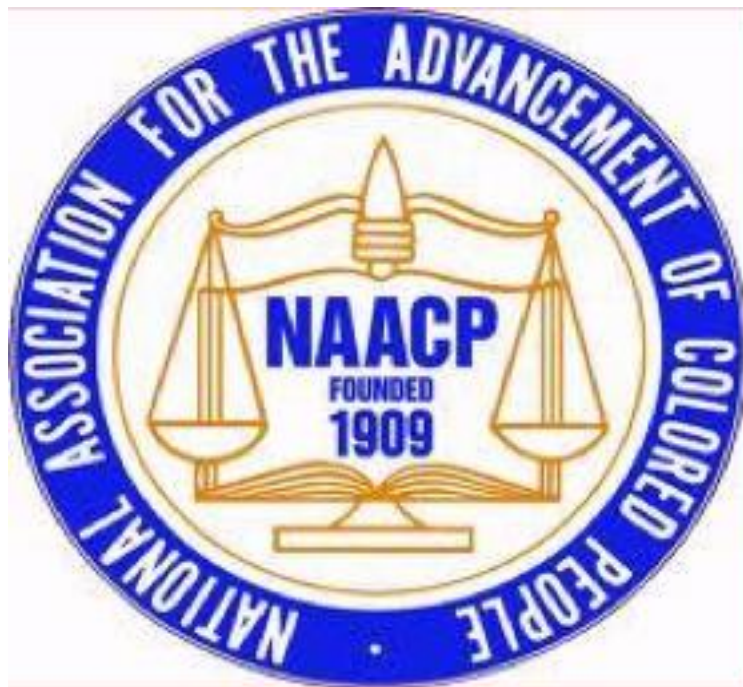


**NATIONAL ASSOCIATION FOR THE ADVANCEMENT OF COLORED
PEOPLE**

**AURORA COLORADO BRANCH
UNIT # 4107**

BYLAWS

JUNE 2019



**AURORA COLORADO BRANCH NATIONAL ASSOCIATION
FOR THE ADVANCEMENT OF COLORED PEOPLE**

Bylaws

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**BYLAWS OF THE AURORA BRANCH OF THE
NATIONAL ASSOCIATION FOR THE ADVANCEMENT OF COLORED PEOPLE**

ARTICLE I NAME AND JURISDICTION

SECTION 1 – NAME

The name of this organization shall be the Aurora Branch of the National Association for the Advancement of Colored People.

SECTION 2 – JURISDICTION

The Branch shall be a Constituent and subordinate unit of the National Association and the State Area Conference, subject to the general authority and jurisdiction of the Board of Directors of the Association.

SECTION 3 - BRANCH AND YOUTH

The Aurora Branch Youth Unit and The Aurora Branch have coordinate status within the Association's framework. While each affiliate has an independent status from the other, it is expected that their programs will be coordinated and the Youth Unit and Branch will work in full cooperation to accomplish the aims and objectives of the Association subject to the general authority of the Board of Directors.

ARTICLE II OBJECTIVES

SECTION 1 - PURPOSE

The purpose of the Aurora Branch is to support the policies of the Association as described in Article II of the Constitution and to support the National Office by, among other means, sharing fundraising dollars and providing financial support.

SECTION 2 - OBJECTIVE

To improve the political, educational, social, and economic status of African- Americans and other racial and ethnic minorities; to eliminate racial prejudice; to keep the public aware of the adverse effects of discrimination; and to take lawful action to secure the elimination of racial discrimination, to seek legislation and policies at the local level, or at other levels if requested by the State/State-Area Conference or National Office, which advance the programs and policies of the Association; and to oppose legislation and policies which are adverse to the programs and policies of the Association consistent with the efforts of the national organization and in conformity with the Articles of Incorporation of the Association, its Constitution and Bylaws, and as directed by the Board of Directors.

SECTION 3 – METHOD

The methods used to obtain the Association's objectives shall be direct action, litigation, legislation and political action.

A. Direct Action

Examples. Direct action includes agitation, demonstrations, marches, picketing, boycotts, economic sanctions and other appropriate action.

Authority. Branches are encouraged to follow an independent course of action set out by the branch's membership as long as it is consistent with the Association's policies and objectives. However, no branch shall initiate, endorse or participate in direct action on behalf of the Association, or any Unit of the Association, without the express written authorization of the President and CEO and General Counsel.

Direct Action Approval Procedure. Any Unit of the Association seeking to initiate, endorse or participate in direct action as described above shall seek prior, timely authorization in writing from the President and CEO and General Counsel. Units must submit requests for approval within 15 business days before the date of proposed action. The President and CEO shall respond within 10 business days after receipt of said request. The President and CEO and General Counsel, at their discretion and in accordance with the objectives of the Association, shall communicate approval, or disapproval of said proposed direct action in writing to the Unit.

B. Litigation

Litigation Authority. No Unit of the Association shall have authority to initiate, endorse or participate in legal action, including, but not limited to, pre-suit discussions, negotiations, court litigation, or post-suit matters on behalf of or in the name of the Association, or any Unit of the Association, without the express written authorization of the President and CEO and General Counsel.

Litigation Approval Procedure. Any Unit of the Association seeking to initiate, endorse or participate in legal action as described above shall seek prior, timely authorization in writing from the President and CEO and General Counsel. After reasonable opportunity to evaluate said proposed legal action, the President and CEO and General Counsel, at his or her discretion and in accordance with the objectives of the Association, shall communicate their approval, or disapproval of said proposed legal action in writing to the Unit.

C. Legislation

No Unit of the Association shall support any legislation or policy that is contrary to the official position of the Association adopted by the Board of Directors.

Authority. No Unit of the Association shall initiate, endorse or participate in the passage of federal legislation, including, but not limited to, bills, statutes, regulations or resolutions on behalf of the Association, or any Unit of the Association, without the express written authorization of the President and CEO.

Legislation Approval Procedure. Any Unit of the Association seeking to initiate, endorse or participate in the passage of federal legislation as described above shall seek prior, timely

authorization in writing from the President and CEO. After reasonable opportunity to evaluate said proposed federal legislation, the President and CEO, at his or her discretion and in accordance with the objectives of the Association, shall communicate their approval, or disapproval of said proposed federal legislation in writing to the Unit.

D. Political Action

All Units of the Association are expected to: increase registration and voting; work for the enactment of municipal, state and federal legislation designed to improve the educational, political and economic status of minority groups; work to repeal racially discriminatory legislation; improve the administration of justice; secure equal enforcement of the law; and keep the National Office and the Branch informed of all proposed legislation which affects minority groups. All political action shall be non-partisan and shall not endorse candidates for public office.

