed.
- iii. Shall attend all meetings/events.
- iv. Shall be responsible for checking the organizations mailbox and dissemination information about other activities offered by the other registered student organization and business promotions.



- v. Shall receive information from other Registered Student organization and the Activities and Programs Office through the university listserv and email databases.
- vi. Shall submit all program proposals to Multicultural Services and Programming
- vii. Shall meet with committee chairpersons to discuss goals and to coordinate calendar of activities

### **TREASURER**

- i. Shall be responsible for all group expenditures and revenues and keeping records of them.
- ii. Should also be responsible for requesting funds.
- iii. Shall sign all check and have checks signed by the appropriate administrator, coordinator, College Chapter President.
- iv. Shall work with the Advisor and the President to set up a realistic budget for the each year.
- v. Shall accept membership fees and give receipts for all membership fees received and transmit such fees to the College Chapter treasury and the National Office.
- vi. Shall schedule all reservations that require payment.
- vii. Shall work with the Finance Committee Chair to ensure that all revenue is accounted for.
- viii. Shall keep in mind that the budget should include expected revenue from fundraising planned throughout the year as well as expenses such as Fee and Assessments, Convention and Conference travel, Community Service efforts, and Programs.
- ix. Shall complete yearly finance reports to be sent to the national office

### **SECRETARY**

- i. Shall keep full and accurate records of the proceedings of the Council/Chapter and of Executive Committee and record the same in minute book. All summaries of committee reports shall be recorded in the minutes.
- ii. Shall take attendance of those present at group meetings.
- iii. The opening of the minutes should contain the name of the unit, the time, the date and place of the meeting, the names or the number of members present and the name of the presiding officer.
- iv. The concluding phrase should be “respectfully submitted,” followed by the Secretary’s signature and title of the office.
- v. All motions, whether carried or not, and the cote on the motion should be recorded. The names of the makers of the motions and the people who second them should be included.
  - i. A motion should be recorded “Upon motion made by (name of maker of motion), and dully seconded by (name of person who seconds motion), it was voted that (wording of motion).
  - ii. Record of the vote should include the tally of votes or result of a yeah or nay vote.



- x. Shall work with Membership Committee Chair to maintain a membership list and email database.
- xi. Send promptly list of all memberships received to the National Office; to secure from the Treasurer and forward to the National Office that portion of the fees being to the National Office. It shall be completed in 15 days and membership list should be duplicated. One copy belonging to the Chapter file and one sent to the National Office.

#### **WEB MASTER**

- i. Shall update the web page information.
- ii. Shall work with Public Relations to update social network pages.
- iii. Shall enter information on to the University Events web page.
- iv. Shall be responsible for the monthly upkeep of the Registered Student Organization web site with approval of the Executive Committee.

#### **PUBLIC RELATIONS:**

- i. Shall make posters, flyers, brochures or any other form of notice telling the public of events.
- ii. Shall submit press releases to the appropriate media.
- iii. Shall work in conjunction with all other Officers and Committee Chairs when gathering important information for weekly newsletters.
- iv. Shall complete newsletters and have them reviewed by the President before forwarding to the Secretary for distribution on Sunday night.
- v. Shall work with secretary to send out notice of meetings and events.

#### **HISTORIAN**

- i. Shall know the history of the history of the national organization and the history of our collegiate chapter.
- ii. Shall record and/or photograph all events and keep a digital record of all events.

### **Article V: Executive Committees**

The standing committees of the College Chapter shall be the committees of Membership, Finance, Press and Publicity, Education, Political Action and Health.

#### **Finance**

- i. The Finance Committee which shall consist of the President, Treasurer and at least one other member.
- ii. Shall study the financial needs of the Chapter and shall be responsible for drafting an adequate Annual Budget.
- iii. Shall initiate fundraising projects for special local and national purposes within the scope of the Chapter programs and shall work with other committees.

#### **Press and Publicity**

- i. To secure publicity in the local press for the Chapter
- ii. To publicize by means of posters, etc., the meetings and activities of the Chapter.
- iii. It shall be understood that no press releases may be made without the consent of the President of the Chapter.



## **Membership**

- i. Work with the Treasurer to collect and track new membership and dues.
- ii. Work with President to meet membership goal set at the beginning of each semester by executing membership 2 drives each semester
- iii. Execute an end of the semester year each fall and spring semesters
- iv. Plan member only fellowship events and outings.

## **Community Service**

- i. Plan and execute community service opportunities each semester for members and non-members.
- ii. Work with Public Relations and Secretary to ensure that College Chapter members are aware of community service opportunities around the campus and community.

