**CONSTITUTION of the IOWA STATE UNIVERSITY CHAPTER of THE NATIONAL ASSOCIATION FOR THE ADVANCEMENT OF COLORED PEOPLE (NAACP)**

CONSTITUTION AS OF FEBRUARY 2013



RATIFIED BY:

 Jessica Avant, IA/NE State President Y&C

 Rahemma Mayfield, President

 Tiara Mays, Vice President

 Christine DeCoudreaux, Secretary

 Jordan O’Brien, Treasurer

PREAMBLE

The National Association for the Advancement of Colored People, hereinafter referred to as the “NAACP” or the “Association,” was founded on the beliefs embodied in the Constitution of the United States of America. We support democracy, dignity and freedom. Members of the NAACP, in keeping with the charge of our founders, stand against all forms of injustice. The United States of America, built by us all, belongs to all of us. The repayment for our labor is equity and justice for all. The NAACP will continue to fight for justice until all enjoy equal status.

ARTICLE I NAME and OBJECTIVE

*Section 1*

The name of this organization shall be the Iowa State University Chapter of the National Association for the Advancement of Colored People.

*Section 2*

**Objective**

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 legislation and policies at the local level or at other levels which advance the goals of the Association; to oppose legislation and policies which are adverse to the goals of the Association; 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 national Constitution.

In addition, its objectives shall be to inform students of the problems affecting racial and ethnic minorities; to encourage the harmonious cooperation between different peoples; to stimulate an appreciation of the contributions of people of color to civilization; and to develop an intelligent, militant, effective leadership. These objectives shall be pursued in accordance with the policies of the Association within the framework of university regulations.

Section 3

**Statement of Compliance**

The Iowa State University Chapter of the National Association for the Advancement of Colored People agrees to:

1. abide by established Iowa State University rules and policies, State and Federal laws and local ordinances or regulations,
2. Annually complete President’s Training, Advisor Training and Treasurer’s Training.

*Section 4*

**Jurisdiction and Coordination**

1. The jurisdiction of the Iowa State University Chapter of the National Association for the Advancement of Colored People shall be limited to the properties of the University.
2. Whenever a College Chapter is located in a city or county containing another Unit of the NAACP, the off-campus activity of the College Chapter shall be by mutual exchange of information.
3. In the event of a dispute between the College Chapter and the other NAACP Unit(s) in connection with such activity, the matter shall be submitted to the National Office for settlement.

ARTICLE II MEMBERSHIP

*Section 1*

1. Membership is open to ALL registered students at Iowa State University.
2. Iowa State University, the National Association for the Advancement of Colored People and the Iowa State University Chapter of the NAACP does not discriminate on the basis of race, ethnicity, sex, pregnancy, color, religion, national origin, physical or mental disability, age, marital status, sexual orientation, gender identity, genetic information or status as a U.S. Veteran.
3. Any person who is currently enrolled and in good standing at Iowa State University, by accepting the terms of the Constitution of the National Association for the Advancement of Colored People, and by paying annually, in advance, a fee of fifteen dollars ($15.00) shall be a member of the Iowa State University Chapter of the Association.

*Section 2*

**Members-At-Large**

Members of the Association in good standing and a student enrolled at Iowa State University, where the College Chapter is in existence, may affiliate with the College Chapter and be entitled to vote upon presenting satisfactory evidence of their membership. They shall not be assessed annual membership fees by the College Chapter until the expiration of the annual membership for which they have paid.

*Section 3*

**Duties of Members**

1. Each member of the Iowa State University Chapter of the National Association for the Advancement of Colored People must join a committee.
2. Each member must notify the Secretary prior to the meeting date if they are unable to attend.
3. All members shall attend at least one event sponsored or co-sponsored event by the Chapter per semester.