SECTION 4 - COALITION/AFFILIATION WITH OTHER ORGANIZATIONS

A. Authority

Units of the NAACP may affiliate and cooperate with other groups, organizations or coalitions when there is an incentive and purpose of affiliation and/or cooperation on specific issues, which are in accord with the program and policies of the Association. Prior written permission for such affiliation and/or cooperation by Units must be granted by the President and CEO.

B. Approval Procedure for Joining Coalitions

Any Unit of the Association seeking to join a coalition shall seek prior, timely authorization in writing from the President and CEO. Units must submit requests for approval within 15 business days before joining the proposed coalition. The President and CEO shall respond within 10 business days after receipt of said request. The President and CEO, at his or her discretion and in accordance with the objectives of the Association, shall communicate approval or disapproval of said proposed coalition in writing to the Unit.

ARTICLE III ORGANIZATIONAL STRUCTURE

SECTION 1. UNIT STATUS

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

SECTION 2 CHARTER

A. Charter Authority.

The Board of Directors shall establish Units, including State/State-Area Conferences, Branches, Prison Branches, - College Chapters, Youth Councils, High School Chapters, Junior Youth Councils, Authorized Committees, and such other subsidiaries of the Association in such places and under such conditions as it sees fit. Each of the above shall be administered under a charter granted to it by the Board of Directors and in accordance with the Constitution and Bylaws for Units authorized by said Board of Directors.

B. Charter Eligibility Criteria for Branches.

In any jurisdiction where there is no existing Branch, application shall be made to the National Office for a Branch charter in conjunction with procedures established by the Board of Directors. Prospective Branches must be comprised of no fewer than one hundred (100) adult members. The jurisdictional boundaries of a prospective Branch shall not conflict with the boundaries of any existing Branch.

SECTION 3 - ASSESSMENTS

A. National assessments shall be paid to the National Office within 90 calendar days before the annual National Convention.

B. Fundraising assessments shall be 25% to National and 75% to the Branch, except for ACT-SO and Back to school/Stay In School programs. Exceptions are if the Branch increases its membership by 35% from January 1 of a year to December 31 of that same year, the percent shall be 15%. Youth Unit assessments shall be paid into the State/State-Area Conference Youth and College Division Treasury.

C. Within 45 days after an event, the Branch shall submit a financial report on fundraising activities to the Branch and National.

D. The National Office will provide a per capita membership match for State/State- Area Conferences at the rate of 25¢ per member of each Unit thereof.

SECTION 4 – REAL PROPERTY/INTELLECTUAL PROPERTY

A. Real Property

Units may not own real property. No unit, entity or affiliate may own or maintain or acquire any equitable interest in real property. Notwithstanding the foregoing, the NAACP, Inc., may, at the discretion of the Board of Directors and in accordance with the principles, aims and purposes of the Association, hold and/or own real property for the use and benefit of a particular unit. Any real property shall be owned in the name of NAACP, Inc., and in appropriate instances be held under circumstances approved by the Board of Directors.

B. Intellectual Property/NAACP Trademarks

NAACP Trademarks. Personal use of the NAACP Trademark is prohibited. No Unit or member may use the NAACP name or any of its trademarks in conjunction with any person or entity on any product, without the express written authorization of the President and CEO.

NAACP Logo and Letterhead. Personal use of the NAACP logo and letterhead is prohibited. No member shall use the NAACP logo or letterhead in conjunction with any entity; on any product, without express written authorization of the President and CEO.

ARTICLE IV - MEMBERSHIP

SECTION 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.

SECTION 2 - EFFECTIVE DATE OF MEMBERSHIPS

The effective date of Membership in a Branch, Youth Unit or Authorized Committee is the date membership payment is received by the aforementioned Unit either at a meeting of the General Membership or of the Executive Committee of the Unit; by the Unit Secretary; or by the Unit office, if there is one. In the event the National Office receives a membership fee from an individual who has indicated a desire to affiliate with a specific Unit, the National Office will notify said Unit that the membership fee has been received and, at the same time, transmit the Unit’s share of the membership fee to the Unit. In such a case, such membership shall be effective upon receipt by the Unit of its share of the membership fee from the National Office.

The minimum voting age for any member in good standing in Branch Elections shall be seventeen (17) years of age. Said member may vote in the Branch Election if he/she has paid the Regular Adult membership fee to the Branch

SECTION 3 – MEMBERSHIP IN THE STATE/STATE-AREA CONFERENCE

All Units in the State/State-Area Conference’s jurisdiction are automatically members of the State/State-Area Conference, and are required to pay annually the prescribed assessment fee established by the Legislative Session of the State/State-Area Conference and approved by the Board of Directors. In order to be a Unit in good standing of the State/State-Area Conference, a Unit shall have paid its yearly assessment fee to the State/State-Area Conference and the per capita tax on each membership sent to the Association, and shall have at least fifty adult (50)

adult members in good standing of a Branch; at least twenty-five (25) members of a Prison Branch; and at least twenty-five (25) of a Young Adult Council, College Chapter, Youth Council, High School Chapter, Junior Youth Council; and at least seven members of an Authorized Committee, at least sixty (60) days prior to any meeting of said Conference. All Units must be in good standing; pay all annual assessments; and, file all annual year-end reports as required by the Association to participate in meetings of the Conference. Only members of Units in good standing as defined above are members of the State/State- Area Conference. There shall be a Youth and College Division of the State/State-Area Conference. It shall be comprised of the Youth Units and they shall be governed by the Constitution and these bylaws.

SECTION 4 – MEMBERSHIP IN THE BRANCH

Any person who is a permanent resident or who works within a Branch’s jurisdiction may become a member of said Branch, providing they have paid the annual requisite Regular Adult Membership fee.

Members of the Association in good standing where Branches are being formed, or who establish permanent residence within the jurisdiction of an existing branch, or who work within the jurisdiction of an existing Branch, may affiliate with the local Branch and be entitled to vote upon presenting satisfactory evidence of their membership. They shall not be assessed annual membership fees by the Branch until the expiration of the annual membership for which they have paid.

Members of the Association shall affiliate and vote with only one Unit at a time.

SECTION 5 – DUES AND ASSESSMENTS

The National Office and Units of the Association shall share in all membership dues as hereinafter provided.

