

## Appendix M1L2-A

# History of the NAACP

### 1909

On February 12, The National Association for the Advancement of Colored People is founded by a multiracial group of activists who answered “The Call.” They initially called themselves the National Negro Committee.

### Founders

Ida Wells-Barnett, W.E.B. DuBois, Henry Moscowitz, Mary White Ovington, Oswald Garrison Villiard, and William English Walling lead “The Call” to renew the struggle for civil and political liberty.

### 1910

In the face of intense adversity, the NAACP begins its legacy of fighting legal battles addressing social injustice with the Pink Franklin case, which involved a Black farmhand who unknowingly killed a policeman in self-defense when the officer broke into his home at 3 a.m. to arrest him on a civil charge. After losing at the Supreme Court, the following year the renowned NAACP official Joel Spingarn and his brother Arthur start a concerted effort to fight such cases.

### 1913

President Woodrow Wilson officially introduces segregation into the Federal government. Horrified that President would sanction such a policy, the NAACP launches a public protest.

### 1915

The NAACP organizes a nationwide protest against D.W. Griffiths’ racially inflammatory and bigoted silent film, *Birth of a Nation*.

### 1917

In *Buchanan vs. Warley*, the Supreme Court has to concede that states cannot restrict and officially segregate African Americans into residential districts. Also, the NAACP fights and wins the battle to enable African Americans to be commissioned as officers in World War I. Six hundred officers are commissioned, and 700,000 register for the draft.

### 1918

After persistent pressure by the NAACP, President Woodrow Wilson finally makes a public statement against lynching.

### 1920

To ensure that everyone, especially the Ku Klux Klan, knows that the NAACP will not be intimidated, the annual conference is held in Atlanta. Atlanta is considered one of the most active Klan areas.

### 1922

In an unprecedented move, the NAACP places large ads in major newspapers to present the facts about lynching.

### **1930**

The first of a series of successful protests by the NAACP against Supreme Court Justice nominees is launched against John Parker, who officially favors laws that discriminate against African Americans.

### **1935**

Charles Hamilton Houston begins the campaign against segregated schools with an attack on segregation of graduate and professional schools of state universities.

### **1939**

After the Daughters of the Revolution bars acclaimed contralto Marian Anderson from performing at their Constitution Hall, the NAACP moves her concert to the Lincoln Memorial, where over 75,000 people attend on Easter Sunday.

### **1941**

During World War II, the NAACP leads the effort to ensure that President Franklin Roosevelt orders a non-discrimination policy in war-related industries and Federal employment.

### **1945**

NAACP starts a national outcry when Congress refuses to fund the Federal Fair Employment Practices Commission, begun by President Roosevelt in 1941 as the Federal Fair Employment Practices Committee.

### **1946**

The NAACP wins the *Morgan vs. Virginia* case, in which the Supreme Court bans states from having laws that sanction segregated facilities in interstate travel by train and bus.

### **1948**

The NAACP is able to pressure President Harry Truman to sign an Executive Order banning discrimination by the Federal government.

### **1954**

After years of fighting segregation in public schools, under the leadership of Special Counsel Thurgood Marshall, the NAACP wins one of its greatest legal victories in *Brown vs. Board of Education*.

### **1955**

NAACP member Rosa Parks is arrested and fined for refusing to give up her seat on a segregated bus in Montgomery, Alabama. This moment is noted as the catalyst for the largest grassroots civil rights movement in history, one that would be spearheaded by the collective efforts of the NAACP, SCLC, and other Black organizations.

### **1960**

In Greensboro, North Carolina, members of the NAACP Youth Council launch a series of nonviolent sit-ins at segregated lunch counters. These protests eventually lead to more than 60 stores officially desegregating their counters.

### **1963**

After one of his many successful mass rallies for civil rights, the NAACP's first Field Director, Medgar Evers, is assassinated in front of his house in Jackson, Mississippi. Five months later, President John Kennedy is also assassinated.

### **1963**

NAACP pushes for the passage of the Equal Employment Opportunity Act.

### **1964**

The U.S. Supreme Court ends the eight-year effort of Alabama officials to ban NAACP activities. And, 55 years after the NAACP's founding, Congress finally passes the Civil Rights Act.

### **1965**

The Voting Rights Act is passed. Amidst threats of violence, and efforts of state and local governments, the NAACP still manages to register more than 80,000 voters in the Old South.

### **1979**

The NAACP initiates the first bill ever signed by a governor that allows voter registration in high schools. Soon after, 24 states follow suit.

### **1981**

The NAACP leads the effort to extend the Voting Rights Act for another 25 years. To cultivate economic empowerment, the NAACP establishes the Fair Share Program with major corporations across the country.

### **1982**

The NAACP registers more than 850,000 voters, and through its protests and the support of the Supreme Court, prevents President Reagan from giving a tax break to the racially segregated Bob Jones University.

### **1985**

The NAACP leads a massive anti-apartheid rally in New York.

### **1987**

The NAACP launches campaign to defeat the nomination of Judge Robert Bork to the Supreme Court. As a result, he garners the highest negative vote ever recorded for a U.S. Supreme Court nominee.

### **1989**

Silent March of over 100,000 to protest the U.S. Supreme Court decisions that have reversed many of the gains made against discrimination.

### **1991**

When avowed racist and former Klan leader David Duke runs for the U.S. Senate in Louisiana, the NAACP launches a voter registration campaign that yields a 76% turnout of Black voters to defeat Duke.

### **1992**

The number of Fair Share Program corporate partners rises to 70 and represents billions of dollars in business.

### **1995**

Over 30 years after the assassination of NAACP civil rights activist Medgar Evers, his widow Myrlie is elected Chairman of the NAACP's Board of Directors. The following year, Kweisi Mfume leaves Congress to become the NAACP's President and CEO.

**1997**

In response to the pervasive anti-affirmative action legislation occurring around the country, the NAACP launches the Economic Reciprocity Program. And in response to increased violence among our youth, the NAACP starts the “Stop the Violence, Start the Love” campaign.

**1998**

Supreme Court demonstration and arrests.

**2000**

The NAACP launches TV Diversity Agreements.

**2000**

In Columbia, South Carolina, over 50,000 protest the flying of the Confederate Battle Flag.

**2001**

NAACP Strategic Priorities and Goals initiative is created.

**2002**

The NAACP wins a major victory on Election Day when voters pass the Class-Size Reduction Initiative in the state of Florida.

**2003**

NAACP calls on Senate to oppose the nominations of Charles Pickering and Priscilla Owens to the Federal Appeals Court.

**2004**

The NAACP commemorates the 50<sup>th</sup> Anniversary of *Brown vs. Board of Education* with a series of commemorative programs in each of the original plaintiff sites, including South Carolina; Washington, DC; Delaware; and Topeka, Kansas.

**2005**

Bruce S. Gordon becomes NAACP President & CEO.

## Appendix M1L3-A Constitution and Bylaws

The table below lists the new or revised sections of the Constitution of the NAACP and Bylaws for Units of the NAACP. All of the previous constitutions and bylaws of the NAACP and its Units were consolidated into this one document called Constitution of the National Association for the Advancement of Colored People and Bylaws for Units. These changes, with the exception of those pertaining to State/State-Area Conference elections, became effective January 1, 2005. The sections pertaining to State/State-Area Conference elections became effective immediately following each State/State-Area Conference election in 2005. The Constitution and Bylaws include several significant changes from previous documents and should be read carefully and with repetition. The Bylaws are of particular importance in that they represent, in some cases, dramatic changes of previous policies and should be reviewed in their entirety.

