**SUCCESS MANUAL FOR**

**YOUTH & COLLEGE UNITS**



**The mission** of the NAACP Youth & College Division shall be to inform youth of the problems affecting African Americans and other racial and ethnic minorities; to advance the economic, education, social and political status of African Americans and other racial and ethnic minorities and their harmonious cooperation with other peoples; to stimulate an appreciation of the African Diaspora and other people of color’s contribution to civilization; and to develop an intelligent, militant effective youth leadership.

**The vision** of the NAACP Youth & College Division is developing a new generation of leadership.

**The objective** of the Youth & College Division are: Leadership and Activism Training, Proactive Political and Community Activism, Recruitment of new Youth Units, Maintenance of existing Youth Units, Public awareness of the necessity of youth involvement and To be the leaders and trendsetters in the area of youth leadership and civil rights training.

Believe the H.Y.P.E.

HELPING YOUNG PEOPLE EMPOWER

**The History of the NAACP**

Founded February 12, 1909, the NAACP is the nation's oldest, largest and most widely recognized grassroots-based civil rights organization. It’s more than half-million members and supporters throughout the United States and the world are the premier advocates for civil rights in their communities, campaigning for equal opportunity, and conducting voter mobilization.

**Founding**

The NAACP was formed partly in response to the continuing horrific practice of lynching and the **1908 race riot in Springfield**, the capital of Illinois and resting place of President Abraham Lincoln. Appalled at the violence that was committed against blacks, a group of white liberals that included **Mary White Ovington** and **Oswald Garrison Villard**, both the descendants of abolitionists, **William English Walling** and **Dr. Henry Moscowitz** issued a call for a meeting to discuss racial justice. Some 60 people, seven of whom were African American (including **W. E. B. Du Bois**, **Ida B. Wells-Barnett** and **Mary Church Terrell**), signed “The Call”, which was released on the centennial of Lincoln's birth.

Other early members included Joel and Arthur Spingarn, Josephine Ruffin, Mary Talbert, Inez Milholland, Jane Addams, Florence Kelley, Sophonisba Breckinridge, John Haynes Holmes, Mary McLeod Bethune, George Henry White, Charles Edward Russell, John Dewey, William Dean Howells, Lillian Wald, Charles Darrow, Lincoln Steffens, Ray Stannard Baker, Fanny Garrison Villard, and Walter Sachs.

Echoing the focus of **Du Bois' Niagara Movement** which began in 1905, the NAACP's stated goal was to secure for all people the rights guaranteed in the 13th, 14th, and 15th Amendments to the United States Constitution, which promised an end to slavery, the equal protection of the law, and universal suffrage, respectively.

**The NAACP's principal objective is to ensure the political, educational, social and economic equality of minority group citizens of the United States and eliminate racial prejudice.** The NAACP seeks to remove all barriers of racial discrimination through the democratic processes.

The NAACP established its national office in New York City in 1910 and named a board of directors as well as a president, Moorfield Storey, a white constitutional lawyer and former president of the American Bar Association. The only African American among the organization's executives, **Du Bois was made director of publications and research and in 1910 established the official journal of the NAACP, The Crisis.**

**The History of Youth & College Divisions**

During the **1935 National Convention**, young people challenged the organization to provide youth with a vehicle to address civil rights. The NAACP Board of Directors passed a resolution, formally creating the Youth and College Division in 1936. Under the guidance of **Ms. Juanita E. Jackson**, the Youth and College Division organized demonstrations against lynching and held group discussions on the inequality of public education.

In 1960, the NAACP proudly saluted the involvement of its youth members in the sit-in demonstrations that began in Greensboro, North Carolina in an effort to desegregate lunch counters. In 1961, the NAACP Youth and College Division shifted its emphasis from sit-in demonstrations to demands for jobs and equal opportunities for Black workers. In 1963, youth members from around the country responded to the call for a “Jobs and Freedom” march on

Washington. The NAACP was a cornerstone among organizations that participated. In 1965, with the passage of the Voting Rights Act, NAACP youth members proved effective in registering over 350,000 voters. During the period of 1966-1981, the Youth and College Division instituted a vigorous campaign to register minorities between the ages of 18-24; resulting in a 40 percent increase in registered voters in this age category.

Today, there are over 600 NAACP Youth Councils and College Chapters actively involved in the work of the association. In fact, the NAACP is the only major civil rights organization that includes young people and encourages them to participate fully in its programs—including membership on the National Board of Directors.

