

# The National Association for the Advancement of Colored People

## **ARTICLE I. NAME OF ORGANIZATION**

The National Association for the Advancement of Colored People

## **ARTICLE II. ORGANIZATION PURPOSE**

The following statement of objectives is found on the first page of the NAACP Constitution - the principal objectives of the Association 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
- 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.

## **ARTICLE III. UNIVERSITY REGULATIONS**

### **Section A. Harassment and Discrimination, including Sexual Misconduct**

The National Association for the Advancement of Colored People agrees that it will not engage in sexual misconduct nor any harassment or discrimination on the basis of age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, protected veteran status or any other basis in accordance with the Student Organization Registration Guidelines.

### **Section B. Hazing**

The National Association for the Advancement of Colored People agrees to maintain a zero-tolerance policy for hazing, in compliance with Ohio State University and Collin's Law. All members must conduct themselves in a manner that supports an environment

free from hazing. Hazing includes any activity, regardless of consent, that causes or creates a substantial risk of physical, mental, or emotional harm or humiliation to any individual as part of membership or affiliation with the student organization. If found responsible for hazing, members and/or the organization may face disciplinary actions.

### **Section C. Bylaws**

The National Association for the Advancement of Colored People retains the right to maintain separate bylaws to outline the day-to-day operations of the organization and to clarify policies and procedures otherwise not included in the previous articles. Bylaws and/or other guiding documents may not take precedence over the requirements set forth by local, state, and federal laws, The Ohio State University's regulations, policies, and procedures, and the Council on Student Affairs (CSA) Student Organization Registration Guidelines. Organizations may make amendments and changes to the bylaws without consulting the Ohio Union & Student Activities department, and changes to bylaws do not require approval. All elements of organizational bylaws shall be consistent with the organization's currently approved constitution on file and CSA constitution requirements.

## **ARTICLE IV. MEMBERSHIP**

### **Section A. Membership Eligibility**

Membership is open to anyone interested in social equality who attends The Ohio State University.

### **Section B. Member Selection**

Members can choose to participate at their leisure.

### **Section C. Membership Timeline**

Members can choose to participate at their leisure.

### **Section D. Member Removal**

Removal of a member is determined by either verbal communication with the Chapter President or a formal email from said figure. Members may be subject to removal for the following reason, engaging in conduct deemed detrimental to advancing the purpose of the organization. Upon engaging in such conduct a formal email shall be sent by the president detailing reasons for pending removal. The member will be given an opportunity to reconcile said actions on a two-strike basis before removal is taken to vote. Removal shall

be taken to a 2/3 majority vote via the entire executive board with the organizations advisor directly involved in the process.

## **ARTICLE V. ADVISOR**

### **Section A. Advisor Duties and Responsibilities**

The Advisor of this organization and their duties shall follow respectively:

1. Maintain contact with the standing president
2. Provide organizational support working as an intermediary between the college chapter and national organization

### **Section B. Advisor Term**

The advisor shall serve a minimum term lasting one academic year. Number of terms an advisor can serve is not limited.

### **Section C. Advisor Selection**

Advisor should be a college faculty Member. The Advisor must be appointed and or voted in y majority rule the academic year, a new advisor is necessary.

### **Section D. Advisor Replacement**

A desire to replace the advisor must e stated at an executive committee meeting. A majority vote of the executive committee will be required to raise the complaint at the next general body meeting. A 2/3 Vote will be required to impeach and consequently remove the advisor.

## **ARTICLE VI. ORGANIZATION LEADERSHIP**

### **Section A. Officer Positions**

#### **President**

The Standing President MUST show and/or explain to the incoming President expected duties/requirements listed below:

- Facilitating General Body meetings
- Having talking points for each meeting

- Chairs Executive Committee Meetings
- Delegating tasks to appropriate members
- Maintaining a consistent relationship with the organization's advisor
- Being the first line of communication for OSU NAACP to campus partners and community partners.
- Being aware of all expected requirements for chapter
- Being aware of all deadlines
- Staying in constant communication of all E-Committee members
- Making sure a place (either online or in person) and time is secured for meetings for the duration of the academic year
- Oversees the outreach of other E-Committee members to other student-led organizations and off campus groups.
- Receive checks if the Treasurer is unable to. In this circumstance, the President must immediately give the check(s) to the Treasurer to deposit.