### New or revised sections of NAACP Constitution and Bylaws for Units of the NAACP

No.	Document	Page	Section	Discussion of additions/revisions
1.	Constitution	1	Preamble	This is the first preamble included in the NAACP Constitution and should be read as new material.
2.	Constitution	1	Vision	This is the official Vision Statement of the NAACP and Units should proudly display it along with the Mission Statement.
3.	Constitution	1	Mission	This is the official Mission Statement of the NAACP and Units should proudly display it along with the Vision Statement.
4.	Constitution	2	Article III, Sec. 1. (Units)	This is the complete list of all NAACP Units and all organized entities are hereafter referred to as "Units."
5.	Constitution	2	Article III, Sec. 2. (NAACP Regions)	This section confirms that Regions are only in legislative session at the Annual Convention.
6.	Constitution	2	Article III, Sec. 4. (Fundraising Arm)	Confirms the Special Contributions Fund (SCF) as the official fundraising arm of the NAACP.
7.	Constitution	4	Article V, Sec. 3. (Qualifications)	Establishes that one must be a member in good standing of NAACP 180 calendar days prior to nomination to the Board.
8.	Constitution	7	Article VII, Sec. 1. (Chair)	Establishes the Board Chairman as an official spokesperson of the NAACP.

No.	Document	Page	Section	Discussion of additions/revisions
9.	Constitution	12	Article VIII, Sec. 5. (Finance Comm.)	Consolidates duties of Finance and Budget Committees under Finance Committee duties.
10.	Constitution	13	Article VIII, Sec. 8. (Membership and Units Committee)	Changes name of Committee on Branches, Memberships and Youth Work to Membership and Units Committee.
11.	Constitution	14	Article VIII, Sec. 9. (Advocacy and Policy Committee)	Consolidates work of Criminal Justice, Economic Development, Education, Health, Housing, International Affairs, Labor and Political Action under duties of new Advocacy and Policy Committee.
12.	Constitution	15	Article VIII, Sec. 11. (Nat'l Youth Work)	Establishes National Youth Work Committee as a Board Committee with oversight of youth activities.
13.	Constitution	24,25	Article Sec. 11. (Nomination of Board Candidates)	Clarifies that only adult delegates vote for Regional Adult nominees and only youth delegates vote for Regional Youth nominees.
14.	Constitution	27	Article X	Moves the procedure for expulsion, suspension and removal of all NAACP officers and members to the Constitution. This includes procedure to remove officers and executive members of State Conferences and Youth Units, and procedure to remove officers for failure to perform or attend meetings.
15.	Constitution	32	Article XI	Moves procedure for suspension and revocation of Unit Charters to the Constitution.
16.	Bylaws	1, 2	Article I, Sec. 1. & 2.	Provides name and jurisdiction of every organized NAACP Unit.
17.	Bylaws	3	Article II, Sec. 1. b. (State Conf. Objectives)	Clearly states objectives of State/State-Area Conferences include stimulating, organizing and reviving Units while coordinating their activities. State Conferences must develop methods to motivate Units to greater advocacy activity and increased membership production.
18.	Bylaws	8	Article II, Sec. 2.a. (Direct Action)	This is a new section that includes the procedure for receiving approval to engage in direct action and timeline for National Office response.
19.	Bylaws	8	Article II, Sec. 2. b. (Litigation)	This new section includes the procedure for receiving approval to file litigation and time frame for National Office response.
20.	Bylaws	9	Article II, Sec. 2. c. (Legislation)	This new section includes the procedure for receiving approval for Units to support or propose LOCAL or STATE legislation.

No.	Document	Page	Section	Discussion of additions/revisions
21.	Bylaws	9	Article II, Sec. 2. d. (Political Action)	This new section urges Units to engage in aggressive, non-partisan political action.
22.	Bylaws	9,10	Article II, Sec. 3. a. b. (Coalitions)	This new section includes the procedure for receiving approval to join coalitions and timeline for National Office response.
23.	Bylaws	10	Article III, Sec. 1. (Unit Status)	New section confirms that local Units are 501(c)(4) entities and cannot create 501(c)(3) entity without Board of Directors approval.
24.	Bylaws	10,11	Article III, Sec. 3.1. (Maintaining State Conference Charter)	New requirements to maintain a State/State-Area Conference Charter. This is a critically important new policy that has immediate impact on some State Conferences.
25.	Bylaws	11	Article III, Sec. 3.c. (Prison Branch Charter Eligibility)	New requirements for maintaining a Prison Branch Charter.
26.	Bylaws	13,14	Article III, Sec. 4.a.2. (Fundraising Assessments)	New section that allows a Branch to reduce its fundraising assessments remittance to the National Office from 25% to 15% if the Branch increases its membership 35% from previous calendar year.
27.	Bylaws	14	Article III, Sec. 5.	Confirms new State Conference per capita rate membership of \$.25.
28.	Bylaws	15	Article III, Sec. 6. (Real Property)	Confirms the policy that prohibits Units from owning real property without approval of Board of Directors.
29.	Bylaws	15	Article III, Sec. 7.a. b. (Intellectual Property)	New policy on the prohibition on personal use of NAACP Trademark, logo and letterhead.
30.	Bylaws	17	Article IV, Sec. 4.a. (Membership in the Branch)	Affirming policy that members may only affiliate and vote in one Unit at a time.
31.	Bylaws	21	Article IV, Sec. 13.	Affirming the change of Corporate Life Membership to Annual Corporate Memberships of \$5,000.00.
32.	Bylaws	22	Article V, Sec.2. a. b. (Meetings of State Conference)	Policy requiring set date annual meetings and quarterly meetings of State Conference.

No.	Document	Page	Section	Discussion of additions/revisions
33.	Bylaws	23	Article V, Sec. 4. a. (Notice of Annual Meeting)	Policy requiring 30 days notice for State Conference Annual Convention.
34.	Bylaws	26	Article V, Sec. 11.b. c. (Youth Council Advisor Selection)	Policy requiring Branches to give written reasons within 15 days for rejection of person submitted by Youth Council to be advisor.
35.	Bylaws	28	Article VI. 1.a. (Officers and Staff)	Policy requiring all NAACP Units to elect a minimum of the same seven officers.
36.	Bylaws	29	Article VI, Sec. 2. a. (Qualifications)	Policy defining membership in good standing for purpose of running for State Conference office as being a member of a Unit in good standing by December 15 of the year prior to election.
37.	Bylaws	29	Article VI, Sec. 2. b. (Qualifications)	Policy changing requirement of membership in good standing for purpose of running for Branch office from being a member in good standing 180 days prior to the election being a member in good standing by April 1 of the election year.
38.	Bylaws	32	Article VI, Sec. 3. a. (Term of Office)	Policy establishing that the term of office for State Conference officers begins on date of their election.
39.	Bylaws	32	Article VI, Sec. b.- h. (Term of Office)	Policy requiring official records to be turned over to newly elected officers within 30 days after election.
40.	Bylaws	42	Article VIII, Sec. 4.a.(Standing Committees)	Policy listing the 17 Standing Committees of each State Conference.
41.	Bylaws	44	Article VIII, Sec. 5. (Duties of Standing Committees)	Listing of duties of Standing Committees for every NAACP Unit.
42.	Bylaws	54	Article IX, Sec. 1. a. 1. (Procedure for State Conference Elections)	Policy requiring all delegates elected to State Conference convention to be members of Units in good standing and must be elected at regular meeting of the Unit's general membership.
43.	Bylaws	54	Article IX, Sec. 1.a. 2. (Election of Delegates)	Policy setting term of office for State Conference officers as two years and/or until their successors are elected and qualify.
44.	Bylaws	56	Article IX, Sec. 1. a. 5. (Quorum of State Conference Meetings)	Policy establishing number of members necessary for a quorum at State Conference meetings must be set by resolution adopted by the Conference and included in approved bylaws.

No.	Document	Page	Section	Discussion of additions/revisions
45.	Bylaws	57	Article IX, Sec. 1.b. 2. e. (Authority of National Office)	Policy granting authority to the National Office to intervene at any time prior to a State Conference election.
46.	Bylaws	59, 60	Article IX, Sec. 2. a. b. (Organizing of New Branch)	Policy setting a procedure to elect officers of newly organized Branches.
47.	Bylaws	65	Article IX, Sec. 3. a. b. (Organizing of New Prison Branch)	Policy setting a procedure to elect officers of newly organized Prison Branches.
48.	Bylaws	77	Article X (Expulsion, Suspension or Removal of Officers and Members)	Procedure to remove officers and members of NAACP Branches. Does not include procedure to remove officers and members of State Conferences or Youth Units.
49.	Bylaws	80	Article XIII	Policy on how to amend local bylaws.