Since its inception in 1936, the Youth and College Division has continued to serve as the premier training ground for young civil rights soldiers. With the hard work and dedication of our youth members, the Youth and College Division will carry out its mission of developing an intelligent, militant and effective youth leadership to ensure the political, educational, financial and social equality of rights for people of color through training, organization and mobilization.

**The Structure of the Organization**

**Grassroots network**

State Conferences, Adult Branches, College Chapters, and Youth Councils are the front line units of the National Association for the Advancement of Colored People. The Branches, College

Chapters and Youth Councils are chartered by the Board of Directors to operate in defined geographic areas. The state conferences and local units are divided into seven geographic regions. As a component of the overall organization, a youth membership carries equal status as that of adult membership. On a local level, Branches, College Chapters and Youth Councils should communicate and coordinate their activities in order to achieve the aims and objectivities of the association. For the purpose of coordination, Youth Councils and College Chapters report to the State Conference Youth and College Division. The State Conference reports to the Regional and National Office.

**The National Board of Directors**

The National Board of Directors is composed of 64 members. Seven of these members are elected from the Youth and College Division. The Board meets quarterly and has the power to establish all major administrative and other policies governing the affairs of the NAACP. The Board of Directors also create standing committees as prescribed in the NAACP Constitution and establishes such Units of the Association in such places and under such conditions as it sees fit.

**The National Youth Work Committee**

The National Youth Work Committee is composed of 27 members, consisting of one youth and one adult elected from each region; the 7 Youth members of the National Board of Directors; 4 adult members appointed by the Chairman of the National Board; and 2 members appointed by the Chairman of the National Youth Work Committee. The National Youth Work Committee meets 2 times a year and at the National Convention to advise and recommend to the National Board through the President and CEO programs and policies pertaining to the programs for Youth Councils and College Chapters.

**The Regions**

The NAACP has divided the U.S. into seven geographic regions. Each region will have a Youth Board Member, and two National Youth Work Committee Members (one adult and one youth), and a Regional Field Director. The Regional Office is an extension of the National Office.

The seven regional offices are located in the following cities:

Region I Oakland, CA

Region II New York, NY

Region III Lansing, MI

Region IV St. Louis, MO

Region V Atlanta, GA

Region VI Houston, TX

Region VII Baltimore, MD

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**Region VII**

Region VII is comprised of DC, Maryland and Virginia. Every year Region VII hosts a Civil Rights Advocacy Training Institute (CRATI) which is held in the spring time. The CRATI trains officers and representatives of local units to do the work of the NAACP.The Region VII CRATI reaches out to empower our Civil Rights leaders with new information and skills to aid in our fight for justice and equality. The CRATI is designed for each Unit to send participants that will **train and lead** others.Region VII leadership is responsible for organizing and creating the agenda for the CRATI. The CRATI is hosted in a different state each year based on alphabetical order of the states.

**Important Region VII NAACP Contacts:**

**National Youth & College Division:** 410.580.5656(Fax) 410.764.6683

**Region VII Field Director:** Jonathan McKinney [jmckinney@naacpnet.org](mailto:jmckinney@naacpnet.org)

**Region VII Field Organizer**:

**Region VII National Board of Directors Youth Member: Da’Quan Love daquanlove@gmail.com**

**Region VII National Youth Work Committee Adult Rep:**

**Region VII National Youth Work Committee Youth Rep:**

**Y&C Unit Compliance Requirements:**

* Each unit must have a minimum of 25 youth memberships at all times
* Hold monthly meetings
* Attend state/state-area conference quarterly meetings
* Provide quarterly written reports to State Y&C Conference, Regional Office and National Office such as Officer Update form, Unit General Information form, and Quarterly Report forms
* Submit the Year-End Financial Report to the National Office by March 1st along with minimum assessment of $75.00. Failure to submit report by March 1st unit will be assessed a $100.00 late fee in addition to the minimum assessment of $75.00
* Submit National/State Assessments yearly

**Officer Duties and Committees:**

**President:**

* Preside at NAACP meetings of the Unit
* Serve as chair of the Executive Committee
* Appoint the Chair and members of all committees not otherwise elected by the General membership
* Between meetings of the executive committee and the NAACP unit, to exercise general and executive authority on behalf of the NAACP Unit, subject to ratification by the Executive Committee
* Serve as a member of Executive Committee Adult Branch in their vicinity and provide a written report of unit activities.
* President of the Youth Council shall submit name of newly elected advisor to the Executive Committee of the Adult Branch, following the annual election

**Vice President:**

* Perform all the duties of the President in their absence. In case of more than one Vice President, the Vice President shall perform their duties according to their numerical rank.
* In the event of the departure of the President, the 1st Vice President shall automatically ascend to the position of President.

