

CONSTITUTION
of
COLORED BRANCH OF THE YOUNG WOMEN'S CHRISTIAN ASSOCIATION
of
MUNCIE, INDIANA.

As adopted by the Board of Directors July 22nd, 1921.

ARTICLE 1 - NAME & PURPOSE.

SECTION 1 - NAME:

The name of this organization shall be the Colored Branch of the Young Women's Christian Association of Muncie and Delaware County, Indiana.

SECTION 2 - PURPOSE:

The purpose of this Association shall be the improvement of the physical, social, intellectual, moral and spiritual condition of young colored women.

ARTICLE 2 - MEMBERSHIP.

SECTION 1 - GENERAL:

Any colored woman or colored girl properly introduced or giving satisfactory reference as to character may become a member of this Association after she has been accepted by the Board of Directors, and by the payment of dues by such member according to her class of membership.

SECTION 2 - GIRLS:

Any colored girl eighteen years and under is eligible to membership and may be elected by the Membership Committee.

SECTION 3 - DUES:

The general membership dues shall be one dollar a year. The girls' membership dues shall be fifty cents a year. Membership dues shall be payable in advance.

SECTION 4 - LIFE:

Any member may become a life member on the payment of one hundred dollars or more at any one time.

SECTION 5 - SUSTAINING:

Any member may become a sustaining member by the payment of five dollars a year.

SECTION 6 - DUTIES:

It shall be the duty of each member to advance the purpose of the Association, both by her consistent personal life and by any service which she may be called upon to render.

SECTION 7 - TRANSFER:

A member may be received from or transferred to any other Colored Association affiliated with the Young Women's Christian Association of the United States of America which makes provision for transfer.

SECTION 8 - SUSPENSION:

The Board of Directors shall have power to suspend or drop any member charged with conduct injurious to the Association, after granting to her opportunity to appear in person before the Board to make her own defense.

SECTION 9 - VOTING:

Regular, sustaining and life members have the right to vote and hold office.

SECTION 10 - ARREARS:

Any member in arrears for payment of membership fees for three months or more shall forfeit membership unless she give a good and sufficient excuse. No member shall be allowed to vote, hold office or serve as a member of a standing committee while in arrears.

ARTICLE 3 - BOARD OF DIRECTORS.

SECTION 1 -

The management of the Association shall be vested in a Board of Directors twelve in number (six white women and six colored women) which shall have general supervision of all work of the Association.

It shall have power to organize special Branches and departments as the work may require, and shall have power to make contracts and leases.

SECTION 2 -

It shall be the duty of the Board to employ all salaried officers, and to authorize the expenditure of all funds.

SECTION 3 -

ELECTION:

The Directors of the Association shall be elected by ballot at the annual meeting. At the organization of the Association one-third of the Directors shall be elected to serve for one year, one-third for two years and one-third for three years. Thereafter one-third of the full number shall be annually elected for a term of three years. The Board shall have power to fill any vacancy occurring in the interim of annual meetings until the next annual meeting. Service of a director shall be limited to two successive terms.

SECTION 4 -

OFFICERS:

The officers of the Board of Directors shall be a president, three vice presidents, a recording secretary, a corresponding secretary and a treasurer, who shall be the officers of both the Association and the Board, and shall hold office for one year, or until their successors have been elected.

SECTION 5 -

ELECTION OF OFFICERS:

The officers shall be chosen by ballot of the Board of Directors, from its number, within two weeks following the annual election, and shall hold office for one year, or until their successors have been elected. The Board of Directors shall have power to fill any vacancy occurring in these offices within the term of service.

SECTION 6 -

NOMINATING COMMITTEE:

A nominating committee of five persons (three from the Board and two at large) shall be elected by ballot to serve for one year, to nominate members of the Board and to nominate members for the nominating committee for the next year.

ARTICLE 4 - TRUSTEES.

The Board of six Trustees shall be the Board of Trustees of the Central Branch of the Young Women's Christian Association of Muncie and Delaware County, Indiana.

Title to the real property of the Association shall be vested in this Board of Trustees, and only by its authority shall debts, obligations of mortgages, be made chargeable to the real property of the Association. It shall hold all trust funds and turn over to the Association the income from such funds for the purpose for which they are held.

ARTICLE 5 - COMMITTEES & DEPARTMENTS.

There shall be such standing and special committees as are found necessary to direct the various activities of the Association. As the number of committees increases with the growth of the work they may be correlated under departments.

ARTICLE 6 - MEETINGS.

SECTION 1 - ANNUAL MEETING:

The annual meeting of the Association shall be held in January of each year.

SECTION 2 - PUBLIC MEETINGS:

Public meetings may be held at the discretion of the Board of Directors.

SECTION 3 - SPECIAL MEETINGS:

Special meetings of the Association may be called at the written request of six members, specifying the object of the meeting, which shall be incorporated in the notice to the members.

ARTICLE 7 - ORGANIZATIONS.

No organization shall be effected within or in connection with the Association without the approval of the Board of Directors, and such organization shall be subject to the control of said Board. The Board of Directors ratify the policies and rules for the government of such organizations and shall have power to develop or discontinue them.

ARTICLE 8 - BRANCHES

The Board of Directors may at such time and place as may seem to them advisable, organize branches and maintain them, wholly or in part, and develop or discontinue the same according to their judgment.

ARTICLE 9 - AMENDMENTS.

Amendments to this constitution must first be approved by the Board of Directors, after which notice shall be given in writing to the Association at a regular meeting, and a two-thirds affirmative vote of the members present at any subsequent regular meeting shall be required for their adoption.

BY-LAWS OF THE ASSOCIATION.