[This page intentionally left blank]

## Appendix M1L3-B Listing of Regional Offices

Regional & Youth Directors & Offices (as of 1/01/2007)

region	regional director	address & phone #	youth directors	states in region
I Western	Mr. Jamal Watkins <i>jwtatkins@naacpnet.org</i>  Toll Free: 800-622-2792	4929 Wilshire Blvd. Suite 360 Los Angeles, CA 90010  323-931-6331 (phone) 323-931-9036 (fax)		Alaska–AK Arizona–AZ California–CA Idaho–ID Nevada–NV Oregon–OR Utah–UT Washington–WA
II Northwestern	Mrs. Hilda Rodgers <i>hroddgers@naacpnet.org</i>  Beverly Wheeler, Sr. Secretary X100  Toll Free: 800-221-4277	39 Broadway Suite 2201 New York, NY 10006  212-344-7474x102 (phone)  212-344-1212 (fax)	Victoria Lanier 212-344-7474 x107	Connecticut–CT Delaware–DE Maine–ME Massachusetts–MA New Hampshire–NH New Jersey–NJ New York–NY Pennsylvania–PA Rhode Island–RI Vermont–VT Germany
III Mid-West	Ms. Shirley Miles <i>Milesregion3@aol.com</i>  Joyce Wiley, Sr. Secretary	17117 W. Nine Mile Road, Suite 1021 Southfield, MI 48075  248-557-9700 (phone) 248-557-9704 (fax)  Rev. Julius Hope 313-869-3333 (phone)  Sandra Jackson, Sr. Secretary  17 Ford Avenue Highland Park, MI 48203	Shiesh Averett	Illinois–IL Indiana–IN Kentucky–KY Michigan–MI Ohio–OH West Virginia– WV Wisconsin–WI

region	regional director	address & phone #	youth directors	states in region
IV Mid-Western	Rev. Gill Ford <i>Fordrevg@aol.com</i>	4477 Woodson Road Woodson Terrace, MO 63130  314-428-9900 (phone) 314-428-9904 (fax)		Colorado–CO Iowa–IA Kansas–KS Minnesota–MN Missouri–MO Montana–MT Nebraska–NE North Dakota–ND South Dakota– SD Wyoming–WY
V Southeast	Vacant  Yvonne Finnie, Office Mgr. Demetrius Fisher, Sr. Secretary Toll Free: 866-562-2275	970 Martin Luther King Dr. Suite 203 Atlanta, GA 30314  404-688-8868 (phone) 404-524-3633 (fax)	Aletha Bonello 404-688-6430	Alabama–AL Florida–FL Georgia–GA Mississippi–MS North Carolina–NC South Carolina–SC Tennessee–TN
VI Southwestern	Mr. Claude Foster <i>cfoster@naacpnet.org</i>  Cathy Lang, Sr. Secretary	3003 S. Loop West Suite 500 Houston, TX 77054 713-662-2727 (phone) 713-661-5982 (fax)	Dallas Jones	Arkansas–AR Louisiana–LA New Mexico–NM Oklahoma–OK Texas–TX
VII Mid-Atlantic	Mr. Ernest Coverson <i>ecoverson@naacpnet.org</i>  Donna Lakins, Sr. Secretary	4805 Mt. Hope Dr. Baltimore, MD. 21215 410-580-5633 (phone) 410-580-2869 (fax)	Kimberly Bills 410-580-5659	District of Columbia– DC Maryland–MD Virginia–VA

## **Appendix M1L3-C**

### **Charter Eligibility Criteria for Different NAACP Units**

*Charter Authority.* The Board of Directors shall establish Units, including State/State-Area Conferences, Branches, Prison Branches, Young Adult Councils, 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.

- a. *Charter Eligibility Criteria for State/State-Area Conferences.* In any area where there exist Branches, Prison Branches, Young Adult Councils, College Chapters, Youth Councils, High School Chapters, Junior Youth Councils and Authorized Committees, but where there is no existing State/State-Area Conference, application shall be made to the National Office for a State/State-Area Conference Charter in conjunction with procedures established by the Board of Directors.
  1. *Maintaining a State/State-Area Conference Chapter.* State/State-Area Conferences must be comprised of no less than six (6) branches and six (6) Youth Units in good standing; pay all annual assessments; and, file all annual year-end reports as required by the Association.
- 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.

1. *Maintaining a Branch Charter.* A Branch shall maintain no fewer than 50 adult members; shall pay all annual assessments; and, shall file a 11 year end reports as required by the Constitution and Bylaws of the Association in order to maintain its charter.
  2. A Branch must also maintain good standing with its State/State-Area Conference by filing annual year-end reports and paying all State/State-Area Conference assessments.
- c. *Charter Eligibility Criteria for Prison Branches.* In any prison/correctional facility where there is no existing Prison Branch, application shall be made to the National Office for Prison Branch charter in conjunction with procedures established by the Board of Directors. Prospective Prison Branches must be comprised of no fewer than 100 members.
1. *Maintaining a Prison Branch Charter.* A Prison Branch shall maintain no fewer than 50 members; shall pay all annual assessments; and, shall file all annual year-end reports as required by the Association.
  2. A Prison Branch must also maintain good standing with its State/State-Area Conference by filing annual year-end reports and paying all State/State-Area Conference assessments.
- d. *Charter Eligibility Criteria for Young Adult Councils.* Young Adult Councils shall contain at least 25 members age 18 and under age 25.
1. *Maintaining a Young Adult Council Charter.* Young Adult Councils shall have 25 members; shall pay all annual assessments; and, file all annual year-end reports as required by the Association.
  2. A Young Adult Council must also maintain good standing with its State/State-Area Conference by filing annual year-end reports and paying all State/State-Area Conference assessments.

- e. *Charter Eligibility Criteria for College Chapters.* College Chapters shall contain at least 25 members under age 25 and be currently enrolled in a college or university.
1. *Maintaining a College Chapter Charter.* College Chapters shall maintain no fewer than 25 student memberships for two consecutive years; shall pay all annual assessments; and, shall file all annual year-end reports as required by the Association.
  2. A College Chapter must also maintain good standing with its State/State-Area Conference by filing annual year-end reports and paying all State/State-Area Conference assessments.
- f. *Charter Eligibility Criteria for Youth Councils.* Youth Councils shall contain at least 25 members who must be under 18 years of age. In the absence of a Young Adult Council in the jurisdiction, the Youth Council membership may include members between the ages of 19-25.
1. *Maintaining a Youth Council Charter.* Youth Councils shall have 25 members, pay all annual assessments; and, file all annual year-end reports as required by the Association.
  2. A Youth Council must also maintain good standing with its State/State-Area Conference by filing annual year-end reports and paying all State/State-& Conference assessments.
- g. *Chapter Eligibility Criteria for High School Chapter\$.* High School Chapters shall contain at least 25 members who are currently enrolled in a high school or comparable secondary school.
1. *Maintaining a High School Chapter Charter.* High School Chapters shall have 25 members enrolled in the high school; pay all annual assessments; and, file all annual year-end reports as required by the Association.
  2. A High School Chapter must also maintain good standing with its State/State-Area Conference by filing annual year-end report and paying d State/State-Area Conference assessments.

h. *Chapter Eligibility Criteria for Junior Youth Councils.* Junior Youth Councils may be organized separately from Youth Councils where there are at least 25 youth members under 13 years of age.

1. *Maintaining a Junior Youth Council.* Junior Youth Councils shall contain 25 members, pay all annual assessments; and, file all annual year-end reports as required by the Association.
2. A Junior Youth Council must also maintain good standing with its State/State-Area Conference by filing annual year-end reports' and paying all State/State-Area Conference assessments.

i. *Charter Eligibility Criteria for Authorized Committees.* Authorized Committees may be organized in areas where there are an insufficient number of members to maintain a Branch. Authorized Committees must contain at least seven (7) members and shall report to the State/State-Area Conference in their jurisdiction, subject to such rules and regulations as the Board of Directors may enact. It shall receive a Certificate of Authority from the National Office.

1. *Maintaining an Authorized Committee Charter.* Authorized Committees shall have seven (7) members, pay all annual assessments; and, shall file all annual year-end reports as required by the Association.
2. An Authorized Committee must also maintain good standing with its State/State-Area Conference by filing annual year-end reports and paying all State/State-Area Conference assessments.