**Secretary:**

* To keep full and accurate records of the proceedings of the NAACP Unit and of the Executive Committee
* To keep a record of all NAACP Unit members and their dues
* To submit reports to the NAACP Unit and the Executive Committee and a copy of same reports to State Y&C Conference, Regional Office, and National Office
* To give receipts for all membership fees received and to transmit such fees to the NAACP Unit Treasurer; to send properly to the National Office lists of all membership fees received; and to secure from the Treasurer and forward to the National Office that portion of membership fees due to the Association within 15 days.
* In conjunction with the President, to sign requisitions for disbursements from the NAACP Unit Treasury and to maintain a file of receipts and disbursements.
* This is the most critical officer in the Unit. Keeping records is a big responsibility. The Secretary keeps the official records of the Unit and must be someone who is very organized.
* Reports can be found on the website: naacp.org under field resources under unit reporting

**Treasurer:**

* Receive all monies
* Promptly deposit
* No money shall be withdrawn from any account except by check signed by the Treasurer and countersigned by the President
* Serve as chief financial officer and chair of the Finance Committee
* Remit through the secretary to the National Office the proportion of membership fees to which, the National Office is entitled, as hereinafter provided, within 15 calendar days after their receipt.
* To submit reports to the NAACP Unit and the Executive Committee at all regular meetings
* Submit year-end financial report to the National Office on or before March 1st

**Duties of Assistant Secretary & Assistant Treasurer:**

* To perform the duties of the Secretary/Treasurer in his/her absence
* To perform specific duties of the Secretary under the supervision of the Secretary/Treasurer

**Advisors**

* Advise, encourage, provide guidance to Youth Councils/College Chapters
* Facilitate communication and act as a liaison between the Adult branch and Youth Council/College Chapter
* Provide support and direction for youth
* The Advisor should not direct nor dictate the organization’s programs and activities
* The Advisor should stay well informed about the plans and activities of the Youth Council or College Chapter.
* It is expected that Advisors will attend as many meetings and activities of the group as possible and will consult frequently with officers.
* The Advisor must be aware of the organization’s goals and direction and help to evaluate its progress toward reaching these goals.
* The Advisor provides continuity within the group from year to year. He or she should be familiar with the Constitution and By-Laws of the NAACP and be prepared to assist with any interpretation.
* Advisors should assist the Youth Council or College Chapter in complying with NAACP policies and procedures.
* Advisors should be aware of the general financial conditions of the Youth Council or College Chapter and make sure to keep accurate and accessible financial records.
* The Advisor should assist in orienting new officers and in developing the leadership skills of members.
* The Advisor should be the link to other NAACP units and serve as a resource person.
* The Advisor should motivate all members to think as a team to achieve the desired goals.
* The Advisor helps the unit conduct outreach to the community to increase membership and encourage involvement of all community members as well as addressing community problems.
* The Advisor helps prepare youth to be leaders of today including improving young people’s public speaking and organizational skills and knowledge of history and civil rights.
* The Advisor helps to identify and nourish the talents of youth members

**Executive Committee:**

* The Executive Committee of Y&C Units shall consist of elected officers (President, Vice President, Secretary, and Treasurer), elected executive committee members, and chair of standing committees
* The Executive Committee shall have general control of the affairs and program of the Unit, subject to the authority of the Unit and the provisions of the Constitution and approved bylaws.
* The Executive Committee shall render a report, containing the reports of all standing and special committees, at the regular meetings of the Unit

**Standing Committees:**

* The work of the NAACP is done by standing committees and not in the General membership meeting. Only in rare instances when the President and/or Executive Committee has determined that a matter is time sensitive and pressing should any discussion be allowed to take place during a general membership meeting.
* In those instances, when they arise, the respective standing committee should take the lead by investigating and verifying/validating all facts, prior to the Unit taking any action.
* Shall report in writing each month to the Executive Committee at its regular meetings
* Standing Committees are:
  + Press and Publicity
  + Community Coordination
  + Education
  + Finance
  + Health
  + Membership
  + Political Action
  + Economic Development
  + Entertainment
  + Juvenile Justice

**Membership:**

* College Chapters
  + Anyone under 25 and/or currently enrolled as a student.
* Youth Council
  + Anyone under the age of 25, who establish residence in a community where Youth Council is in existence.
* Junior Youth Council
  + Anyone under age of 13, who establish residence in a community where a Junior Youth Council is in existence.
* Membership is the key component of the NAACP, units should continually recruit members year round
* Membership remains the lifeblood of the NAACP. It is the heart and soul of the Association. We cannot ignore that much of the work of the Civil Rights movement has been driven by reaction to injustices and inequalities that exist in our society and world.