The Unit shall remit to the treasury of the National Association, the National Office’s share of all membership fees within 15 calendar days of their receipt, in the following proportions, and may retain the balance in its treasury for local purposes:

1. **REGULAR ADULT MEMBERSHIP.** For persons twenty-one (21) years of age and over - thirty dollars (\$30.00): to NAACP National Office eighteen dollars and ten cents (\$18.10) (includes State/State-Area Conference tax); and to local treasury eleven dollars and ninety cents (\$11.90).
2. **YOUTH MEMBERSHIP WITH *CRISIS*.** For persons twenty (20) years of age and under - fifteen dollars (\$15.00): to National Office ten dollars and twenty cents (\$10.20) (includes State/State-Area Conference tax); and to local treasury four dollars and eighty cents (\$4.80).
3. **YOUTH MEMBERSHIP WITHOUT *CRISIS*** - For persons seventeen (17) years of age and under - ten dollars (\$10.00): to National Office seven dollars (\$7.00) (includes State/State-Area Conference tax); and to local treasury three dollars (\$3.00).

4. PRISON MEMBERSHIP WITH *CRISIS* - For persons who are incarcerated - twelve dollars (\$12.00): to National Office seven dollars and twenty cents (\$7.20) (includes State/State-Area Conference tax); and to local treasury four dollars and eighty cents (\$4.80).
5. WOMEN IN THE NAACP (WIN) - For women who are paid members of the NAACP - ten dollars (\$10.00): to National Office five dollars (\$5.00) (includes State/State-Area Conference tax); and to local treasury five dollars (\$5.00).
6. CORPORATE MEMBERSHIP - \$5,000.00 shall be divided as follows: three- fifths (3/5) or (\$3,000.00) to the National Office; two-fifths (2/5) or (\$2,000.00) to the State/State Area Conference, Branch or other Unit, provided the Annual Corporate Membership is solicited through the State/State Area Conference, Branch or other Unit. This membership level would not have voting privileges in State/State Area Conference and other units.
7. LIFE MEMBERSHIPS -
 - Junior Life Membership—one hundred dollars (\$100.00), for children thirteen (13) years of age and under, shall be divided as follows: three- fifths (3/5) or (\$60.00) to the National Office; two-fifths (2/5) or (\$40.00) to the Branch, provided the Junior Life Membership is solicited through the Branch or other Unit.
 - Bronze Life Membership – four hundred dollars (\$400.00), for youth fourteen (14) to twenty (20) years of ages shall be divided as follows: three-fifths (3/5) or (\$240.00) to the National Office, two-fifths (2/5) or (\$160.00) to the Branch, provided the Bronze Life Membership is solicited through the Branch or other Unit.
 - Silver Life Membership – seven hundred fifty dollars (\$750.00) shall be divided as follows: three-fifths (3/5) or \$450 to the National Office, two- fifths (2/5) or \$300 to the Branch provided the Silver Life Membership is solicited through the Branch or other Unit.
 - Gold Life Membership - one thousand-five hundred dollars (\$1,500.00) shall be divided as follows: three-fifths (3/5) or (\$900.00) to the National Office; two-fifths (2/5) or (\$600.00) to the Branch, provided the Gold Life Membership is solicited through the Branch or other Unit. Gold Life Membership shall be available only to holders of fully paid Silver Life Memberships of the NAACP.
 - Diamond Life Membership – two thousand-five hundred dollars (\$2,500.00) shall be divided as follows: three-fifths (3/5) or (\$1,500.00) to the National Office; two-fifths (\$1,000) to the Branch, provided the Diamond Life Membership is solicited through the Branch or other Unit. Diamond Life Membership shall be available only to holders of fully paid Gold Life Memberships of the NAACP.
 - Subscribing Life Membership – shall be divided by the three-fifths/two- fifths formula stated above. Annual minimum payments shall be 10% over a period of ten years.

ARTICLE V GOVERNANCE

SECTION 1 – GENERAL MEMBERSHIP

Aurora Colorado Branch of the National Association For The Advancement Of Colored People

- A. Regular Meetings. Regular membership meetings of Branches and Youth Units shall be held at least once a month, and there may be such other public or special meetings as may be required. Regular meetings shall be held on a fixed day or date of each month.
- B. Regular meetings of the State/State-Area Conference shall be held on a fixed day or date of each year;
- C. Executive Committee of the State/State-Area Conference. The Executive Committee shall meet at least once every quarter or as established in the approved Bylaws 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.

SECTION 2 – ANNUAL MEETING

- A. State/State-Area Conferences - 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.
- B. Branches. Each Branch shall hold an Annual Meeting in the month of December to receive and act upon Annual reports from the Officers/Chairpersons of Standing Committees and to vote for members of the Board of Directors and may install those Officers and Executive Committee Members elected at the Biennial Election.
- C. Youth Councils. Each Youth Council shall hold an Annual Election Meeting which may coincide with the regular meeting of the Youth Council and shall be held between March 1 and April 15, unless the date of the meeting is changed with the written approval of the National Office.
- D. Authorized Committees. Each Authorized Committee shall hold an Annual Meeting in the month of December to receive and act upon Annual reports from the Officers/Chairmen of Standing Committees and to vote for members of the Board of Directors and may install those Officers and Executive Committee Members elected at the Biennial Election.

SECTION 3 – NOTICE OF MEETINGS

- A. State/State-Area Conferences. 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 member Unit in good standing.
- B. Branches, Youth Councils, High School Chapters, Junior Youth Councils and Authorized Committees. Written notice shall be provided a minimum of 30 days prior to the time and

place of the Annual Meeting to each member in good standing in writing, or published in some local newspaper of general circulation. In event of a major holiday or event, any regular meeting date may be changed by the President or Executive Committee by notifying all members of the Executive Committee and Branch.

SECTION 4 – SPECIAL MEETINGS

Special Meetings may be called at any time and place and on three days written notice to all members by the President, or by any three members of the Executive Committee; or by any ten members of the Unit by signed declaration to the Secretary, who in turn must call the meeting. The notice must state the purpose for which the meeting is called.

SECTION 5 – EXECUTIVE COMMITTEE MEETINGS

The Executive Committee shall meet at least once a month at such times and places as it may determine. Special Committee meetings may be called by the President, Secretary or by two members of the Committee on two days written notice. The notice must state the purpose for which the meeting is called. A quorum of the Executive Committee shall be one third of the Executive Committee members.

SECTION 6 – STANDING COMMITTEES MEETINGS

The Standing Committees shall meet regularly once a month at places they may determine. They shall inform the President of the time and place of each meeting. Special meetings may be called by the Chairperson or by two members on two days written notice.

SECTION 7 – QUORUM FOR REGULAR, SPECIAL OR COMMITTEE MEETINGS

- A. Aurora Branch and Authorized Committees. The number of members necessary to constitute a quorum at all meetings shall be twenty-five percent (25%) of the total number of paid members.
- B. College Chapters, Youth Councils, High School Chapters and Junior Youth Councils. The number of members necessary to constitute a quorum at all meetings shall be twenty-five percent (25%) of the total number of paid members.