## Appendix M1L3-D

### Assessments for Units

#### a. *National Assessments*

1. Unit Freedom Fund and other assessments for the support of the Association, as established by the Board of Directors, shall be paid to the National Office within 90 calendar days before the Annual National Convention. The above-mentioned assessments refer to the previous calendar year's assessments and must be paid in order for Unit delegates to be eligible to vote at the National Convention.
2. *Fundraising Assessments.* The net proceeds of each contribution, entertainment or fundraising effort by a Unit, excluding ACT-SO and Back-To-School/Stay-In-School and other approved programs, except for College Chapters subject to college and/or university fundraising requirements, shall be divided as follows: 25% to the National Office, 75% to the Unit; 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.

Notwithstanding the foregoing obligation, a Branch shall be exempt from disbursing 25% of its net proceeds of each contribution, fundraising or entertainment effort to the National Office if, and when, it increases its membership, as recorded by the National Office, by 35% from the previous calendar year. When the Branch increases its membership level by 35% from January 1 of a year to December 31 of that same year, the Branch shall be required to submit only 15% of its net proceeds of each fundraising or entertainment effort for the succeeding year to the National Office. The assessment reduction is earned on a year to year basis, based on the membership increase of the previous year.

3. A financial report of all such entertainment, contributions and fundraising activities shall be rendered to the Unit, the National Office and the public. The Unit must submit the report to the National Office, with the National Office's share within 45 days following the date of the event.

b. *State/State-Area Conference Assessments*

Whenever the Unit comes within the jurisdiction of a State/State-Area Conference, the Unit assessment for support of the State/State-Area Conference shall be paid into the treasury of the State/State-Area Conference within sixty (60) calendar days of the annual State/State-Area Conference Convention. The amount of said assessment shall be determined by the State/State-Area Conference with the approval of the Board of Directors. Youth Unit assessments shall be paid into the State/State-Area Conference Youth and College Division Treasury.

## Appendix M1L3-E Duties of Officers

### *Duties of President*

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 of the NAACP Unit or the Executive Committee.
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 and 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.
9. *Additional Duties for Prison Branch Coordinator/Program Directors.* In addition to the previous duties, Prison Branch Coordinator/Program Directors shall perform the duties through the appropriate procedures applicable to their respective prison or correctional facility.
10. *Additional Duties for Youth Council Presidents.* In addition to the previous duties, Youth Unit Presidents shall represent the Youth Unit on the Executive Committee of the Branch.

## *Duties of Secretary*

The duties of the Secretary shall be:

1. To act as Secretary of the NAACP Unit 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 M1 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 34 Bylaws for Units of the NAACP 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 Unit 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 Unit 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. *Additional Duties for State/State-Area Conference Secretaries.* The State/State-Area Conference Secretary shall keep a record of all Conference Units and Assessments, provided that whenever paid staff is employed, such duties shall be discharged by said staff under supervision of the Secretary.
10. Additional Duties of College Chapter, Young Adult Council, Youth Council, High School Chapter and Junior Youth Council Secretaries. College Chapter, Young Adult and Youth Secretaries shall:
  - (a) Submit to the Youth Unit at its annual Meeting, an Annual Report on the status and activities of the College Chapter, Young Adult Council and Youth Council. A copy of all reports by the Secretary, when adopted by the College Chapter, Young Adult Council and Youth Council, shall be forwarded to President and CEO.
  - (b) Keep the President and CEO informed of all events affecting the interests of the Youth in the vicinity of the College Chapter, Young Adult Council or Youth Council.

## *Duties of Treasurer*

The duties of the Treasurer shall be:

1. To receive all monies of the NAACP Unit and promptly deposit the same in the name of the NAACP Unit 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 Medical officer of the NAACP Unit 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 Unit 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 Units shall require the Treasurer to be bonded at the expense of said Unit.
7. Submit year-end financial reports to the National Office on or before February 1<sup>st</sup>.

### ***Duties of the 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 preformed 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.

[This page intentionally left blank]

UNIT NAME

UNIT NAME \_\_\_\_\_

MONTHLY FINACIAL REPORT  
For Month Ending December 31, 9999

Cash on hand at the beginning of month \_\_\_\_\_

**INCOME**

Membership - Life \_\_\_\_\_  
Membership - Adult Regular \_\_\_\_\_  
Membership - Youth \_\_\_\_\_  
Membership - Corporate \_\_\_\_\_  
**Total Membership** \_\_\_\_\_

**ADS**

Church \_\_\_\_\_  
**Funeral Home** \_\_\_\_\_  
Barber Shop / Beauty Salon \_\_\_\_\_  
**Council Person** \_\_\_\_\_  
Fraternity / Sorrrity / Social Club \_\_\_\_\_  
Automobile Dealer \_\_\_\_\_  
Grocery Store \_\_\_\_\_  
Financial Institution \_\_\_\_\_  
**Total ADS** \_\_\_\_\_

**Contributions** \_\_\_\_\_

**Donantions** \_\_\_\_\_

**Fundraising Ticket Sales** \_\_\_\_\_

**Sponsors** \_\_\_\_\_

**TOTAL INCOME** \_\_\_\_\_

**TOTAL OPERATING INCOME FOR MONTH** \_\_\_\_\_

\*\*\*\*\*Add Line Items as needed\*\*\*\*\*

**EXPENSES**

Membership - Life \_\_\_\_\_  
Membership - Adult Regular \_\_\_\_\_  
Membership - Youth \_\_\_\_\_  
Membership - Corporate \_\_\_\_\_  
**Total Membership Remittances** \_\_\_\_\_

Rent \_\_\_\_\_  
Utilities \_\_\_\_\_  
Telephone \_\_\_\_\_  
Supplies Postage \_\_\_\_\_  
Advertising \_\_\_\_\_  
Insurance \_\_\_\_\_

**Operating Expenses** \_\_\_\_\_

**National Office Assessment** \_\_\_\_\_

**State Conference Assessment** \_\_\_\_\_

**Convention Registration** \_\_\_\_\_

**TOTAL EXPENSES** \_\_\_\_\_

**BALANCE ON HAND AT THE END OF THE MONTH** \_\_\_\_\_  
\_\_\_\_\_

Submitted by: \_\_\_\_\_

Date \_\_\_\_\_

\*\*\*\*\*Add Line Items as needed\*\*\*\*\*

## Appendix M1L3-G

### NAACP Membership Dues-Sharing Formula with Codes

Membership Type	Amount Paid	To Unit	To National	Code
Regular	\$30.00	\$11.90	\$18.10	R
Youth w/ Crisis	\$15.00	\$4.80	\$10.20	T
Youth w/o Crisis	\$10.00	\$3.00	\$7.00	U

Membership Type	Payment Plan	Amount Paid	To Unit	To National	Code
<b>Junior Life</b> <b>(Ages 13 and under)</b>	Full	\$100.00	\$40.00	\$60.00	<b>K</b>
	4 Years	\$25.00	\$10.00	\$15.00	<b>L</b>
<b>Teen Life</b> <b>(Ages 14 to 20)</b> <b>(old rate)</b>	Full	\$250.00	\$100.00	\$150.00	<b>Y</b>
	5 Years	\$50.00	\$20.00	\$30.00	<b>Z</b>
<b>Bronze Life</b> <b>(Ages 14 to 20)</b>	Full	\$400.00	\$160.00	\$240.00	<b>0</b>
	5 Years	\$80.00	\$32.00	\$48.00	<b>1</b>
<b>Life Membership</b> <b>(old rate)</b>	Full	\$500.00	\$200.00	\$300.00	<b>G</b>
	5 Years	\$100.00	\$40.00	\$60.00	<b>H</b>
	10 Years	\$50.00	\$20.00	\$30.00	<b>H</b>
<b>Silver Life</b>	Full	\$750.00	\$300.00	\$450.00	<b>3</b>
	5 Years	\$150.00	\$60.00	\$90.00	<b>4</b>
	10 Years	\$75.00	\$30.00	\$45.00	<b>4</b>
<b>Golden Heritage</b> <b>(old rate)</b>	Full	\$1,000.00	\$400.00	\$600.00	<b>A</b>
	5 Years	\$200.00	\$80.00	\$120.00	<b>B</b>
	10 Years	\$100.00	\$40.00	\$60.00	<b>B</b>
<b>Gold Life</b>	Full	\$1,500.00	\$600.00	\$900.00	<b>5</b>
	5 Years	\$300.00	\$120.00	\$180.00	<b>6</b>
	10 Years	\$150.00	\$60.00	\$90.00	<b>6</b>
<b>Diamond Life</b>	Full	\$2,500.00	\$1,000.00	\$1,500.00	<b>7</b>
	5 Years	\$500.00	\$200.00	\$300.00	<b>8</b>
	10 Years	\$250.00	\$100.00	\$150.00	<b>8</b>

[This page intentionally left blank]

## Attention:

Do not download, print, and file Copy A with the IRS.