*Section 4*

**Complaints**

A Complaint against any such officer or member under hereof may be initiated by any three (3) members of the effected College Chapter and must be signed by such members and forwarded to the Chair of the State Conference's Special Committee on Internal Affairs. The Complaint must include the officer or member's mailing address(es).

*Section 5*

**Suspension of Chapter Membership**

Members who fail to fulfill duties as a College Chapter member or will be removed from the roster and will not be acknowledged as a member (voting or otherwise) of the Iowa State University chapter of the National Association for the Advancement of Colored People.

*Section 6*

**Grounds for Expulsion, Suspension or Other Disciplinary Action by National**

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 National Board of Directors. The National 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 Constitutions, and as defined by the National Board of Directors and Convention, or is guilty of conduct inimical to the best interest of the National Association for the Advancement of Colored People, may order the suspension, expulsion or other disciplinary action against such officer or member, after a full hearing in accordance with the provisions of this Constitution. A member who files litigation against the National NAACP or against any of its Units is not entitled to a hearing and automatically forfeits his/her membership.

ARTICLE III OFFICERS

*Section 1*

**Officers**

The elective officers of the Chapter shall be a President, Vice-President (no more than three), a Secretary, a Treasurer, and additional officers as the Chapter may prescribe pursuant to local by-laws. Where such by-laws are adopted, they are to be considered an integral part of the Chapter Constitution and By-Laws and may be adopted or amended.

*Section 2*

**President**

The duties of the President shall be:

1. To complete Iowa State University’s President’s Training.
2. To preside at meetings of the General Membership and the Executive Committee and to serve as chair of the Executive Committee.
3. To appoint chair and members of all committees not directly elected by the General membership or the Executive Committee as well as recommend the removal of any chair of any committee.
4. Between meetings of the Executive Committee and the General Membership, to exercise general executive authority on behalf of the Chapter, subject to ratification by the Executive Committee.
5. To countersign all checks and paperwork prepared by the Secretary and Treasurer for expenses from the Chapter Treasury.
6. To perform such other functions and exercise such further duties as may be voted from time to time by the General Membership or Executive Committee.
7. To serve as an ex-officio member of all committees.

*Section 3*

**Vice President**

The duties of the Vice President shall be to:

1. Perform all duties of the President in his/her absence or disability.
2. Serve as Risk Management Officer to the chapter which is to:
	1. Recommend risk management policies or procedures to the chapter,
	2. Submit documentation to ISU’s Risk Management Office and,
	3. Ensure that Risk Management procedures are implemented at all of the chapter event.
3. In the case of more than one Vice President, the Vice Presidents shall be designated as first, second, third, etc., and shall perform their duties according to their numerical rank.

*Section 4*

**Secretary**

The duties of the Secretary shall be:

1. To act as Secretary of the Chapter and the Executive Committee; to give due notice of all meetings of the Chapter and Executive Committee; to keep full and accurate records of the proceedings of the Chapter and of the Executive Committee and record the same in a minute book or minute books.
2. To keep a record of all Chapter members and their dues, send out membership cards when necessary and to remind members of memberships about to expire.
3. To give receipts for all membership fees received and to transmit such fees to the Chapter Treasurer; to send promptly to the National Office lists of all membership received; to secure from the Treasurer and forward to the National Office that portion of membership fees due to the National Office.
4. To aid, coordinate and integrate the work of the several committees and divisions of the Chapter.
5. To submit reports to the General Membership and the Executive Committee at all regular meetings, or whenever required by either body, covering the status of the Chapter and its activities since the date of the last report; to submit to the Chapter at its annual meeting an annual report of the status and activities of the Chapter. A copy of all reports, when adopted by the Chapter, shall be forwarded to the National Office by the Secretary.
6. To keep the President/CEO of the National Office informed of all events affecting the interests of minority groups in the vicinity of the Chapter, and to submit to the National Office, whenever required by the National Office, a report on Chapter activities.
7. In conjunction with the President, to sign requisitions for disbursements form the Chapter Treasury and to maintain a file of receipts and disbursements.
8. The Secretary shall be an ex-officio member of all committees.