1. **Game Changers of Y&C:**

* Public Safety and Criminal Justice - Racial Profiling, Police Brutality
* Health - HIV/AIDS, Obesity, STDs
* Education - Affirmative action, African-American retention in higher education
* Voter Rights and Political Representation - Voter registration and turnout, voter education, and election protection
* Economic Sustainability - Credit, Entrepreneurship, Financial Planning

Each unit activity should be centered around at least 1 of the Game Changers

**Parliamentary Procedure:**

* Agenda
  + Meeting Call to Order
* Opening Exercise (i.e. prayer, black history fact, etc)
* Reading of Minutes
* Reports of Officers
* Reports of Standing/Special Committees
* Unfinished (Old) Business
* New Business
* Announcement
* Adjournment

**Putting Ideas before a group: Making Motions**

* Making a motion
  + All proposals for action by the group must be presented by a “motion”. Begin by saying “I move that….” Make your motion brief and concise.
  + Seconding a motion
    - Before an idea may be discussed, it must be seconded. You need not to agree with motion in order to second it.
  + Amending the motion
    - To add to, substitute or subtract from a motion that someone else has made, submit your idea to the group by “amending the motion”.
  + Point of Information
    - If the issues becomes confusing, you may ask for clarification by asking for a “point of clarification” from the chair
  + Point of Order
    - If you feel a violation in parliamentary procedure exists, call for “point of order” to enforce the rules. The chair rules, but is obliged to recognize you and pass on your inquiry to the group.
  + Motion to Limit Debate
    - To prevent a discussion from dragging on endlessly you can:
      * Move to limit each speaker’s time
      * Move to limit the number of speakers
      * Move to limit the overall time of debate
      * Move to close debate at a set time and vote
  + Motion to End Debate
    - “Call for the Previous Question” This will close debate on a pending question and require immediate vote by the group on whether to close debate, 2/3 vote is required.
  + Motion to Table
    - A move to “lay on the table” means to temporarily put aside one action to consider another. It is not debatable and after a matter has been tabled, it may be taken from the table at the same meeting or at the next regular meeting. After that, it would be “Dead” and the matter would have to be reintroduced.
  + Postpone to a Certain Time
    - “I move that action on this matter be postponed until \_\_\_\_\_\_\_\_\_(must state time)”
    - If carried, the matter is postponed to the time specified and comes up as “unfinished/old business”.

**Organizing a Successful Issue Campaign:**

* The methods used to obtain the Association’s objectives shall be direct action, litigation, legislation and political action.
* Time is a very important element in determining how quickly a response will be needed.
* To be effective it is important that the decision makers in a particular effort is not too large to inhibit the campaign
* **Direct Action**
  + Examples: Direct action includes agitation, demonstrations, marches, picketing, boycotts, economic sanctions and other appropriate action.
  + No Unit shall initiate, endorse or participate in direct action on behalf of the Association, or any Unit of the Association, without the express written authorization of the President and CEO and General Counsel
  + Requests for approval within 15 business days before the date of the proposed action. The President and CEO shall respond within 10 business days after receipt of said request.
  + The President and CEO and General Counsel, at their discretion and in accordance with the objectives of the Association, shall communicate approval, or disapproval of said proposed direct action in writing to the Unit
* **Legislation**
  + No Unit of the Association shall support any legislation or policy that is contrary to the official position of the Association adopted by the Board of Directors.
  + No Unit shall initiate, endorse or participate in the passage of federal legislation, including, but not limited to bills, statutes, regulations, or resolutions on behalf of the Association, without the express written authorization of the President and CEO
  + The role Washington Bureau is to make units aware of activity in Congress with the goal activating units to respond when needed.
* **All Units of the Association are expected to**:
  + Increase registration and voting
  + Work for the enactment of municipal, state and federal legislationdesigned to improve the educational, political, and economic status of minority groups
  + Work to repeal racially discriminatory legislation
  + Improve the administration of justice
  + Secure equal enforcement of the law
  + All political action shall be non-partisan and shall not endorse candidates for public office.

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