Copy A appears in red, similar to the official IRS form, but is for informational purposes only. A penalty of \$50 per information return may be imposed for filing copies of forms that cannot be scanned.

You may order these forms online at *Forms and Publications* By U.S. Mail (<http://www.irs.gov/formspubs>) or by calling 1-800-TAX FORM (1-800-829-3676).

See IRS Publications 1141, 1167, 1179, and other IRS resources for information about printing these tax forms.

Form <b>1096</b> Department of the Treasury Internal Revenue Service	<b>Annual Summary and Transmittal of U.S. Information Returns</b>	OMB No. 1545-0108  <span style="font-size: 2em; font-weight: bold;">2007</span>
FILER'S name  Street address (including room or suite number)  City, state, and ZIP code		
Name of person to contact  Telephone number (    )		<b>For Official Use Only</b> 
Email address  Fax number (    )		
<b>1</b> Employer identification number	<b>2</b> Social security number	<b>3</b> Total number of forms
<b>4</b> Federal income tax withheld \$		<b>5</b> Total amount reported with this Form 1096 \$
Enter an "X" in only one box below to indicate the type of form being filed.		
If this is your <b>final return</b> , enter an "X" here . . . <input type="checkbox"/>		
W-2G 32 <input type="checkbox"/>	1098 81 <input type="checkbox"/>	1098-C 78 <input type="checkbox"/>
1098-E 84 <input type="checkbox"/>	1098-T 83 <input type="checkbox"/>	1099-A 80 <input type="checkbox"/>
1099-B 79 <input type="checkbox"/>	1099-C 85 <input type="checkbox"/>	1099-CAP 73 <input type="checkbox"/>
1099-DIV 91 <input type="checkbox"/>	1099-G 86 <input type="checkbox"/>	1099-H 71 <input type="checkbox"/>
1099-INT 92 <input type="checkbox"/>	1099-LTC 93 <input type="checkbox"/>	1099-MISC 95 <input type="checkbox"/>
1099-OID 96 <input type="checkbox"/>	1099-PATR 97 <input type="checkbox"/>	1099-Q 31 <input type="checkbox"/>
1099-R 98 <input type="checkbox"/>	1099-S 75 <input type="checkbox"/>	1099-SA 94 <input type="checkbox"/>
5498 28 <input type="checkbox"/>	5498-ESA 72 <input type="checkbox"/>	5498-SA 27 <input type="checkbox"/>

**Return this entire page to the Internal Revenue Service. Photocopies are not acceptable.**

Under penalties of perjury, I declare that I have examined this return and accompanying documents, and, to the best of my knowledge and belief, they are true, correct, and complete.

**Signature** ▶ **Title** ▶ **Date** ▶

### Instructions

**Purpose of form.** Use this form to transmit paper Forms 1099, 1098, 5498, and W-2G to the Internal Revenue Service. Do not use Form 1096 to transmit electronically or magnetically. For magnetic media, see Form 4804, Transmittal of Information Returns Reported Magnetically; for electronic submissions, see Pub. 1220, Specifications for Filing Forms 1098, 1099, 5498, and W-2G Electronically or Magnetically.

**Who must file.** The name, address, and TIN of the filer on this form must be the same as those you enter in the upper left area of Forms 1099, 1098, 5498, or W-2G. A filer includes a payer; a recipient of mortgage interest payments (including points) or student loan interest; an educational institution; a broker; a barter exchange; a creditor; a person reporting real estate transactions; a trustee or issuer of any individual retirement arrangement, a Coverdell ESA, an HSA, an Archer MSA (including a Medicare Advantage MSA); certain corporations; certain donees of motor vehicles, boats, and airplanes; and a lender who acquires an interest in secured property or who has reason to know that the property has been abandoned.

**Preaddressed Form 1096.** If you received a preaddressed Form 1096 from the IRS with Package 1099, use it to transmit paper Forms 1099, 1098, 5498, and W-2G to the Internal Revenue Service. If any of the preprinted information is incorrect, make corrections on the form.

If you are not using a preaddressed form, enter the filer's name, address (including room, suite, or other unit number), and TIN in the spaces provided on the form.

**When to file.** File Form 1096 as follows.

- With Forms 1099, 1098, or W-2G, file by February 28, 2008.
- With Forms 5498, 5498-ESA, or 5498-SA, file by June 2, 2008.

### Where To File

Except for Form 1098-C, send all information returns filed on paper with Form 1096 to the following:

**If your principal business, office or agency, or legal residence in the case of an individual, is located in**

**Use the following Internal Revenue Service Center address**

Alabama, Arizona, Arkansas, Connecticut, Delaware, Florida, Georgia, Kentucky, Louisiana, Maine, Massachusetts, Mississippi, New Hampshire, New Jersey, New Mexico, New York, North Carolina, Ohio, Pennsylvania, Rhode Island, Texas, Vermont, Virginia, West Virginia

Austin, TX 73301

Alaska, California, Colorado, District of Columbia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Maryland, Michigan, Minnesota, Missouri, Montana, Nebraska, Nevada, North Dakota, Oklahoma, Oregon, South Carolina, South Dakota, Tennessee, Utah, Washington, Wisconsin, Wyoming

Kansas City, MO 64999

If your legal residence or principal place of business is outside the United States, file with the Internal Revenue Service Center, Austin, TX 73301.

**Form 1098-C.** Send all Forms 1098-C filed on paper to the Internal Revenue Service Center, Ogden, UT 84201-0027.

**Returns filed magnetically.** Send all information returns filed magnetically to Enterprise Computing Center—Martinsburg, Information Reporting Program, 230 Murall Drive, Kearneysville, WV 25430.

**Transmitting to the IRS.** Group the forms by form number and transmit each group with a separate Form 1096. For example, if you must file both Forms 1098 and 1099-A, complete one Form 1096 to transmit your Forms 1098 and another Form 1096 to transmit your Forms 1099-A. You need not submit original and corrected returns separately. Do not send a form (1099, 5498, etc.) containing summary (subtotal) information with Form 1096. Summary information for the group of forms being sent is entered only in boxes 3, 4, and 5 of Form 1096.

**Box 1 or 2.** Complete only if you are not using a preaddressed Form 1096. Make an entry in either box 1 or 2; not both. Individuals not in a trade or business must enter their social security number (SSN) in box 2; sole proprietors and all others must enter their employer identification number (EIN) in box 1. However, sole proprietors who do not have an EIN must enter their SSN in box 2. Use the same EIN or SSN on Form 1096 that you use on Forms 1099, 1098, 5498, or W-2G.

**Box 3.** Enter the number of forms you are transmitting with this Form 1096. Do not include blank or voided forms or the Form 1096 in your total. Enter the number of correctly completed forms, not the number of pages, being transmitted. For example, if you send one page of three-to-a-page Forms 5498 with a Form 1096 and you have correctly completed two Forms 5498 on that page, enter "2" in box 3 of Form 1096.

**Box 4.** Enter the total federal income tax withheld shown on the forms being transmitted with this Form 1096.

**Box 5.** No entry is required if you are filing Forms 1099-A or 1099-G. For all other forms, enter the total of the amounts from the specific boxes of the forms listed below.