### **Vice President**

The Standing Vice President MUST show and/or explain to the incoming VPs expected duties/requirements listed below as The Vice President is the Secondary Leader of the organization and works closely with the President and Executive Committee. Duties include and are not limited to:

- Setting goals and a unified vision for the organization alongside the Primary leader.
- Effectively representing the organization to the community.
- Providing motivation and support to other e-board members as well as the General Body.
- Conduct an educational program for new members, to effectively relay the organization's objectives and purpose as an entity on campus as stated in Article I of the constitution.
- The VP shall perform all duties of the President if they are not present.
- They shall immediately assume the position of the President should a vacancy occur in the duration of the school year.
- Oversee and implement the organization's accountability system (officer removal process).
- Assisting in completion of the annual registration requirements of the E-Committee and General Body.
- Maintain a consistent relationship with the organization's Advisor.

- Be responsible for managing the organization email. This includes answering and responding to emails in a timely manner, and referring to the president when there are any concerns or discrepancies.

**Treasurer:**

The Standing Treasurer MUST show and/or explain to the incoming Treasurer expected duties/requirements listed below:

- Have access to the business bank account, as well has have access to a debit card
- File the annual financial report in December and pay annual fee of \$75 by the deadline
- Request funding and apply for scholarships and/or grants
- Understand and learn the different vendors and organizations NAACP OSU is allowed to buy from and use under the university discretion
- The Treasurer and President are the ONLY positions that can handle all finances within the student org including venmo, cash app, paypal, receiving checks depositing checks
- Be aware of deadlines for turning in paperwork and payments
- Keep other members up to date with event plans and payments required

**Secretary:**

The Standing Secretary MUST show and/or explain to the incoming Secretary expected duties/requirements listed below:

- Manage the daily/weekly/monthly agenda and arrange new meetings and appointments.
- File and update contact information of E-Committee and Committee Chairs, general body members, and external partners
- Support and facilitate the completion of regular programming
- Organizing documents and paperwork and maintaining a filing system. Maintain note taking documents on all E-Board meetings.
- Ensuring that each member of the E-Committee and Committee Chairs have access to the note-taking documents.

**Press and Publicity Chair:**

The Standing Press and Publicity Chair MUST show and/or explain to the incoming PPCs expected duties/requirements listed below:

- Increase brand awareness, improve Marketing efforts and increase membership.
- Implements marketing and advertising campaigns.
- Preparing marketing and advertising strategies, plans, and objectives.
- Planning and organizing promotional presentations; and updating calendars.
- Responsible for developing and maintaining the public images of NAACP
- Issuing press releases, promoting press releases, maintaining a social media presence and arranging public appearances.
- Designing social media strategies to achieve marketing targets.
- Managing, creating and publishing original, high quality content on social platforms.
- Administering all social media accounts to ensure up-to-date content.

### **Outreach Chair:**

The Standing Outreach Chair MUST show and/or explain to the incoming OC's expected duties/requirements listed below:

The OC's stands as a liaison for collaboration of the NAACP with other student-led organizations to widen the level of student body involvement as well as recognition of the NAACP across campus.

- To create and pass on resources to the organization's following body, to encourage community engagement and participation.
- To gain feedback from the General Body on a regular basis on social issues affecting the campus/communal environment/ recommendations for the organization, through the use of polling and discussion-based techniques/events.
- Work closely with the Vice President on tasks delegated for the purpose of outreach.
- To disperse any and all events hosted by the organization via social media, GroupMe and other communication platforms regularly.

### **Community Service Coordinator:**

The Standing Community Service Chair MUST show and/or explain to the incoming CSC's expected duties/requirements listed below:

- Actively search for volunteer opportunities for the NAACP following body, but most importantly the Executive Board.
- Maintain relationships with different organizations that we serve with and stand as contact person between the organization coordinator and volunteers for the event.
- Maintain at least 4 events per semester (~1 event per month).

- Relay to the General Body members where and when these opportunities are available via communication with the Outreach/press and publicity chair to relay the information in the GroupMe and social media page.

**Events Director Chair:**

The Standing Events Director Chair MUST show and/or explain to the incoming EDC's expected duties/requirements listed below:

The Events Director chair is responsible for planning ideas for programs for the organization, and collaborating with the executive committee members, including the Treasurer and Outreach chair, to ensure a detailed list of logistics for the event. Other responsibilities include;

- Attending and leading spearheading organization programs
- Contacting members of the organization with an active space use agreement to reserve space
- Proposing an itemized budget of each program to the treasurer
- To regularly gather feedback from the general body on the events they would like to see each semester.

