



RANDALLSTOWN NAACP

BYLAWS

ADOPTED APRIL 30, 2013

BYLAWS FOR THE RANDALLSTOWN BRANCH OF THE NAACP

ARTICLE I - NAME

The name of this branch shall be the Randallstown Branch of the National Association for the Advancement of Colored People.

ARTICLE II - OBJECTIVES

The purpose of the Randallstown Branch of the National Association for the Advancement of Colored People shall be to improve the political, educational, social, and economic status of minority groups; to eliminate racial prejudice; to keep the public aware of the adverse effects of discrimination; and to take lawful action to secure its elimination, consistent with the efforts of the national organization and in conformity with the Articles of Incorporation of the Association, its Constitution and By-Laws and as directed by the National Board of Directors.

Membership Prerequisites: Any person who is in accordance with the principles and policies of the Association may become a member of this Association with the consent of the Board of Directors, by accepting the terms of the Constitution of the National Association for the Advancement of Colored People and the Constitution and By-Laws for Branches, and by paying annually in advance the requisite membership fees as prescribed by the National Board of Directors. Membership in the Branches shall include membership in the National Association.

ARTICLE III - ORGANIZATIONAL STRUCTURE

1. The Randallstown Branch is a 501 (c)(4) entity.
2. Charter Authority: This branch shall maintain no fewer than 50 adult members; shall pay all annual assessments; and, shall file all year-end reports as required by the Constitution and Bylaws of the Association in order to maintain its charter. This branch must also maintain good standing with the Maryland State Conference by filing annual year-end reports and paying all State assessments.

ARTICLE IV - MEMBERSHIP

1. The effective date of Membership in this Branch is the date membership payment is received by the Branch either at a meeting of the General Membership of the Executive Committee, or by the Branch's Secretary.

2. The minimum voting age for any member in good standing in Branch Elections shall be seventeen (17) years of age. Said member shall vote in the Branch Election if he/has paid the Regular Adult membership fee to the Branch.
3. Any person who is a permanent resident or who works within a Branch's jurisdiction may become a member of the Randallstown Branch, providing they have paid the annual requisite Adult Membership fee.

ARTICLE V - GOVERNANCE

1. Regular membership meetings of Branch 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.
2. The Randallstown 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.
3. 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.
4. 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 Branch 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.
5. 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.
6. 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.
7. The number of members necessary to constitute a quorum shall be ten persons.
8. The Order of Business at a Branch meeting shall be: 1. Ascertainment of members present; 2. Reading of minutes of previous meeting; 3. Reports of Officers; 4. Reports of Committees; 5. Elections; 6. Unfinished Business and 7. New Business.
9. The Branch must use the uniform bookkeeping system provided by the National Office. The books of the Branch shall be audited by an auditing system acceptable to the National Office.

ARTICLE VI - OFFICERS

1. The elective officers of the Randallstown Branch shall be President, First Vice President, Second Vice President, Third Vice President, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer and no more than 24 members of the Executive committee.
2. 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 roll 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 nomination 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 nomination 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. 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 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.

ARTICLE VII - DUTIES OF OFFICERS

1. The duties of the **President** shall be:
 - a. To preside at meetings of the Branch and act as Chair of the Executive Committee.
 - b. To appoint the Chair and members of all Committees not otherwise elected by the General Membership or the Executive Committee of the Branch, except the Chair of the Youth Work Committee of the Branch or Maryland State Conference.
 - c. Between meetings of the Executive Committee and the Branch, to exercise general authority on behalf of the Branch, subject to ratification by the Executive Committee.
 - d. To countersign all checks and properly supported requisitions for disbursements from the Branch Treasury.

- e. To perform such other functions and exercise such further duties as may be voted from time to time by the Branch or the Executive Committee.
- f. To be an ex-officio member of all committees except in the case of the Nominating Committee and Election Supervisory Committee.
- g. To encourage and assist all Committees in the development of their programs and the performance of their duties.
- h. To recommend, to the Executive Committee, the removal of any Chairperson of a Standing or Special Committees.

2. The duties of **the Vice Presidents** shall be:

- a. To perform all the duties of the President in his/her absence or disability. The Vice Presidents shall be designated as first, second and third and shall perform their duties according to their numerical rank.
- b. In the event of the resignation, removal or death of the President, the Vice Presidents shall automatically ascend to the position of President, according to their numerical rank, for the remainder of the term of the presidency.

3. The duties of the **Secretary** shall be:

- a. To act as Secretary of the Branch and the Executive Committee; to give members notice of regular meetings and three (3) calendar days notice of special meetings of Branch and Executive Committee; to keep full and accurate records of the proceedings of the Branch and of the Executive Committee and record the same in a minute book.
- b. To keep a record of all Branch embers and their dues.
- c. To give receipts for all membership fees received and to transmit such fees to the Branch Treasurer; to promptly send to the National lists of all membership fees received; and to secure from the Treasurer and forward to National that portion of membership fees due to National.
- d. To aid, coordinate and integrate the work of the several committees and divisions of the Branch.
- e. To submit reports to the Branch and the Executive Committee at all regular meetings, or whenever required by either body, covering the status of the Branch and its activities since the date of the last report of the status and activities of the Branch and to forward a copy of all reports, when adopted by the Branch to National.
- f. To keep the President and CEO of the National Association informed of all events affecting the interests of minority groups in the vicinity of the

Branch, and to submit to National, whenever required by National, a report on Branch activities.

- g. In conjunction with the President, to sign requisitions for disbursements from the Branch Treasury and to maintain a file of receipts and disbursements.
- h. The secretary shall be an ex-officio member of all committees except the Nominating Committee and the Election Supervisory committee.