Form W-2G	Box 1
Form 1098	Boxes 1 and 2
Form 1098-C	Box 4c
Form 1098-E	Box 1
Form 1098-T	Boxes 1, 2, 4, 5, 6, and 10
Form 1099-B	Boxes 2 and 3
Form 1099-C	Box 2
Form 1099-CAP	Box 2
Form 1099-DIV	Boxes 1a, 2a, 3, 8, and 9
Form 1099-H	Box 1
Form 1099-INT	Boxes 1, 3, and 8
Form 1099-LTC	Boxes 1 and 2
Form 1099-MISC	Boxes 1, 2, 3, 5, 6, 7, 8, 10, 13, and 14
Form 1099-OID	Boxes 1, 2, and 6
Form 1099-PATR	Boxes 1, 2, 3, and 5
Form 1099-Q	Box 1
Form 1099-R	Box 1
Form 1099-S	Box 2
Form 1099-SA	Box 1
Form 5498	Boxes 1, 2, 3, 4, 5, 8, 9, and 10
Form 5498-ESA	Boxes 1 and 2
Form 5498-SA	Box 1

**Final return.** If you will not be required to file Forms 1099, 1098, 5498, or W-2G in the future, either on paper, magnetically, or electronically, enter an "X" in the "final return" box.

**Corrected returns.** For information about filing corrections, see the 2007 General Instructions for Forms 1099, 1098, 5498, and W-2G. Originals and corrections of the same type of return can be submitted using one Form 1096.



[This page intentionally left blank]

## Appendix M1L3-I

# Confidentiality and Non-Disclosure Certificate

In recognition of the need of NAACP (“Company”) to protect the confidentiality and ownership of Company’s interests, the undersigned agrees to the following terms and conditions:

1. The undersigned agrees that any and all information including but not limited to any and all types of oral and written materials and/or communications which directly pertain to or relate to Company in any manner whatsoever, and which directly or indirectly pertain to or relate to Company’s proprietary interests in any manner whatsoever , shall be considered “Confidential Information.”
2. The undersigned agrees that Confidential information shall include, but shall in no way be limited to, any and all written and oral communications, artwork, illustrations, sketches, concepts, outlines, videotapes, models, descriptions, treatments and scripts which the undersigned observes, directly or indirectly , or which Company discloses to the undersigned.
3. The undersigned agrees to keep the Confidential Information strictly confidential and to not disclose the Confidentiality Information to any third party, in any manner whatsoever, either directly or indirectly, unless Company gives its prior written approval to such disclosure.
4. The undersigned further agrees that pursuant to the non-disclosure provision of Paragraph 3 of this Confidentiality and Non-Disclosure Agreement (this “Non-Disclosure Agreement”), the undersigned shall not in any manner whatsoever, either directly or indirectly, photocopy, reproduce, broadcast, publish, disseminate, distribute, release or disclose (collectively, “Release”) the Confidential Information, or any part thereof, to any third party unless Company gives its prior written approval of such Release.
5. The undersigned’s obligations under this Non-Disclosure Agreement shall continue in perpetuity.
6. In the event the undersigned breaches any term of this Non-Disclosure Agreement, Company reserves the right to bring any and all equitable and/or legal actions which Company has against the undersigned as a result of such breach, and the undersigned acknowledges that such breach shall result in immediate and irreparable damage to Company and that Company shall be entitled to equitable relief by way of temporary and permanent injunctions as well as such other and further relief, at law and in equity, as a court of competent jurisdiction may deem just and proper. The undersigned agrees that Company shall be entitled to recover from the undersigned all of the Company’s costs and expenses which arise out of or relate thereto (including but not limited to reasonable attorney’s fees) whether or not such action is pursued to final judgment.
7. This Agreement is signed in the State of \_\_\_\_\_ and governed by the laws of the State of \_\_\_\_\_.

IN WITNESS WHEREOF, the undersigned agrees to all of the terms and conditions stated herein.

DATED: \_\_\_\_\_

ACCEPTED AND AGREED TO:

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

## **Appendix M1L3-J**

# **IRS Letter from President**

**To NAACP Unit Officers and Directors:**

**As you are aware, the IRS has determined that NAACP Units are treated as 501(c)(4) organizations under the Internal Revenue Code. As 501(c)(4) organizations, Units are generally exempt from Federal income taxes. However, donations to Units may not be deducted as charitable contributions. Under the Internal Revenue Code, only donations made to 501(c)(3) organizations such as the NAACP National Office qualify as charitable contributions.**

**We are aware that Units may solicit donations from individuals and organizations that seek letters of acknowledgment stating that their contributions are tax-deductible. Solicitations by Units must disclose that the contributions are not deductible for income tax purposes or the individual Unit could incur significant penalties. The National Office will not provide its tax identification number to Units to facilitate general fundraising efforts.**

**Individuals and organizations wishing to make tax-deductible gifts to the NAACP must make their checks payable to the NAACP or NAACP Special Contribution Fund and send them to the National Office in Baltimore. Donors wishing to direct the use of their contribution by the National Office must include a letter detailing how the funds are to be utilized. Restricted donations to Units will be facilitated by the National Office only for programs that have been formally adopted by the National Office such as the ACT-SO and Back-to-School/Stay-in-School programs. Donors should be instructed to send their contributions directly to the National Office and specifically indicate the program (ACT-SO or BTS/SIS) where the funds are to be used.**

**Units may continue to seek contributions in support of their Freedom Fund banquets, memberships, or other local fundraising activities. However, only that portion of the donor's contribution which is remitted to the National Office may be deducted as a charitable contribution. Guidelines developed by the Office of General Counsel of the NAACP are enclosed for review and implementation. Specific questions regarding this issue should be addressed in writing to Ms. Mary Peeler, Director of Field Operations.**

**The IRS previously performed an audit of Unit fundraising activities and has assessed penalties upon several Units for their failure to comply with the Internal Revenue Code. We expect the IRS to conduct future audits of Unit fundraising activities and recognize that a continued failure to comply with IRS guidelines could result in adverse actions taken by the IRS against the local Units.**

**Finally, several Units have recently received correspondence from the IRS regarding their failure to file a tax return. The National Office has made every effort to address such correspondence to the satisfaction of both the IRS and the Unit. However, please be mindful that if your Unit does not submit an Annual Financial Report, the National Office will not be able to include your Unit in the group return. Further, your Unit will be required to file its own IRS Form 990, and failure to file such a return will result in significant fines and penalties. It is therefore imperative that each NAACP Unit file its Annual Financial Report by the deadline date.**

**As always, we appreciate your continued assistance and cooperation in ensuring that the Association and all its Units comply with the rules and regulations to which we are bound.**

**Sincerely,**

**Bruce Gordon  
President & CEO**

## Appendix M1L3-K

### Annual Unit Assessment and Convention Assessment Sample

#### ANNUAL UNIT ASSESSMENTS (2006)

Branches with fewer than 100 members	\$ 300.00
Branches with 101–500 members	\$ 500.00
Branches with 501–1,000 members	\$ 750.00
Branches with 1,001–2,000 members	\$1,000.00
Branches with 2,001–3,000 members	\$1,500.00
Branches with 3,001–3,500 members	\$2,000.00
Branches with 3,501–4,000 members	\$3,000.00
Branches with more than 4,000 members	\$5,000.00
All Youth Units	\$ 75.00

#### CONVENTION ASSESSMENTS (2006)

State Conferences (Youth and Adult) \$ 100.00

#### Branches with

50 to 100 members	\$ 50.00
101 to 500 members	\$ 75.00
501 to 1,000 members	\$ 125.00
1,001 to 2,500 members	\$ 175.00
2,501 to 5,000 members	\$ 200.00
5,001 to 7,500 members	\$ 250.00
Over 7,501 members	\$ 300.00

**Youth and Young Adult Councils** \$ 25.00  
**College Chapters** \$ 25.00

**APPENDIX M1L3-L**

**SAMPLE BUDGET FOR BRANCH**  
**JANUARY – DECEMBER**

**INCOME**

MEMBERSHIPS – LIFE (15)	11,250.00
MEMBERSHIPS (300 @ \$30)	<u>9,000.00</u>
TOTAL MEMBERSHIPS	20,250.00
FREEDOM FUND BANQUET	51,600.00
WOMEN OF THE YEAR	<u>7,500.00</u>
TOTAL FUNDRAISING	59,100.00
CONTRIBUTIONS	<u>3,000.00</u>
<b>TOTAL INCOME</b>	<b>\$82,350.00</b>