## **Political Action**

- i. Shall increase registration and voting by hosting registration drives; must host at least one each semester.
- ii. Shall encourage and promote voter-education and awareness effectively.
- iii. Shall work for the enactment of municipal, state and federal legislation designed to improve the educational, political and economic status of minority groups.
- iv. Shall be non-partisan and shall not endorse candidates for public office.

## **Health**

- i. Work to promote, protect and maintain the health of African Americans.
- ii. Shall assess the health needs of the community.
- iii. Shall advocate for equal access to health education, care, treatment, and research for all Americans.
- iv. Sponsors health-related activities such as health forums, fairs, and workshops highlighting issues of importance to people of color
- v. Support health initiative of the Association.

## **Article VI: ELECTIONS**

**Organization Meeting (New College Chapter):** The officers and members of the Executive Committee elected at the organizational meeting shall hold office until their successors are elected and qualify, unless removed for dereliction of duty.

### **Annual Meeting:**

1. Elections will be held at end of spring at this Annual Meeting
2. Elected officers shall hold office for one academic year
3. All due paying matriculating undergraduate students shall be entitled to vote at the Annual Meeting and to be elected to office



i. Thereafter all members who are in good standing by noon of the day of any Annual meeting of the College Chapter shall be entitled and to be elected to office.

**Election meeting:** The College Chapter election of officers meeting and the College Chapter Annual Meeting shall be the same.

1. The names of the various candidates for the office shall be clearly announced or posted in a place visible to all present at the election meeting.
2. Each candidate should be voted on by secret ballot.
3. Secretary will record the votes and report the new members at the following General body meeting.
4. Officers are elected by the simple majority vote of the present general body.

**Notice of the new officers:** The following General meeting the new officers will be announced before majority of chapter members.

**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 office of the College Chapter vacant and order a new election. Notice of removal shall be sent to the President, Secretary, Treasurer and Advisor 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. Upon notice, 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.

## **Article VII: MEETINGS**

**The day and times NAACP general membership shall be decided by the current executive board**

- i. All officers must be present at the meeting..

**The Executive Officer meeting times and day shall be decided by the current executive board.**

**The Executive Officers must meet with the NAACP College Chapter Advisor once a month.**

**Meeting shall run in such order**

- i. Call of order stated by the President
- ii. Reading and Approval of the minutes
- iii. Statement of Treasurer
- iv. Correspondence
- v. Reports and their Disposal
- vi. Old Business
- vii. New Business
- viii. Announcements



- ix. Program(s)
- x. Adjournment

### **PROCEDURES FOR DECISION-MAKING:**

#### Motions

- a. The person proposing the motion must take the floor.
- b. Make the motion.
- c. Second the motion is needed.
- d. The motion will be stated by the President.
- e. The general membership will discuss the motion.
- f. Vote: Majority or Aye or Nay by general members.
- g. Announce of the Vote by the Secretary.

#### Types of Motion allowed

- i. Main motions that bring specific pieces of business to the floor for a vote.
- ii. Privileged motions are emergency motions of such urgency that they are entitled to immediate consideration.
- iii. Subsidiary motions are applied to a main motion that alters the motion.
- iv. Incidental motions appear only incidentally out of the business before the assembly such as to appeal or suspend rules.

### **Article VIII: BY-LAWS**

With the written approval of the National Board of Directors previously obtained, this College Chapter may adopt or amend By-Laws not inconsistent with the National NAACP College Chapter constitution, the Branch Constitution, or the Constitution of the Association.

- i. Notice in writing is need for a propose amendment.
- ii. Shall be given to all members at least seven days prior to the meeting at which the same is to be acted upon.
- iii. The proposed amendment shall be approved at two successive general membership meetings of the College Chapter.

**Amendments and ratification:** This constitution may be amended and ratified by a two-thirds vote by the general membership.

### **Article IX: SELECTION OF ADVISOR**

- a. There shall be an Advisor for this Chapter, in accordance with the rules of the college and student government regulations relating thereto.
- b. Must be full-time employee of the University of Georgia.
- c. Must be appointed by the Office of Multicultural Services and Programs.

**DISBURSAL OF ORGANIZATIONAL ASSETS SHOULD THE GROUP BECOME DEFUNCT:** The University of Georgia shall inherit the assets of any Registration Student Organization should the group become defunct.



## **QUORUM**

- a. The minimum number of members that must be present at a meeting in order to proceed with Chapter business must no less than 1/3 of the general membership
- b. The quorum of the Executive Committee shall be all officers.