4. The duties of the **Treasurer** shall be:

- a. To receive all monies of the Branch and promptly deposit the same in the name of the Branch in a separate account 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.
- b. To act as chief financial officer of the Branch and chair of the Finance Committee.
- c. To make authorized disbursement 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 must be approved by the Executive Committee before a check therefore is issued.
- d. To remit through the Secretary to National the proportion of membership fees to which National is entitled, as hereinafter provided, within fifteen calendar days after their receipt.
- e. To submit reports to the Branch and the Executive Committee at all regular meetings covering the financial condition of Branch 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 Branch to which shall be appended a statement signed by the President and Secretary that all funds by the Branch have been listed in the Treasurer's report. A copy of all reports by the Treasurer, when adopted by the Branch, shall be forwarded to the National Office.
- f. The Treasurer shall be bonded at the expense of the Branch.
- g. To submit year-end financial reports to the National Office on or about March 1st.

5. The duties of the **Assistant Secretary** shall be:
 - a. To perform the duties of the Secretary in his/her absence, unavailability or disability.
 - b. The Assistant secretary may perform specific duties of the Secretary under the supervision of the Secretary.
6. The duties of the **Assistant Treasurer** shall be:
 - a. To perform the duties of the Treasurer in his/her absence, unavailability or disability.
 - b. The Assistant Treasurer may perform specific duties of the treasurer under the supervision of the Treasurer.

ARTICLE VIII - COMMITTEES

1. The **Executive Committee** of the Branch shall consist of the President, three Vice Presidents, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer and the Chairperson of the Standing Committees of the Branch and such other members at-large not to exceed twenty-four elected at the regular election of the Branch. The Branch must, upon receipt of 25 youth memberships, apply to the National Office for a Youth Charter and organize the appropriate youth group.
2. The **Duties** of the Executive Committee shall be:
 - a. To render a report, containing the reports of all standing and special committees, at the regular meetings of the Branch and whenever otherwise required.
 - b. At the first meeting following election, and at any time during the term of office, the Executive Committee shall approve the Branch President's appointments of Chairpersons of the various Standing Committees as presented by the President.
 - c. To create special committees as needs arise.
 - d. To fill all vacancies in Branch offices and on the Executive Committee.
 - e. To have general control of the affairs of the Branch, subject to the authority of the Branch and the provisions of the Constitution and approved bylaws.
 - f. To decide matters of Branch policy subject to endorsement by the Branch and in accordance with National's policy.
3. The **quorum** of the Executive Committee shall be determined by approved Bylaws, but shall not be less than one third of the committee's total membership.

4. The **Standing Committees of the Branch** shall be: Communications; Press and Publicity; Community Coordination; Education; Finance; Freedom Fund; Health and Mental Health; Legal Redress; Membership and Life Membership; Political Action; Religious Affairs; Youth Work; Young Adult, Women in the NAACP (WIN); Committee on Armed Services and Veterans Affairs, Economic Development; Housing; Labor and Industry.
5. The President, in consultation with the Committee Chair, shall appoint the members of the Standing and Special Committees, except the Nominating Committee. All committees shall consist of not less than three members.

6. DUTIES OF STANDING COMMITTEES

The duties of the Standing Committees shall be:

- a. 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 the (11) act as far as possible as an agency for the promotion and sales of THE CRISIS. No publicity shall be released without first being approved by the President of the Unit.

- b. Committee Coordination. The Committee on Community Coordination shall enlist the support of other community organizations on issues affecting the interests of African Americans and other communities of color.
- c. Education. The committee on education shall: (1) seek to eliminate segregation and other discriminatory practices in public education; (2) study local educational conditions affecting minority groups; (3) investigate the public school system and school zoning; (4) familiarize itself with textbook material there from which is racially derogatory; (5) seek to stimulate school attendance; (6) keep informed of school conditions and strive to correct abuses where found; (7) investigate the effects of standardized and high stakes testing practices; (8) teacher certification; (9) promote parental involvement in education; and (10) aim to be a center of popular education on the race question and on the work of the Association.
- d. Finance. The Finance Committee shall consist of the President, Treasurer, and at least one other member. It shall study the financial needs of the Unit and shall be responsible for drafting an adequate annual budget.
- e. 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.
- f. 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.
- g. 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 give general legal advice.
- h. 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.

- i. Political Action. The Political Action Committee shall: (1) seek to increase registration and voting; (2) work for 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.
- j. 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.
- k. Youth Work. The Committee on Youth Work for the State/State-Area Conferences shall consist of all Youth Unit Advisors, Youth Unit Presidents, 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), the 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 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.

- l. Women in the NAACP (WIN). State/State-Area Conferences Branched, Prison Branches and Young Adult Councils 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 committee 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.
- m. 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 in 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 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 Veteran Affairs.

- n. 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 efforts 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.
- o. 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.
- p. 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.
- q. Young Adult Committee: the committee shall consist of the Youth Unit(s) Presidents and at least five (5) other members appointed by the Branch President. It shall be the function of the Young Adult Committee to: 1) Support all branch activities; 2) Stimulate interest through and solicit membership of 25-35 year olds; 3) Create a multidirectional mentorship program (Branch to Young Adults and Young Adult to Youth Units) to serve as 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.

- r. All Standing Committees shall report in writing each month to the Executive Committee at its regular meetings.

ARTICLE IX - INDEMNIFICATION

1. The National Office shall furnish all duly elected officers of National or its subsidiaries and duly elected Executive Committee members of the Branch a legal defense indemnification against judgments incurred as a result of specifically authorized actions on behalf of the NAACP and its programs.
2. This Article shall have no force or effect unless the person(s) affected forwards legal process to the General Counsel or his/her designee with a reasonable time to allow a defense to be made.

ARTICLE X - AMENDMENTS TO BYLAWS

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