SECTION 8 - 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 Branch:

- A. Ascertainment of members present
- B. Reading of minutes of previous meeting
- C. Reports of Officers
- D. Reports of Committees

- E. Elections
- F. Unfinished Business
- G. New Business

In the event that the provisions herein do not address a specific procedural question, the latest edition of Robert's Rules of Order shall apply. Nonetheless, mere good faith failure to adhere to such rules may not constitute grounds for removal or suspension pursuant to Article X.

SECTION 9 – FISCAL BUSINESS YEAR

The fiscal and business year of all Units shall begin on January 1 and end December 31.

- A. Unit Bookkeeping System
The Unit must use the uniform bookkeeping system provided by the National Office.
- B. Audits
The books of the Unit shall be audited annually by an auditing system acceptable to the National Office.

ARTICLE VI OFFICERS OF BRANCH

SECTION 1 – OFFICERS AND STAFF

1. The elective officers of the NAACP Units shall be: President, First Vice President, Second Vice President, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer and additional officers as the NAACP Unit may prescribe pursuant to local Bylaws.
2. *Staff and Executive Directors.* Units may employ Staff and/or Executive Directors where budgets of Units warrant such employment, upon terms and conditions approved by the President and CEO.
3. *Restrictions.* Executive Directors or other staff shall not be members of the Executive Committee of the Unit.

SECTION 2 - ELIGIBILITY

1. *State/State-Area Conferences.* Only members in good standing of the Branch in good standing within the jurisdiction of the State/State-Area Conference shall be eligible to run for office in the State/State-Area Conference. For the purpose of running for office, a member in good standing is one whose name appears on the role of a Branch in good standing within the jurisdiction of the State/State-Area Conference by December 15 of the year prior to the State/State-Area Conference election. For the purpose of running for office, a person must be a member of Branch in good standing within the State/State-Area Conference as defined in Article IV, Section 3 of these Bylaws.

2. *Branch.* Only members in good standing shall be eligible to run for office or vote in a Branch election. For the purpose of running for office, a member in good standing is one whose name appears on the role of the Branch as a bona fide member of the Branch by April 1 of the election year and who lives and/or works within the Branch jurisdiction. For the purpose of being elected to the Nominating Committee or the Election Supervisory Committee, signing a nominating petition or voting in Branch elections, a member in good standing is one who has been a bona fide member of the Branch for at least 30 calendar days prior to the date the election is held or the nominating petition is filed. For all other purposes, a member in good standing is one who has paid the requisite minimum membership fee to the Branch.
3. *Term of Office. State/State-Area Conference.* 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 the election and shall end on the date that their successors are elected and qualify.
4. *Branch Elections.* Branch. All officers and elected members of the Executive Committee shall be elected by secret ballot for a two-year term and shall serve until their successor is elected and qualified. The term for officers shall begin on January 1 following the election. All minutes and other official records are the property of the Branch and shall be promptly transferred to the newly elected and qualified officers within 30 days after the election. Non-compliance with terms herein shall be considered conduct that is inimical to the best interests of the NAACP, meriting disciplinary action pursuant to Article X.
5. *Youth Council.* All officers and elected members of the Executive Committee shall be elected by secret ballot and shall hold office for one year or until their successors are elected and qualified. The term for officers shall begin on the date of their election. All minutes and other official records are the property of the Youth Unit and shall be promptly transferred to the newly elected and qualified officers within 30 days after the election. Non-compliance with terms herein shall be considered conduct that is inimical to the best interests of the NAACP, meriting disciplinary action pursuant to Article X.
6. *Authorized Committee.* All officers and elected members of the Executive Committee shall be elected by secret ballot and shall hold office for two years or until their successors are elected and qualified. The term for officers shall begin on the date of their election. All official records shall be transferred to the newly elected and qualified officers within 30 days.

ARTICLE VII DUTIES OF OFFICERS OF UNITS

SECTION 1 – PRESIDENT DUTIES

The duties of the President shall be:

1. To preside at meetings of the NAACP Unit and act as Chair of the Executive Committee.
2. To appoint the Chair and members of all Committees not otherwise elected by the General Membership or the Executive Committee of the NAACP Unit; except the Chair of the Youth Work Committee of a Branch or State/State Area Conference.
3. Between meetings of the Executive Committee and the NAACP Unit, to exercise general executive authority on behalf of the NAACP Unit, subject to ratification by the Executive Committee.
4. To countersign all checks and properly supported requisitions for disbursements from the NAACP Unit Treasury.
5. To perform such other functions and exercise such further duties as may be voted from time to time by the NAACP Unit or the Executive Committee.
6. To be an ex-officio member of all committees except, in the case of State/State-Area Conferences, Branches and Prison Branches, the Nominating Committee and Election Supervisory Committee, and in the case of the State Youth and College Division, the Youth Nominating Committee.
7. To encourage and assist all Committees in the development of their programs and the performance of their duties.
8. To recommend, to the Executive Committee, the removal of any Chairperson of a Standing or Special Committees.

SECTION 2 – VICE PRESIDENT

The duties of the Vice President shall be:

1. 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.
2. 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.

SECTION 3 - SECRETARY

Aurora Colorado Branch of the National Association For The Advancement Of Colored People

The duties of the Secretary shall be:

1. To act as Secretary of the NAACP Branch 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 Unit and of the Executive Committee and record the same in a minute book or minute books, provided that, in NAACP Units employing paid staff, the responsibility of giving the membership required notice of meetings shall be discharged by said staff under the supervision of the Secretary.
2. To keep a record of all NAACP Branch members and their dues, provided that wherever paid staff is employed such duties shall be discharged by said staff under the supervision of the Secretary.
3. To give receipts for all membership fees received and to transmit such fees to the NAACP Branch Treasurer; to send promptly to the Association lists of all membership fees received; and to secure from the Treasurer and forward to the Association that portion of membership fees due to the Association.
4. To aid, coordinate and integrate the work of the several committees and divisions of the NAACP Unit, provided that wherever an Executive Director is employed such duties shall be discharged by said Executive Director.
5. To submit reports to the NAACP Unit and the Executive Committee at all regular meetings, or whenever required by either body, covering the status of the NAACP Unit and its activities since the date of the last report; to submit to the NAACP Unit at its annual meeting an annual report of the status and activities of the NAACP Unit, provided that, where an Executive Director is employed, such duties shall be discharged by said Executive Director. The Director shall forward a copy of all reports, when adopted by the NAACP Unit, to the Association.
6. 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 Unit, and to submit to the Association, whenever required by the Association, a report on NAACP Unit activities, provided that, wherever an Executive Director is employed, such duties shall be discharged by said Executive Director.
7. In conjunction with the President, to sign requisitions for disbursements from the NAACP Unit Treasury and to maintain a file of receipts and disbursements.
8. The Secretary shall be an ex-officio member of all committees except the Nominating Committee and the Election Supervisory Committee.
9. Youth Secretary shall submit to the Youth Unit at its Annual Meeting, an Annual Report on the status and activities of the Youth Council. A copy of all reports by

the Secretary, when adopted by the Youth Unit, shall be forwarded to President and CEO. Keep the President and CEO informed of all events affecting the interests of the Youth in the vicinity of the Youth Unit.