*Section 5*

**Treasurer**

The duties of the Treasurer shall be:

1. To complete Iowa State University’s Treasurer’s Training.
2. To receive all monies of the Chapter and promptly deposit the same in the name of the Chapter in a separate account or accounts in a responsible bank or trust company. No money shall be withdrawn from an account except by check signed by the Treasurer, and countersigned by the President, or in the absence, unavailability or disability of the President, by the Vice President.
3. To act as chief financial officer of the Chapter and chair of the Finance Committee.
4. To make authorized disbursements upon requisitions signed by the Secretary and countersigned by the President and Adviser. Each requisition shall recite the amount and purpose of the payment requested. Any requisition in the amount of one hundred dollars or more must be approved by the Executive Committee before a check therefore is issued. The Chapter by-laws may require that requisitions in smaller amounts be approved by the Executive Committee.
5. To deposit funds within 48 hours of receipt.
6. To remit through the Secretary to the National Office the proportion of membership fees to which the National Office is entitled, as hereinafter provided, within fifteen (15) days after their receipt.
7. To submit reports to the Chapter and the Executive Committee at all regular meetings, or whenever required by either body, covering the financial condition of the Chapter 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 Chapter, to which shall be appended a statement signed by the President and Secretary that all funds by the Chapter have been listed in the Treasurer’s report. A copy of all reports by the Treasurer, when adopted by the Chapter, shall be forwarded to the National Office.

*Section 6*

**Tenure**

Officers shall hold office for one year and until their successors are elected and qualify.

*Section 7*

**Removal of Officers**

For any officers who shall

1. Be absent from three (3) consecutive meetings without notice or explanation to the Secretary of 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,.
2. Failing to maintain a cumulative g.p.a. of 2.0, be in good standing with University or drop below half-time enrollment (unless fewer credits are required in the final stages of a degree).
3. For violations (a) and (b), the Executive Committee and/or three or more general members may petition the general membership to impeach an officer by majority vote. The accused will be notified at least a week prior to the vote and be allowed no more than 10 minutes to defend themselves. They shall not be present for the final vote.
4. If the President or the 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 National Board of Directors at the next meeting of the Board of Directors following receipt of the petition and the general membership of the chapter will take into account the recommendation when voting to impeach an officer by majority.
5. If the Chapter fails to report to the National Office for a period of four consecutive months, the National Board of Directors may declare any or all of the offices of the Chapter vacant and order a new election. Immediately, upon the service of notice by the National Office, the officers shall perform no official act and shall hold all records and monies of the College Chapter subject to the disposition of the National Office and/or the Chapter.

*Section 8*

**Vacancies of Office**

1. In the event of a vacancy for the office of President, the first Vice President shall temporarily serve as President until an election for President can be held within 30 days and/or by the next meeting. The second Vice President will act as first. For the offices of Secretary and Treasurer, the President shall appoint temporary members to those offices until an election for replacements can be held at the next meeting or within 30 days.
2. If the offices of both President and Vice President are vacant, the Secretary shall send notice to general membership and call for an emergency election to be held within two weeks of vacancy.
3. If all offices are vacant, former Secretary, being just a member now, shall still send notice to general membership and call for an emergency election to be held within two weeks of vacancy.
4. All elections, emergency and/or special, shall follow the procedures outlined in Article V of this Constitution.

ARTICLE IV COMMITTEES

*Section 1*

**Executive Committee**

The Executive Committee shall consist of the President, Vice President (not to exceed three (3) Vice Presidents), Secretary, Assistant Secretary, Treasurer, Assistant Treasurer, the Chair of the Standing Committees of the Chapter, President of the Youth Councils and Adult Branches in the same community, the Senior Branch Advisers in the Youth and Junior Youth Councils and such other members at large not to exceed twenty-four (24) to be elected at the regular election of the Chapter, provided that the total membership of the Executive Committee shall not exceed forty-five (45) except by written authorization of the National Board of Directors.