**EXPENSES**

REMIT TO THE NATIONAL OFFICE:

Life Memberships	6,750.00
Regular Memberships	5,430.00
Convention Registration	125.00
Convention Delegates	390.00
Regional Convention	1,075.00
25% Net Fundraising	<u>10,775.00</u>

**Total to National Office 24,545.00**

REMIT TO STATE CONFERENCE:

Freedom Fund Dinner	500.00
Women of the Year	3,750.00
Convention Expenses	650.00
State Assessment	500.00
Youth Fund	<u>150.00</u>

**Total to State Conference 5,550.00**

Freedom Fund Banquet Expenses	12,450.00
Women of the Year Expenses	800.00
National Convention Delegates Expenses	4,200.00
State Convention Delegates Expenses	1,000.00
Committee Expenses	3,000.00
Office Rent	6,000.00

Office Supplies	1,500.00
Travel	1,200.00
Part Time Workers	8,400.00
Telephone	1,200.00
Postage	<u>1,024.00</u>
<b>TOTAL EXPENSES</b>	<b>(\$70,869.00)</b>
<b>NET INCOME</b>	<b><u>11,481.00</u></b>

## Appendix M1L3-M Sample Budget for Branch Freedom Fund Dinner

### INCOME

PLATINUM SPONSORS (10 @ \$1,500)	\$15,000	
GOLD SPONSORS (12 @ \$800 )	\$ 9,600	
SILVER SPONSORS (20 @ \$500 )	\$10,000	
BLUE SPONSORS (100 @ \$50)	\$ 5,000	
SOUVENIR BOOKLET (40 pages @ \$300each)	<u>\$12,000</u>	
<b>TOTAL INCOME</b>		<b>\$51,600</b>

### EXPENSES

CATERING (400 @ \$18)	\$6,800	
FACILITY RENTAL	\$ 500	
PRINTING TICKETS	\$ 150	
SOUVENIR BOOKLET (50 pages @ \$50 each)	\$2,500	
SPEAKER'S FEE AND TRAVEL	\$1,000	
DECORATIONS	\$ 500	
POSTAGE	\$ 800	
PHONE	\$ 200	
<b>TOTAL EXPENSES</b>		<b><u>\$12,450</u></b>
<b>NET INCOME</b>		<b><u>\$39,150</u></b>

[This page intentionally left blank]

**APPENDIX M1L3-N**

**SAMPLE SPONSORSHIP LEVELS FOR BRANCH FREEDOM FUND  
BANQUET**

**PLATINUM SPONSORS**

PRICE: \$1,500.00  
TABLE SIZE: 10 SEATS  
LOCATION: FRONT AND CENTER  
INCENTIVES: FULL PAGE ON PLATINUM PAGE IN JOURNAL  
ACRYLIC PLAQUE  
INVITATION TO VIP RECEPTION

**GOLD SPONSORS**

PRICE: \$800.00  
TABLE SIZE: 8 SEATS  
LOCATION: IMMEDIATELY BEHIND PLATINUM SPONSORS  
INCENTIVES: LISTING WITH 2 OTHER GOLD SPONSORS ON GOLD  
PAGES  
REGULAR PLAQUE  
INVITATION TO VIP RECEPTION

**SILVER SPONSORS**

PRICE: \$500.00  
TABLE SIZE: 6 SEATS  
LOCATION: IMMEDIATELY BEHIND GOLD SPONSORS  
INCENTIVES: LISTING WITH 7 OTHER SILVER SPONSORS ON SILVER  
PAGES

**BLUE SPONSORS**

PRICE: \$50.00  
TABLE SIZE: 1  
LOCATION: 1 SEAT AT BLUE SPONSOR TABLES  
INCENTIVES: ADMISSION TO PREMIER ANNUAL EVENT IN THE  
COMMUNITY

## APPENDIX M1L3-O

### SAMPLE SPONSORSHIP LETTER

February 2, 2006

Ms. Janise Carter-Brown  
NationsBank  
2225 Highway 138  
Riverdale, Georgia 30296-1703

Dear Ms. Carter-Brown:

The Fayette County Branch of the National Association for the Advancement of Colored People (NAACP) is hosting its First Annual Freedom Fund Dinner on Saturday, March 14, 2006. You are cordially invited to be among our privileged guests who contribute to the progress of this Branch. We are asking you to become a Platinum Sponsor with a contribution of \$2,500.

The NAACP is the oldest, largest, most respected and effective civil rights organization in this nation. The NAACP has improved the social, economic and political conditions for African-Americans and other minorities more than any other organization in the history of America.

We are pleased that in February 1997, a Branch was chartered in Fayette County. This Branch has made a positive impact on the quality of life for citizens of Fayette County.

- Fayette County Branch, NAACP has spearheaded efforts to open lines of communication between the Fayette Board of Education, students, and parents resulting in the formation of Human Relations and Race Relations committees.
- The Branch sponsored a Back-to-School/Stay-in-School event last fall. In the future, we will develop other school retention, attendance and after school programs. This spring we will recognize and reward academic, scientific, technological, and cultural excellence among high school students with implementation of the NAACP ACT-SO program.

As we continue to make plans for this prestigious event, we sincerely hope you will respond favorably to our request no later than February 13, 2006. Enclosed are a response form and more information regarding the event and sponsorship. If you have questions, please call me at 770-719-2840 or Alice Jones, Co-Chair of the Freedom Fund Committee at 770-994-7998.

Sincerely,

Reverend Dale Foster  
President

[This page intentionally left blank]

## Appendix M1L4-A

# Creating an NAACP Email Account

(This information was previously mailed out. If there were issues setting up the account, please try again with the password abc123)

It is important that we bring our advocacy efforts into the 21<sup>st</sup> century. If you have not already done so, you must set up your NAACP email account through the National IT Department. If you do not have a computer, local libraries provide free Internet access. The National Membership Department will use the NAACP mass email accounts when they need to send important information quickly to everyone. At this time, according to the National IT Department, about 40% of Units are using their NAACP free accounts.

If you have not yet set up your account, you may do so by following these quick steps:

- 1) Go to the website address of: *http://email.naacp.org*.
- 2) Log in. Your username is the word “unit” plus your unit number. For example: unit0000. Use all lowercase!
- 3) Complete log in by entering your password. Your temporary password is: abc123.
- 4) Check your preferred language, and then read the policy statement.
- 5) Go to options and customize your email account to suit your needs.
- 6) Your email address will be your user name plus: @naacp.org. For example: unit0000@naacp.org
- 7) If you have questions or concerns, please contact the webmaster at *webmaster@naacpnet.org*
- 8) Enter the site and enjoy your new account!

[This page intentionally left blank]

## APPENDIX M3L1-A

### Sample Action Plan Format

#### ***Identify the Goal***

While the Association’s Education Advocacy Agenda is to “provide all students access to a high-quality education,” reaching that goal can be achieved only through a series of successful efforts to meet our short-term goals. Listed below are a few long-term and short-term goals. NAACP Units should outline action steps to reach the short-term goals in their Annual Education Action Plan.

**Long-term goal:** Closing the Achievement Gap  
**Short-term goal:** Reducing the Gap by 3 percentage points by the end of the year

**Long-term goal:** Reducing the dropout rate  
**Short-term goal:** Passing legislation that requires the state to track dropouts

**Long-term goal:** Reducing the negative effects of high-stakes test  
**Short-term goal:** Pass referendum to place a moratorium on high-stakes component of test

#### ***Identify the strategy***

NAACP Units should identify two (2) strategies that they will employ to reach their short-term goals. The first strategy should be the primary strategy, while the second strategy should be prepared in case the Unit is not making progress on the first strategy. Listed below are several advocacy strategies that the Units can implement to reach their short-term goals.