SECTION 4 - TREASURER

The duties of the Treasurer shall be:

1. To receive all monies of the NAACP Branch and promptly deposit the same in the name of the NAACP Branch 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.
2. To act as chief financial officer of the NAACP Branch and chair of the Finance Committee.
3. 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 one hundred dollars or more in the case of Branches, or twenty-five dollars or more in the case of College Chapters and Youth Councils, must be approved by the Executive Committee before a check therefore is issued. The NAACP Branch bylaws may require that requisitions in smaller amounts be approved by the Executive Committee.
4. To remit through the Secretary to the Association the proportion of membership fees to which the Association is entitled, as hereinafter provided, within fifteen calendar days after their receipt.
5. To submit reports to the NAACP Unit and the Executive Committee at all regular meetings, or whenever required by either body, covering the financial condition of the NAACP Unit 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 Unit, 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 Unit, shall be forwarded to the National Office.
6. All NAACP Branches shall require the Treasurer to be bonded at the expense of said Branch.

SECTION 5 – ASSISTANT SECRETARY/TREASURER

1. Assistant Secretary - 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.

2. Assistant Treasurer - 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.

SECTION 6 - EXECUTIVE DIRECTOR

The duties of the Executive Director shall be:

1. To give due notice of all meetings of the Branch as provided in Section 3 of this Article.
2. To keep a record of all Branch members and their dues as provided in Section 3 of this Article.
3. To send promptly to the National Office lists of all memberships received and to secure from the Treasurer and forward to the National Office that portion of the membership fees belonging to the National Office as provided in Article IV.
4. To aid, coordinate and integrate the work of the several committees and divisions of the Branch as provided in Section 3 of this Article. All the aforesaid duties listed in herein are to be performed in cooperation with the Secretary.
5. To manage the Branch office and paid staff; and to supervise the annual membership campaign.
6. To interview complaints; to act in the name of the Branch on behalf of complainants with valid grievances; to investigate in the name of the Branch any reported, alleged or suspected discrimination practices in any place of community life; to represent the Branch at meetings of other organizations approved by the Executive Committee; to lend Branch support in active cooperation with such other organizations as may be approved by the Executive Committee; to discharge such other duties as may arise in the execution of the office, or as may be assigned by the Executive Committee.
7. To submit reports of the activities of the General Membership and the Executive Committee at all regular meetings or whenever required by either body; to submit to the Branch at its annual meeting an annual report covering activities. A copy of all reports where adopted by the Branch shall be forwarded to the National Office.
8. To keep the President and CEO of the Association informed of all events affecting the interests of African-Americans and other racial and ethnic minorities in the vicinity of the Branch.
9. The Executive Director shall be responsible to the General Membership, to the Executive Committee; and between meetings of the General Membership and the Executive Committee to the President.

ARTICLE VIII COMMITTEES OF BRANCHES

SECTION 1 – EXECUTIVE COMMITTEE

- A. The Executive Committee of each Branch shall consist of the President, Vice Presidents (not to exceed three Vice Presidents) Secretary, Assistant Secretary, Treasurer, Assistant Treasurer, the Chairman of the Standing Committees of the Branch, and President of the Youth Unit in the same community.
- B. The Executive Committee shall have general control of the affairs and program of the Unit, subject to the authority of the Unit and the provisions of the Constitution and approved bylaws.
- C. The Executive Committee shall render a report, containing the reports of all standing and special committees, at the regular meetings of the Unit and whenever otherwise required.
- D. At its first meeting following the election, and at any time during the term of office, the Executive Committee shall approve the Unit President’s appointments of Chairpersons of the various Standing Committees as presented by the President.
- E. To create special committees as needs arise.
- F. To fill all vacancies in Unit offices and on the Executive Committee.
- G. To decide matters of Unit policy subject to endorsement by the Unit and in accordance with national policy.
- H. In the case of Branches, Executive Committees shall appoint, employ and enter into employment arrangements with employees of the Unit subject only to employment procedures and qualifications approved by the National Office.

SECTION 2 – EXECUTIVE COMMITTEE QUORUM

The quorum of the Executive Committee shall be not be less than one-third of the committee’s total membership.

SECTION 3 – STANDING COMMITTEES

The Standing Committees of the Branch shall be: ACT-SO, Armed Services & Veteran Affairs; Communications, Press & Publicity; Community Coordination; Criminal Justice; Economic Development; Education; Finance; Freedom Fund; Health; Housing; Labor & Industry; Legal Redress; Membership and Life Membership; Political Action; Prison Branch; Religious Affairs; Young Adult; Youth Works; and WIN

SECTION 4 – STANDING COMMITTEES DUTIES

The duties of the Standing Committees shall be:

- A. **Afro-Academic, Cultural, Technological and Scientific Olympics (ACT- SO):** The Committee on ACT-SO shall follow these rules: (1) must be properly registered annually with the National Office and follow all directives outlined by the National ACT-SO Program; (2) understand that it is a major project of the NAACP. With ACT-SO, the NAACP is providing an instrument through which African-American youth are encouraged and inspired toward excellence in academic and cultural pursuits while benefiting from the maximum support of their communities; (3) uphold its goal of ACT-SO that affords the same respect for African-American Scholastic and cultural achievement that is given to heroes; and (4) recognizing that ACT-SO conducts annual academic competitions for students in grades nine (9) through twelve (12) in NAACP Branches throughout the country in accordance with the published guidelines of the National Office and oversight of the National Director of ACT-SO Program.
- B. **Armed Services and Veterans' Affairs.** The Committee on Armed Services and Veterans' Affairs shall: (1) seek to establish a working relationship with those agencies in government, national, state and local, having the responsibility in the affairs of members of the various Armed Services and Veterans and to see that the programs to which they are responsible are administered fairly and justly to members of the minority community; (2) study conditions pertaining to veterans and members of the Military Service and their dependents and/or survivors in the community; (3) serve as a center of information on matters affecting the members of the Active Military, Reserves, State National Guard and Veterans; (4) maintain a repository of materials, information and forms to be used in assisting veterans and/or dependents of veterans and military personnel with their problems; (5) receive and act on all complaints relative to acts of discrimination on account of race, color, creed, or denial of benefits to which they are entitled because of discrimination; (6) prepare a quarterly report on committee activities to be submitted to the Executive Committee of the Unit and the National Director of Armed Services and Veterans Affairs.
- C. **Communications, Press and Publicity.** The Committee on Communications, Press and Publicity shall: (1) seek to promote media content consistent with fundamental NAACP goals which include the elimination of racial isolation and fear and the furtherance of multiracial and cultural understanding; (2) work to eliminate employment segregation and discrimination in those industries, [comprising the communications arts and sciences] (radio, telephone, television, motion pictures, newspapers, books, related computer communications, business, cable television); (3) seek to ensure Black minority ownership and control of print and electronic media — both hardware and software; (4) monitor local and national media, especially advertising performance; (5) provide the National Office with research and data on those local businesses engaged in communications arts and sciences; (6) seek to ensure that all people have a meaningful right to choose from and have access to a variety of high quality telecommunications goods and services at reasonable cost; (7) endeavor to secure publicity for the work of the Unit and the

Association in the local press and on radio, television and other media; (8) attempt to interest persons in charge of local news media on conditions affecting minority groups; (9) seek to counteract derogatory and erroneous statements in local news media about Blacks and other minority groups; (10) be responsible for forwarding to THE CRISIS items covering Unit activities and important local affairs; and (11) act as far as possible as an agency for the promotion and sale of THE CRISIS. No publicity shall be released without first being approved by the President of the Unit.

- D. **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.
- E. **Criminal Justice.** The Committee on Criminal Justice shall: (1) seek to eliminate harsh and unfair sentencing practices that are responsible for mass incarceration and racial disparities in the prison system, (2) support and seek to increase trust and public safety by advancing effective law enforcement practices, (3) fight for the restoration of the voting rights of formerly incarcerated people and the removal of barriers to employment, (4) elevate the voices of crime victim survivors in order to identify and advance systemic breakdowns existing in the criminal justice system that perpetuate crime, (5) resolve to end the war on drugs for its disproportionate collateral consequences harm communities of color, (6) seek the institution and availability of alternatives to incarceration including education, employment, and mental health services, (7) eliminate zero tolerance policies implemented in our schools which are keeping kids out of the classroom and putting them on a path from the schoolhouse to the jailhouse, (8) investigate programs implemented in our local law enforcement agencies which derail from their main purpose of safety and order to conduct the work of federal agencies for which they do not have the capacity, and (9) seek budget modifications in states where incarceration receives more funding than education.
- F. **Economic Development.** The Committee on Economic Development shall implement local efforts and support national programs to preserve and expand economic empowerment among African-Americans and other communities of color by: (1) researching and establishing relationships with private and public entities; (2) supporting the work of the National Office in monitoring the progress and activity of private and public entities designated by national programs; and (3) implementing local efforts to promote the growth of business ownership; (4) increasing employment and job creation; and (5) encouraging business development and home ownership.
- G. **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.

- H. **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.
- I. **Freedom Fund.** The Freedom Fund Committee shall plan and conduct fund-raising activities, entertainment and other projects, for local and national purposes within the scope of the Association's program. It shall work closely with the Finance Committee.
- J. **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.
- K. **Housing.** The Committee on Housing shall: (1) study housing conditions in the local community; (2) receive and seek to address complaints of discrimination; (3) oppose all restrictive practices whether public or private; and (4) disseminate information and render such other assistance which may eliminate discrimination in housing.
- L. **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 in industry and government, wage differentials based on race, unequal opportunities for training, promotion and unfair dismissals; (2) encouraging greater participation in the trade union movement; (3) working to end discriminatory practices in labor unions; (4) securing the enactment of state and federal fair employment practices legislation; and (5) working for improved opportunities in vocational and apprenticeship training.
- M. **Legal Redress.** The Legal Redress Committee shall: (1) investigate all cases reported to it; (2) supervise all litigation in which the Unit is interested; and (3) keep the National Office and the Branch informed on the progress of every case. It shall not give general legal advice.
- N. **Membership and Life 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.
- O. **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.

- P. **Prison Branch.** The Prison Branch Support Committee shall support the work of the Prison Branch in accordance with Article VIII, Section 6 (1- 11) by (1) working closely and directly with the members of their respective Prison Branch and the Regional Prison Coordinator; (2) maintain contacts with, and report regularly to the Regional Coordinators; (3) build, cultivate and maintain positive relationships between prison officials, Prison Branch members and members within the local Branch; and (4) solicit community organizations and business to establish a volunteer bank (teachers, writers, poets, businessmen, ministers, lawyers, policemen, judges, government officials, politicians and media personnel) to assist the Prison Branch in carrying out its programs.
- Q. **Religious Affairs.** The Religious Affairs Committee shall include ministerial and lay religious leaders who are members of the Unit. It shall: (1) promote an educational program designed to give moral and ethical interpretation to the civil rights struggle; (2) interpret the work of the Association to organized religious groups of all faiths; (3) enlist the support of such organized religious groups for membership, fundraising, and the struggle for equality and full civil rights; and (4) provide resource assistance for religious education and social action activities, associated with the improvement of race relations.
- R. **Young Adult.** The Committee on Young Adult shall consist of Branch members twenty-one (21) – forty (40) years of age. It shall be the function of the Committee to: (1) support all branch activities; (2) stimulate interest through advocacy training and solicit membership of twenty-one (21) – forty (40) years of age; (3) create a mentorship program (Branch to Young Adults and Young Adults to Youth Units) to serve as a support bridge from Youth and College to Branch participation; (4) provide networking and social opportunities for young adults in the local community; and (5) encourage the participation of young adults in all activities and leadership within the Branch.
- S. **Youth Works.** The Committee on Youth Work for State/State-Area Conferences shall consist of all Youth Unit Advisors and Youth Unit Presidents in the state, and five (5) persons appointed by the State/State- Area Conference President. The Committee on Youth Work for Branches shall consist of the Youth Unit Advisor(s), and Youth Unit President(s) in the same community, and five (5) persons appointed by the Branch President. The Youth Unit Advisors and the Youth Unit Presidents shall choose the chair of the Committee. The Youth Work Committee shall develop and coordinate the programs of the Branch(s) and Youth Units. The Branch Committee on Youth Work shall turn the names, addresses and membership dues of youth solicited by the Branch over to the appropriate National Office recognized youth group, if any, in their community. The Youth Work Committee shall monitor the youth membership in the Branch. If there is no local youth unit recognized by the National Office, the Committee

shall recommend the Branch apply to the National Office for a Youth Charter and organize the appropriate youth group.