*Section 2*

**Duties of the Executive Committee**

1. The Executive Committee shall have general control of the affairs and program of the Chapter, subject to the authority of the Chapter and the provisions of the Constitution.
2. The Executive Committee shall render a report containing the reports of all standing and special committees at the regular meetings of the Chapter and whenever otherwise required.
3. At its first meeting following the election and at any time during the term of office, the Executive Committee shall act on the nominations for the chairpersons of the various standing committees as presented by the President.
4. To create special committees as needs arise.
5. To fill all vacancies in the Chapter Offices and on the Executive Committee.
6. To decide matters of Chapter policy subject to endorsement by the Chapter and in accordance with National policy.

*Section 3*

**Quorum**

The quorum of the Executive committee shall be one-third of the committee’s total membership.

*Section 4*

**Standing Committees**

1. The Standing Committees of the Chapter shall be Community Coordination, Economic Development, Voter Empowerment, Education, Freedom Fund, Finance, Health, Press and Publicity, Membership and Political Action.
2. The members of all Standing and Special Committees shall be appointed by the President in consultation with the Committee Chairpersons. All committees shall consist of not less than three members.

*Section 5*

**Duties of the Standing Committees**

The duties of the standing committees shall be:

1. COMMUNITY COORDINATION. The Committee on Community Coordination shall enlist the support of other community organizations on issues affecting the interests of minority groups.
2. 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 homeownership.
3. 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 systems and zoning; (4) familiarize itself with textbook material therefore which is racially derogatory; (5) seek to stimulate school attendance; (6) keep informed of school conditions and strive to correct abuses where found; and (7) aim to be a center of popular education on the race question and on the work of the Association.
4. FREEDOM FUND. The Freedom Fund Committee shall plan and conduct fund-raising activities, including 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.
5. FINANCE. The Finance Committee shall consist of the President, Treasurer, and at least one other member. It shall study the financial needs of the Chapter and shall be responsible for drafting an adequate annual budget.
6. HEALTH. The Health Committee shall: (1) work to promote, protect and maintain the health of African Americans; (2) access 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 Associate.
7. PRESS AND PUBLICITY. The Press and Publicity Committee shall: (1) endeavor to secure publicity for the work of the Chapter and the Association in the local press and on radio, television, and other media; (2) attempt to interest persons in charge of local news media in conditions affecting minority groups; (3) seek to counteract derogatory and erroneous statements in local news media about Blacks and other minority groups; (4) be responsible for forwarding to THE CRISIS items covering Chapter activities and important local affairs; and (5) 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 Chapter.
8. 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; and (3) be responsible on a continuous basis for soliciting new members and for securing renewals.
9. 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; (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 Chapter informed all proposed legislation which affects minority groups. The Committee shall be *nonpartisan and shall not endorse candidates for public office.*
10. Each standing committee must submit three event/program plans to the Executive Committee each semester and implement at least one during each semester.
11. All Standing Committee shall report in writing each month to the Executive Committee at its regular meetings.

*Section 6*

**Tenure**

Members of the Executive Committee and of the several standing committees shall hold office for one year and until their successors are elected and qualify.

*Section 7*

**Removal of Committee Members**

1. Non-functioning committees shall be discharged promptly by the Executive Committee.
2. 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 be absent from any six (6) meetings with or without notice in a twelve month period, shall be removed by the Executive Committee and replaced. A member of any standing or special committee may be directly removed by the chairperson for dereliction of duty.

ARTICLE V ELECTIONS

*Section 1*

**Qualifications for Voting**

All persons who endorse the aims and purposes of the National Association for the Advancement of Colored People and who have paid memberships shall be entitled to vote. Thereafter all members who are in good standing by noon of the day of any meeting of the College Chapter shall be entitled to vote at the meeting.