#### Legislative Strategy

- Push for a legislative hearing on the item to collect data and testimonies
- Push for a resolution to address the issue
- Push for the development and/or passage of legislation that addresses the issue

#### Litigation Strategy

- File a lawsuit that addresses the issue (the National Legal Department should be notified prior to filing a lawsuit)
- File complaint against the body that is legislated to enforce the civil rights components of the state’s educational agency

### Political Strategy

- Develop a ballot initiative/referendum that addresses issue
- Launch a letter-writing campaign
- Launch a voter registration campaign

### Administrative Strategy

- File a complaint with administrative civil rights office (state/local civil rights division)

### Negotiations

- Establish a plan to address the issue. The plan should set out target goals, deadlines, and proposed resources

### Media Strategy

- Launch public service announcements
- Write editorials highlighting the issue

### Agitation Strategy

- Direct Action Campaign (rally, demonstration, sit-in, etc.; the Regional Office should be notified and prior approval must be given from the National Office before launching a Direct Action campaign)

### ***Identify annual action schedule***

NAACP Units should develop an Action Calendar that outlines the course of the action they will take throughout the year to reach their short-term goal. The Action Calendar should cover a complete 12-month cycle.

## Sample State Conference Annual Education Action Plan

**Action Issue:**

High-Stakes Test

**Action History:**

The state requires that students take the state assessment test each year. Those students who do not reach the benchmark score are retained in the same grade. Of the students retained, 74% are minority. The high-stakes component (retention) of the test is leading to an increased minority dropout rate. The State Conference has already discussed the issue with the Governor and State Superintendent of Education. The NAACP must take action.

**Action Goal(s):**

**Long-term goal:** Addressing disparities in high-stakes testing

**2006 goal:** Pass legislation to place a moratorium on high-stakes component of test

**Action Strategy:**

**1<sup>st</sup> Strategy:** Legislative—Bill

**2<sup>nd</sup> Strategy:** Political—Referendum

**Action Challenges:**

**Strategy #1:** Need 75 votes in the House and 51 in the Senate by August 15, 2006

**Strategy #2:** Need 300,000 signatures by October 1 to place referendum on November ballot

## ***Sample Education Action Calendar***

### **January**

- Developing draft legislation and distributing to NAACP Units
- Developing talking points to support issue

### **February**

- Meeting with state Black Legislative Caucus to discuss presenting the bill
- Delivering Youth Council's letters on subject

### **March**

- Hosting a hearing or community meeting about the issue and the proposed bill

### **April**

- Developing key national and state allies to support bill
- Visiting key allies to support the bill

### **May**

- Evaluating effectiveness of Strategy #1
- Beginning signature-gathering campaign for Strategy #2

### **June**

- Hosting state tour to collect signatures (75,000 signatures goal per month)

### **July**

- Recording legislators' vote on issue

### **August**

- Preparing information packets for Back to School Rally

### **September**

- Launching public service announcements discussing campaign
- Visiting local churches for assistance collecting the signatures and addressing the issue

### **October**

- Conducting a final count of signatures

### **November**

- Discussing issue with candidates
- Voting on referendum

### **December**

- Evaluating overall effectiveness and next issues to address

## Appendix M1 Activity

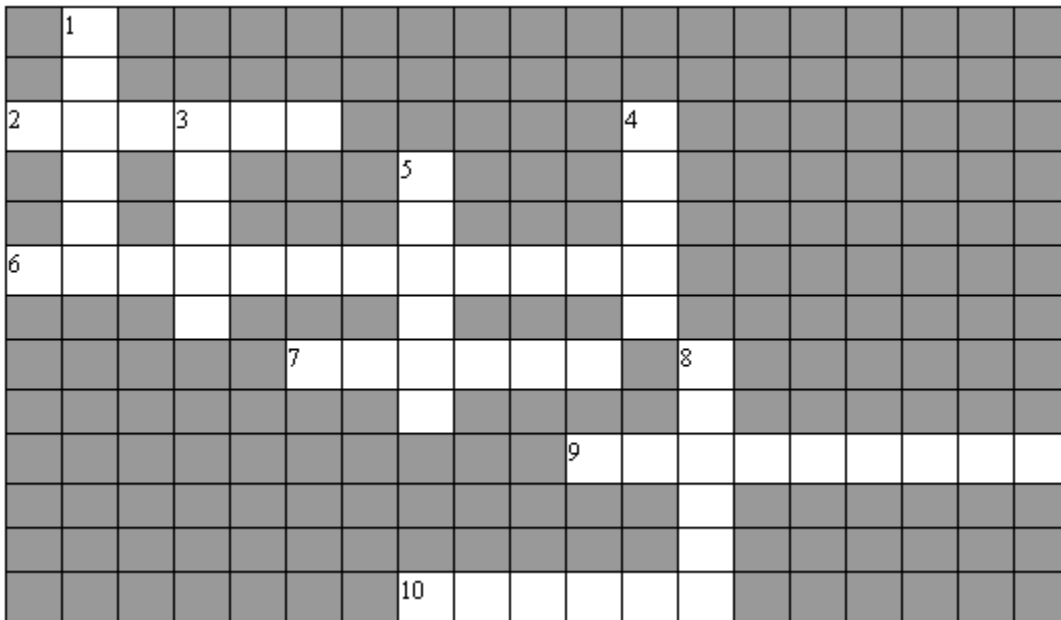
### Activity Problem Statement

The goal of this activity is to review the content discussed in the first part of this training session by solving a crossword puzzle.

*Use the clues below to solve the crossword puzzle. You have been allotted **8** minutes for the activity. You can use your Training Workbook for reference.*

*The first 10 trainees to bring their correctly completed crossword puzzles to the instructor will receive a prize! No pushing or shoving!*

**Instructions:**



**ACROSS**

**DOWN**

2. “*The \_\_\_\_\_*” is the name of the magazine started by the NAACP.

6. Membership dues are what type of funds (restricted or unrestricted)?

7. On a committee, a majority of the members is called a \_\_\_\_\_, unless the Bylaws state otherwise.

9. He/she acts as Chief Financial Officer of the Unit and Chairperson of the Finance Committee.

10. This refers to standards of behavior that tell us how human beings ought to act in the many situations in which they find themselves.

1. Last name of the current NAACP President and CEO.

3. Number of geographical regions of the NAACP.

4. The “\_\_\_\_\_ System” involves pairing high-membership-production Units with low-production Units—ideally of similar sizes—to provide support, encouragement, and inspiration to the Unit that needs the help.

5. This membership area is an underdeveloped area that has the most untapped potential for growth of any group.

8. All disbursements made by NAACP are to be disbursed via \_\_\_\_\_.

## Jeopardy Game Problem Statement

The goal of the NAACP Executive Leadership Certification Training Jeopardy!™ game is to test—using a fun and entertaining approach—the knowledge gained by the trainees during the day-long course.

### Rules of Jeopardy:

This game will be played by three teams (of two is suggested) in two rounds—the ‘regular’ Jeopardy! Round, and the final Jeopardy! Round. Points (money, actually) are earned with each correctly answered question.

There are five categories of questions related to the course content. Each question is worth between \$100 and \$500. Play continues until all 25 clues are revealed, which ends the ‘regular’ Jeopardy! Round. The final Jeopardy! Round is played last.

On each turn, the team in control first chooses a question by announcing a category and dollar amount. The question is revealed and read by the game show host (instructor); then the team is allowed about 30 seconds to answer. Every correct response wins points (money). Each team takes turns selecting and answering a question. If the team in control does not know the answer, guessing is encouraged since points cannot be lost. The audience (the other trainees) can be allowed to help at the discretion of the game show host.

There is one Daily Double hidden on the board behind one of the 25 clues. When a team selects the Daily Double they announce a wager, and then the question is revealed as before. If answered correctly, the team wins double the amount of the wager plus the value of the question. For example, if the question is worth \$300, and the team’s wager is \$500, a correct answer would earn \$1,300. The maximum wager is the total of team’s current winnings (pot).

In the Final Jeopardy! Round, a single category is presented, and each team secretly makes a wager. Then the question is revealed, and each team has 30 seconds to write down a response. Correct responses earn the value of the wager, whereas incorrect responses lose it. For example, if a team wagers all their points (money) and answers incorrectly, they will walk away with zero points.

At the end of the game, the team with the most points (money) wins the game.

(Adapted: *Jeopardy! Database of Champions—Basic Game Rules*)

<http://www.oddchange.com/jdoc/rules.html> )