- T. **Women in the NAACP (WIN).** State/State-Area Conferences, Branches, Prison Branches of the Association may organize Women in NAACP (WIN) committees subject to the control of the Executive Committee and to such rules and regulations as the Board of Directors may enact. WIN committees shall consist of a Chairperson and/or Co-Chairperson and at least three (3) other members. WIN shall address within the framework of the NAACP, civil rights issues affecting women and children and shall carry out other civil and cultural activities to enhance membership and provide financial support to the Branch. The purpose of WIN is (1) to enhance the leadership role of women; (2) to serve as an advocacy vehicle to address the social, economic, political, educational, health and welfare issues affecting women; (3) to advocate for the emotional, mental, physical and spiritual development of children and (4) to support the policies as well as the on-going mission and vision of the NAACP.

All Standing Committees must have at least three (3) appointed members. They shall report in writing each month to the Executive Committee at its regular meetings.

Members of the Executive Committee and of the several standing committees of 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.

SECTION 5 – REMOVAL OF COMMITTEES OR MEMBERS OF COMMITTEES

- 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 except in cases when the General Meeting and the Executive Committee meeting are held on the same day those occurrences shall be

counted as one missed meeting, 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

SECTION 1 – MEMBERS IN GOOD STANDING

- A. **Members in Good Standing.** Members in good standing shall be eligible to run for office or vote in a Branch election. For the purpose of running for office, a member in good standing is one whose name appears on the role of the Branch as a bona fide member of the Branch by April 1 of the election year and who lives and/or works within the Branch jurisdiction. For the purpose of being elected to the Nominating Committee or the Election Supervisory Committee, signing a nominating petition or voting in Branch elections, a member in good standing is one who has been a bona fide member of the Branch for at least (30) thirty days prior to the date the election is held or the nominating petition is filed. For all other purposes, a member in good standing is one who has paid the requisite minimum membership fee to the Branch at least (30) thirty days prior to the date the election is held or the nominating petition is filed. For all other purposes, a member in good standing is one who has paid the requisite minimum membership fee to the Branch.

- B. **Youth Voting in Branch Elections.** The minimum voting age for any member in good standing in Branch elections shall be seventeen (17) years of age. Should a member of the Branch be seventeen (17) years of age, but under twenty-one (21) years of age, that member may vote in the Branch election if he/she has paid the minimum adult membership fee to the Branch.

- C. **Life Members, Subscribing Life Members and Members-At-Large.** In order to run for Branch office unaffiliated Life Members and Members- At-Large must be actively affiliated with the Branch by April 1 of the election year. In order to run for State/State-Area Conference office unaffiliated Life Members and Members-At-Large must be actively affiliated with a Unit in good standing within the Conference by December 15 of the year prior to the election year. In order to vote in a Branch or Conference election, unaffiliated Life Members and Members- At-Large must be actively affiliated with a Unit in good standing within the Conference at least thirty (30) days prior to any meeting at which they are nominated for office or seek to vote. The term “affiliated” means that the individual must have requested, in writing, that his membership be transferred to the Branch. The request may be made through the Branch or directly to the National Office. The National Office must notify the Branch in writing within thirty (30) days of receiving notification.

- D. Tellers. Presidential candidates shall have the right to appoint an equal number of tellers. The tellers thus appointed, shall elect a chief teller, who shall organize the tabulating of the ballots.
1. Election Controversy. In the event of election controversy, all parties thereto shall submit any written complaint(s) to the National Office through the President and CEO. Said complaint(s) must be postmarked no later than five (5) calendar days following the date of the election in question. In Branches with memberships up to 1000, such complaints must be signed by at least twenty-five (25) members of the Branch in good standing. In Branches with memberships exceeding 1000, such complaints must be signed by at least fifty (50) members of the Branch in good standing.
 2. 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.
 3. 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 Chairman of the Committee on Membership and Units of the Board of Directors, who will designate a Hearing Panel.
 4. Pending resolution of the dispute, the officers whose terms were to have expired with the new election, will continue to function.
 5. Authority of the National Office. The National Office shall have authority to intervene at any time during the three-month period leading up to the Branch election. Such authority includes suspending the process and instituting corrective action to ensure that the rights of all members are protected.
- E. Electing Board of Directors - The list of candidates for the Board of Directors is mailed out to the Branch of the Association by not later than November 1st of each year in accordance with procedures established by the Board of Directors in the NAACP Annual Elections Procedure Manual. The names of the Board of Directors Candidates shall be placed on an election ballot to be voted upon by members of the Branch at the Annual Meeting of the Unit.

SECTION 2 – TERM OF OFFICE

- A. All officers and elected members of the Executive Committee shall be elected by secret ballot for a two-year term ending December 31. The term of each elected officer shall begin on January 1, of each odd numbered year.

- B. The officers and members of the Executive Committee elected at the Organizations meeting of the Branch shall hold office until their successors are elected and qualified, unless removed for dereliction of duty.
- C. In case of a vacancy in an elected office of the Executive Committee, the Branch President shall appoint a successor subject to ratification by the Executive Committee who shall serve for the portion of the term, or in the case of disability ceases.

SECTION 3 – ELIGIBLE VOTERS

The number of eligible voting members of the Branch shall be established before the voting begins. Upon proof of qualification, all 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 4 – VOTE ENTITLEMENT

All persons who endorse the aims and purpose of the National Association for the Advancement of Colored People and who have paid the prescribed fees shall be entitled to vote at the Branch's meetings and be elected to office.

SECTION 5 – SECRET BALLOT

All officers and elected members of the Executive Committee shall be elected by *secret* ballot at a Branch election held in even numbered years.

SECTION 6 – NOMINATING COMMITTEE

- A. In even numbered years there shall be an elected Nominating Committee at the September meeting of the Branch composed of not less than five (5) nor more than fifteen (15) members of the Branch in good standing, provided that no more than two (2) shall be officers of the Branch or members of the Executive Committee.
- B. The Nominating Committee shall meet promptly to elect a Chair and interview qualified candidates for Branch Office.
- C. The Nominating Committee shall submit a report in writing at the October membership meeting of the Branch. This report shall consist of the names of those persons qualified to fill existing Branch offices and to be members of the Executive Committee.
- D. At said October membership meeting of the Branch, additional nominations may be made for all officers and elected members of the Executive Committee by written petition signed by three or more members at the meeting.