*Section 2*

**Qualifications for Office**

1. Be a member of the Iowa State University Chapter of the National Association for the Advancement of Colored People for 90 days prior to election.
2. Have a minimum cumulative grade point average (GPA) at Iowa State University and meet that minimum GPA in the semester immediately prior to the election/appointment, the semester of election/appointment and semesters during the term of office. For undergraduate, graduate, and professional students, the minimum GPA is 2.00. In order for this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration.
3. Be in good standing with the university and enrolled: at least half time (six or more credit hours), if an undergraduate student (unless fewer credits are required to graduate in the spring and fall semesters) during the term of office, and at least half time (four or more credits), if a graduate level student (unless fewer credits are required in the final stages of their degree as defined by the Continuous Registration Requirement) during their term of office.
4. Have attended NAACP Leadership Training and at least one state conference meeting.
5. Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (b) and (c).

*Section 3*

**Elections**

1. At least seven days prior to the Annual Meeting and the meeting that precedes the Annual Meeting, written notice shall be sent to each member of the College Chapter, in good standing of the date, place and purpose of said meetings and election.
2. Upon proof or 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. No absentee ballots may be cast.
3. Ballots shall be counted by the Chapter adviser.

*Section 5*

**Installation of Officers**

The officers elected at the Annual Meeting shall be installed at the next regular meeting of the College Chapter following the election.

*Section 4*

**Election Controversy**

In the event of an election controversy, all parties thereto shall submit any written complaint(s) to the Chair of the State Conference Special Committee on Internal Affairs (herein the “SCIA”). Said complaint(s) must be postmarked no later than five (5) calendar days following the date of the election in question. *In Chapters with memberships up to 1,000, such complaints must be signed by at least twenty-five* (25) *members of the Chapter in good standing.* In Chapters with memberships exceeding 1000, such complaints must be signed by at least fifty (50) members of the Chapter in good standing.

Should the State Conference determine that the complaint is frivolous or completely devoid of merit, or that the election result would not change, even if the matters alleged are assumed to be true, then the State Conference shall within thirty (30) calendar days from receipt of the responses to the complaint(s), dismiss the complaint(s) and inform the Chapter forthwith that it may proceed with the installation of officers.

Should such complaints, in the opinion of the State Conference, warrant intervention, a copy of the Conference’s findings and conclusion shall be forwarded to the National Office, through the Director of National Field Operations, Department of Branch and Field Services, 4805 Mt. Hope Drive, Baltimore, MD 21215.

Should the National Board of Directors determine that a new election is to be held, a National Officer, or person designated by the National Office, shall preside over the new election. The designated presiding officer shall order the procedure of the called election, and the results of the election thus supervised shall be final. In the event a new election is ordered for the offices of President, Secretary, or Treasurer, upon receipt of notice to that effect by mail or otherwise, no officer of the Chapter shall disburse funds from the Chapter treasury unless otherwise instructed by the National Office pending a new election.

ARTICLE VI FACULTY ADVISOR

*Section 1*

Advisers shall be elected by the officers of the organization with approval by the Iowa State University Chapter of the National Association for the Advancement of Colored People by majority vote of paid members.

*Section 2*

**Adviser Eligibility**

1. Chapter advisers must be employed at Iowa State University on at least a halftime permanent basis. Graduate assistants may serve as an additional adviser in conjunction with advisers who meet the requirements stated above; however, they will not have signing authority (financial transactions, vouchers, intramurals, contracts, event authorization forms, facility contracts, etc.).
2. Advisers must be a member in good standing of the Association.