**Membership Chair:** The Standing Membership Chair MUST show and/or explain to the incoming MC's expected duties/requirements listed below:

- Be a paid member of the NAACP national organization.
- Work throughout the year to maintain and increase the membership of the Association
- Be responsible for planning and organizing the annual membership campaign
- Be responsible on a continuous basis for soliciting new members and for securing renewals
- Initiate all possible means to obtain Life Members and sponsor a continuing program towards this end
- Organize at least 2 engaging events per semester focused on attracting new and retaining current chapter members

**Health Committee Chair:**

The Standing Health Committee Chair MUST show and/or explain to the incoming HCC's expected duties/requirements listed below:

- Be a paid member of the NAACP national organization.

- Organize and facilitate at least 2 engaging events, which can include a General Body Meeting, service event, along with any other collaboration, per semester focused on any Health initiatives

**Economic Empowerment Chair:**

The Economic Empowerment Chair MUST show and/or explain to the incoming EEC's expected duties/requirements listed below:

- Be a paid member of the NAACP national organization.
- Organize and facilitate at least 2 engaging events, which can include a General Body Meeting, service event, along with any other collaboration, per semester focused on any Economic Empowerment/Economic Education initiatives

**Juvenile Justice Chair:** The Juvenile Justice Chair MUST show and/or explain to the incoming JJC's expected duties/requirements listed below:

- Be a paid member of the NAACP national organization.
- Organize and facilitate at least 2 engaging events, which can include a General Body Meeting, service event, along with any other collaboration, per semester focused on any Juvenile Justice initiatives

**Political Action Chair:** The Political Action Chair MUST show and/or explain to the incoming PAC's expected duties/requirements listed below:

- Be a paid member of the NAACP national organization.
- Organize and facilitate at least 2 engaging events, which can include a General Body Meeting, service event, along with any other collaboration, per semester focused on any Political Action initiatives

**Education Committee Chair:**

The Education Committee Chair MUST show and/or explain to the incoming ECC's expected duties/requirements listed below:

- Be a paid member of the NAACP national organization.
- Organize and facilitate at least 2 engaging events, which can include a General Body Meeting, service event, along with any other collaboration, per semester focused on any Education initiatives

**Section B. Officer Eligibility**

To be eligible to be an Executive Committee member, a person must, 1. be a member of the national organization of NAACP purchasing a membership online and 2. Have attended at least 2 general body meetings the semester of or prior to the Elections.

### **Section C. Officer Selection Process**

E-committee members are chosen through an election process that is held before all paid members, where they vote and select the upcoming E-Committee. Eligibility includes an Ohio State University student who has completed at least 1 semester at the university along with a paid national NAACP membership. Those chosen to serve on the Executive Committee will be notified via email.

### **Section D. Officer Removal**

Meeting one or more points of the following officer removal criteria would result in a final evaluation and decision by the unit's advisor and elected president to potentially remove the officer in question. Criteria for removal include:

- Neglecting or failing to fulfill officer responsibilities as stated in the constitution
- Misuse, theft, bribery, or embezzlement of organization funds
- Discriminatory and/or anti-semitic actions in violation of Article II (Non-Discrimination Policy).
- Enacting any form of intentional harm and harassment to another individual.
- A continuous cycle of unapproved or non-communicated absences to executive committee and general body meetings.
  - 2 unapproved/non-communicated absences from an executive committee and/or general body meeting will warrant a warning email from the organization's Vice President
  - 3 unapproved/non-communicated absences from an executive committee and/or general body meeting will warrant an additional email requesting a meeting with the organization's Vice President, President, and advisor.
  - If said E-committee member fails to respond to these emails and fails to meet with the Vice President, President, and advisor regarding their failure to communicate, said E-committee member will be relieved from their position

If an officer wishes to resign, they must consult with the elected President after providing notice at least 2 weeks prior along with a rationale of why they're resigning. Upon a successful resignation, an election of a replacement officer must occur immediately after.

## **ARTICLE VII. ORGANIZATION DISSOLUTION**

### **Section A. Dissolution Requirements**

If 2/3 of positions go unfilled after most recent election cycle, or if president, treasurer, and secretary positions go unfulfilled, the organization shall be dissolved.

### **Section B. Dissolution Procedures, including Assets and Debts**

1. All liquid assets will be used to pay any outstanding debts
2. Any other assets shall be liquidated and donated to the National organization

## **ARTICLE VIII. CONSTITUTIONAL AMENDMENTS**

### **Section A. Amendment Process**

If an officer wishes to make amendments to the constitution, they must consult with the standing committee in a formal meeting and take amendments to a majority vote. In the case of a split decision, an advisor's opinion will be used to determine amendment status.