- E. No one shall be nominated by the Nominating Committee or by petition without having first obtained his or her written consent.

SECTION 7 – ELECTION SUPERVISORY COMMITTEE

After all nominations have been made, the Branch at said November meeting shall elect an *Election Supervisory Committee* consisting of five (5) members of the Branch in good standing. In addition, each candidate for presidency is entitled to appoint a representative on the Election Supervisory Committee. However, in the event the total number of candidates for presidency is more than four (4), the Branch must elect additional members to the Election Supervisory Committee so that the total number of elected members is one (1) more than the appointed members of the committee.

SECTION 8 – DUTIES OF ELECTION SUPERVISORY COMMITTEE

- A. Supervise the Branch elections.
- B. Supervise the establishment of appropriate machinery, provisions, and procedures for conducting the election in accordance with the Constitution and the Election Manual, whether at an election meeting or at polling booths, in order to protect the rights of each member of the Branch to cast his/her ballot properly and have it counted.
- C. Print one complete ballot containing the names of all persons nominated for office.
- D. Prepare the ballot in sufficient numbers for use at the election, and this ballot shall be the only ballot used at the election.

SECTION 9 – NOTICE OF SEPTEMBER, OCTOBER MEETING AND NOVEMBER ELECTION

- A. Each Branch shall mail one notice to each member in good standing, postmarked at least ten (10) days prior to the September meeting, listing the time, place, date and purpose of the September and October meetings, and time, place and date of the November election.
- B. The Branch shall place an announcement of such meetings and election in one or more local newspapers of general circulation at least ten (10) days before the date of the November election.

SECTION 10 – CHAIR AT ELECTION

- A. No officer of the Branch or any candidates for office shall occupy the chair at election meetings.
- B. 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.

- C. Tellers that count the ballots shall be appointed in equal numbers by the candidates for office of President.
- D. **No officer of the Branch or candidate for office shall serve as a teller.**
- E. **For all other purposes, a member in good standing is one who has paid the requisite minimum membership fee to the Branch.**

SECTION 11 – RUN FOR OFFICE AND VOTE

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

SECTION 12 – ELECTION CONTROVERSARY

- A. In the event of election controversy, all parties thereto shall submit complaints to the National Office in writing within five (5) days from the date of the election in question.
- B. Should the National Office determine that the complaints are frivolous or completely devoid of merit, or that the election result could not have been otherwise even if the matters alleged are assumed to be true, the National Office shall within thirty (30) days from receipt of the charges dismiss the complaint and inform the Branch forthwith that it may proceed with the installation of officers.
- C. Should such complaints, in the opinion of the National Office, warrant intervention, a new election may be ordered by the Board of Directors to be held within thirty (30) days, in which case a National Officer or person designated by the National Office shall preside. The designated presiding officer shall order the procedure of the called election meeting; and the results of the election thus supervised shall be final.
- D. In the event the National Office decides to intervene in a contested election for the office of President, Secretary, or Treasurer. Upon receipt of notice to that effect by mail or otherwise, no officer of the Branch shall disburse funds from the Branch treasury unless otherwise instructed by the National Office pending settlement of the controversy.

SECTION 13 – INTSALLATION OF OFFICERS

Officers shall be installed at the next regular meeting of the Branch following the election.

ARTICLE X
EXPULSION, SUSPENSION OR REMOVAL OF OFFICERS AND MEMBERS

SECTION 1 – BRANCH SUSPENSION

The Charter of Authority received by a Branch 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. Such revocation shall not invalidate the membership of any member of the Branch in the Association.

SECTION 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 the 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.

SECTION 3 - COMPLAINTS

- A. 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 Executive Committee. The complaint must include the officer or member's mailing address.
- B. Upon receipt of complaints or charges, the Branch shall forward copies of the same by registered mail to the officer or member involved at the last address on file in the Branch office.
- C. Such officer or member shall have ten (10) days from date of receipt of charges to file with the Branch his/her answer in writing to said charges.
- D. The ten (10) day period shall commence from the time a copy of the charges have reached said officer or member by ordinary post. The Branch shall then follow the rules of the National Constitution.

SECTION 4 – HEARING

- A. The Executive Committee reserves the right to hear and act upon the charges and the officer or member is entitled to a hearing before the Executive Committee, if so desired, or he/she may elect to have the matter decided by the Committee ex parte on the basis of the complaint and answer an affidavit whether an oral hearing is requested or an ex parte hearing takes place, such hearings shall be conducted by the Executive Committee, unless a special committee is designated by the Executive Committee.
- B. The member may present oral or documentary evidence in his/her behalf, relevant to the charges.

SECTION 5 – NOTICE OF FINDINGS AND ACTION OF EXECUTIVE COMMITTEE

Notice of the findings and action of the Executive Committee shall be sent to the officer or member by registered mail at his/her last address on file in the Branch and, at the discretion of the Executive Committee, published in the official organ of the Branch.

SECTION 6 – DECISION OF EXECUTIVE COMMITTEE

Following any decision by the Executive Committee to remove an officer or member from the organization, the President shall follow the procedures set forth in By-Laws of the NAACP.

ARTICLE XI SUSPENSION AND REVOCATION OF CHARTER

The Charter of Authority received by a branch 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 of National Bylaws 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 branch, and shall be published in the official organ of the National Association and in a newspaper of general circulation in the jurisdiction where the branch is located. Upon receipt of the notice by the President or Secretary by mail, publication or otherwise of charter suspension or revocation, the branch 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 branch was located.

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

ARTICLE XII INDEMNIFICATION

SECTION 1 – PERSONS COVERED

The Association shall furnish all duly elected directors or 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.

SECTION 2 - LIMITATIONS

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

- A. The Bylaws for branches of the Association 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 Resolution Committee by the May 1st deadline. The President and CEO shall provide copies of the proposed amendment(s) to all branches at least 30 days prior to the Annual Convention.
- B. With the written approval of the National Board of Directors previously obtained, a branch may adopt or amend local By-Laws not inconsistent with the Constitution and By-Laws of the National Association of Colored People, provided:
 - 1. Notice in writing of the proposed By-Laws 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, and that
 - 2. The proposed amendment shall be approved at two (2) successive meetings of the Branch.

ARTICLE XIV RATIFICATION OF BYLAWS

Adopted by reference in accordance with the National By-Laws and Constitution of the National Association for the Advancement of Colored People.

APPROVED BY THE AURORA COLORADO BRANCH OF THE NATIONAL ASSOCIATION FOR THE ADVANCEMENT OF COLORED PEOPLE:

DATE: June 19, 2019

EXECUTED BY:

Omar Montgomery, President Chartashia Miller, Secretary