*Section 2*

**Duties of Adviser**

1. Active participation in the work of the Chapter and the Association.
2. Understanding of the organization, its purpose and its goals in order to help the Chapter evaluate its purpose and goals and the program it is providing.
3. Attendance at all Executive Meetings.
4. Available for complaints from members about the group, and serve as negotiator if this is necessary.
5. Inform the group if they are not receiving notices of meetings, minutes, or materials.
6. Discuss pertinent Chapter concerns with officers.
7. Helping members voice opinions and to make decisions is one of the most important services he/she can teach.
8. Identify useful resources and opportunities outside of the Chapter that may help the organization become more productive and effective.
9. Be aware of university policies/attitudes of the faculty and administration, and help the Chapter to understand limits, restrictions, and avenues for achieving its objectives.
10. Be aware of officers' academic progress and intervene when necessary.
11. The adviser is required to co-sign all vouchers and intramural purchase orders. The University's expectation is that the adviser will be aware of the financial status of the organization and not intentionally authorize expenditures that will result in a deficit for the account.
12. The adviser is expected to be knowledgeable about federal, state, local laws and university policies and to dissuade organizational officers from activities that seem hazardous or may violate university policies or laws.

*Section 3*

**Tenure**

The Adviser shall hold office for one year and until their successor is elected.

*Section 4*

**Removal of Adviser**

1. In the event that an adviser ceases to be a member in good standing with the Association, halftime permanent employee of Iowa State University or fulfill expected duties, the Chapter reserves the right to begin a process of removal by a signed petition of three or more members stating justifications for adviser removal presented to the President of the chapter.
2. The adviser will be notified at least 1 week (7 days) prior to the vote for removal of advisor position. The adviser will be allowed to address the organization for no more than 10 minutes to provide defense.
3. The adviser shall not be allowed to be present during the final vote.
4. After majority vote, the advisor will be removed from duties and a new advisor will be elected within 30 days.

ARTICLE VII MEETINGS

*Section 1*

**Regular Meetings**

Regular meetings of the Chapter shall be held at least once a month, and there may be such other public or special meetings as 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.

*Section 2*

**Annual Meetings**

1. The Chapter 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 National Board of Directors.
2. The Chapter shall also hold an Annual Meeting between March 1st and April 1st to elect and install officers.
3. Written notice of the time and place of the Annual Meeting shall be sent to each member in good standing in writing, or published in some local newspaper of general circulation.

*Section 3*

**Special Meetings**

Special meetings may be called at any time and place and on three days’ written notice to all members by direction of the President, or of any three members of the Executive Committee; or on failure of these to act, by any ten members of the Chapter. The notice must state the purpose for which the meeting is called.

*Section 4*

**Meetings of Executive Committee**

The Executive Committee shall meet at least once a month at such times and places as it may determine. Special Call meetings of the Executive Committee may be called by the President, Secretary, or by two members of the Committee on two days’ written notice.

*Section 5*

**Meetings of Standing Committees**

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 meeting. Special meetings may be called by the Chair or by two members on two days’ written notice.

*Section 6*

**Meeting Minutes**

All meetings must be recorded through minutes. Any decisions made at a meeting of which there are no records of are null and void.

*Section 8*

**Order of Business**

Unless altered or suspended at any meeting by the majority vote of the members present, the following shall be the order of business at meetings of the Chapter:

1. Ascertainment of members present.
2. Reading of minutes of previous meeting.
3. Report of Officers.
4. Report of Committees.
5. Elections.
6. Unfinished business.
7. New business.

Rules of procedure laid down in Robert's Rules of Order shall govern the College Chapter except as otherwise herein provided.

ARTICLE VIII AMENDMENTS

*Section 1*

1. Amendments to the constitution must be proposed in writing to the President. The amendment must be presented to the organization at an Executive Committee Meeting and should include full explanation of the amendment being made. The amendment will not take effect until approved by a majority vote (51%) of the Executive Committee.
2. Amended or ratified constitution will be submitted within 10 days to Student Activities Center for approval.
3. With the written approval of the National Board of Directors previously obtained, a College Chapter may adopt or amend By-Laws not inconsistent with this Constitution, the Branch Constitution, or the Constitution of the Association, provided that: (1) notice in writing of the proposed 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, or that (2) the proposed amendment shall be approved at two successive regular meetings of the College Chapter.

ARTICLE VIIII FINANCES AND ASSESSMENTS

*Section 1*

1. All monies belonging to the Iowa State University Chapter of the National Association for the Advancement of Colored People shall be deposited and disbursed through a bank account established for this organization at the Campus Organizations Accounting Office and/or approved institution/office (must receive authorization via Campus Organizations Accounting Office).
2. All funds must be deposited within 48 hours after collection.
3. The President, Treasurer, Secretary and Adviser must approve and sign for each expenditure before payment.

*Section 2*

The fiscal and business year of the College Chapter shall begin January 1 and end December 31.

*Section 3*

**Debts and Obligations**

1. No indebtedness or obligation shall be incurred by the Chapter or any of its officers or agents in the name or behalf of the National Association and the National Association shall not be responsible for any indebtedness or obligation incurred by the Chapter or by any of its officers or agents.
2. No indebtedness or obligation of more than $25.00 shall be incurred in the name on behalf of the Chapter unless by vote of the Chapter’s Executive Committee.

*Section 4*

**State and Regional Assessments**

1. Assessments for the support of the Iowa-Nebraska NAACP State Conference shall be paid into the State Youth treasury and transmitted to the treasury of the State or Regional Conference. The amount of such assessments shall be determined by the State or Regional Conference with the approval of the National Board of Directors.
2. The Chapter Freedom Fund and other assessments for the support of the Association must be paid to the National Office within sixty (60) days before the Annual National Convention for delegates to be eligible to vote at the National Convention. The above mentioned assessments refer to the previous calendar year’s assessment.
3. The National Office will match the local assessment for the State Youth and College Division which shall not exceed ten (10) cents per member in the Chapter paying such assessments into the treasury provided that the National Office received a written request for such payment from the State Youth and College Division. Said request must be signed by the State Youth and College Division President and State Youth and College Division Secretary.

*Section 5*

**Fundraising Funds**

The Chapter may raise and retain funds for local purposes within the scope of the Association's program, as the same may be defined from time to time by the National Board of Directors, through entertainment and other activities. The net proceeds of each entertainment or fundraising effort by the Chapter, excluding ACT-SO and Back-To-School/Stay- School, shall be divided as follows: Twenty-five percent (25%) to the National Office, seventy-five percent (75%) to the College Chapter unless, in any case, written permission is obtained from the National Office for some different division, provided that the entire net proceeds of any fundraising effort for exclusively national purposes shall be transmitted to the National Office. A financial report of all such entertainments and activities shall be rendered to the Chapter membership, National Office and the public.

ARTICLE X SUSPENSION AND REVOCATION OF CHARTER

*Section 1*

**Suspension And Revocation**

The Charter of authority received by the Chapter upon its admission to the National Association for the Advancement of Colored People, may be suspended or revoked by the Board of Directors of the Association, whenever the Board shall deem it for the best interest of the Association, provided, however, that a full hearing on charges be held before the National Board of Directors, at which the Chapter may be represented by a person or persons of its choice. Such suspension or revocation shall not invalid the membership of any member of the Chapter in the National Association.

The National Board of Directors may, without prior notice, suspend or revoke the charter of any College Chapter that fails to maintain a minimum of twenty-five (25) memberships for two consecutive years.

*Section 2*

**Notice Of Suspension**

Notice of the findings and action of the Board of Directors shall be sent by the President/CEO of the Association, by registered mail, to the President and Secretary of the Chapter and may be published in the official organ of the National Association. In case the Charter of the College Chapter is suspended or revoked, the College Chapter shall immediately cease to function and the officers shall forthwith forward all records, property, and monies of the College Chapter to the National Office. In the event the Charter is revoked, notice shall also be sent to the Secretary of the Branch.