SECTION 1 - The fiscal year shall begin January first.

SECTION 2 - The annual business meeting of the Association shall occur on the third Friday in January at 7:30 P. M.

The following order of business shall be observed:

- 1 - Devotions
- 2 - Minutes of previous meeting
- 3 - Reports in writing:
 - Annual report of Recording Secretary
 - Annual report of Corresponding Secretary
 - Annual report of Treasurer
 - Annual report of General Secretary
 - Annual report of Departmental Secretaries
 - Annual report of Standing Committees
 - Annual report of Trustees
- 4 - Report of Nominating Committee
- 5 - Appointment of Tellers
- 6 - Election of Directors
- 7 - Miscellaneous business
- 8 - New business
- 9 - Adjournment

SECTION 3 - A printed notice of the annual business meeting shall be mailed to each member three weeks in advance of said meeting.

SECTION 4 - QUORUM: Seven members shall constitute a quorum.

SECTION 5 - AMENDMENTS: These by-laws may be amended by a two-thirds affirmative vote of the members present at any regular meeting of the Board of Directors, provided written notice of the proposed amendment shall have been given at a previous meeting.

BY-LAWS OF THE BOARD OF DIRECTORS

ARTICLE 1 - MEETINGS.

SECTION 1 - REGULAR MEETINGS:

The Board of Directors shall hold a regular meeting on the first Wednesday after the first Sunday of each month. The order of procedure shall be as follows:

- 1 - Devotions
- 2 - Roll call
- 3 - Minutes of the previous meeting
- 4 - Reports in writing:
 - Report of Recording Secretary
 - Report of Corresponding Secretary
 - Report of Treasurer
 - Report of Standing Committees
 - Report of Special Committees
- 5 - Unfinished business
- 6 - Miscellaneous business
- 7 - Adjournment

SECTION 2 - SPECIAL MEETINGS:

Special meetings of the Board may be called upon request of the president and two other members of the Board, or upon request of any three members of the Board. The notice of the meeting shall clearly state the matter to be considered, and no other business shall be transacted at a given special meeting unless by unanimous consent of the members present.

SECTION 3 - Five members of the Board shall constitute a quorum.

SECTION 4 - Meetings of the Board shall be attended by members of the Board, including the General Secretary and such other persons as may be invited by the president or at least five members of the Board.

SECTION 5 - ABSENCE:

Any member of the Board of Directors absenting herself from three regular meetings in succession, without presenting a sufficient excuse to the president, may, after notification, be considered as having resigned and her place may be filled by the Board of Directors.

SECTION 6 - ARRANGEMENTS FOR ANNUAL MEETING:

The Board of Directors shall make all arrangements for the annual meeting of the Association at the regular meeting next preceding the annual election.

ARTICLE 2 - DUTIES OF OFFICERS.

SECTION 1 - The president shall preside at all meetings of the Association the Board of Directors and the Executive Board, and shall appoint all standing and special committees, and shall designate the chairman thereof subject to the approval of the Board of Directors.

SECTION 2 - The vice presidents shall be numerically designated at the time of their election, and shall in the order of her designation perform the duties of the president in her absence.

SECTION 3 - The recording secretary shall keep full minutes of all meetings. She shall notify all officers, committees and members of their election or appointment. She shall notify the members of the Board of all meetings in advance. She shall present all bills to either the Board of Directors or the Executive Board, and on being so instructed by either the Board of Directors or the Executive Board, shall draw the orders on the Treasurer for the payment of the same. She shall receive and file the reports of the various officers.

SECTION 4 - The corresponding secretary shall conduct the correspondence of the Association, Board of Directors and Executive Committee, and shall preserve the same under the direction of the President.

SECTION 5 - The treasurer shall have supervision of the funds of the Association, which shall be deposited in a bank designated by the Board of Directors. She shall present to the Board at each monthly meeting a monthly report, a copy of which report shall be furnished to the chairman of the Finance Committee, and at the annual meeting shall present a general report covering receipts and expenditures for the year. She shall pay all bills by check, only on orders signed by the recording secretary, after having been approved by the chairman of the proper committee and allowed either by the Board of Directors or the Executive Committee.

ADMINISTRATIVE COMMITTEE.

THE EXECUTIVE COMMITTEE shall consist of the officers of the Board of Directors and the chairman of the Finance Committee. It may hold meetings in the interim of the regular meetings of the Board, and shall have all the powers of the Board, except that it shall not reverse any action of the Board, nor spend any money which has not been voted by the Board. Its actions shall be subject to ratification by the Board.

FINANCE COMMITTEE.

THE FINANCE COMMITTEE shall submit annually to the Board of Directors, not later than its first meeting of the year, a budget of estimated receipts and expenditures, based upon budgets drawn up by the committees or departments. After its adoption by the Board, the Finance Committee shall see that the budget is adhered to by all departments and committees, unless through subsequent action the Board permits increase in expenditure. The Finance Committee shall further devise and put into execution plans for raising the necessary funds for current expenses, and may audit all bills before payment.

HOUSE & GROUNDS COMMITTEE.

THE HOUSE & GROUNDS COMMITTEE shall have charge of all buildings and grounds in use by the Association, make provision for the furnishing and maintenance of same, and shall seek to make them attractive to young colored women.

EMPLOYMENT & ROOMS COMMITTEE.

THE EMPLOYMENT & ROOMS COMMITTEE shall organize methods for assisting colored girls and women to secure employment and rooms; shall be willing to make a personal investigation of references, and shall gather information in regard to employment suitable for colored girls and women; shall keep a list of suitable rooms to which it may refer young colored women; shall secure satisfactory reference and through personal investigation obtain a thorough knowledge of the rooms to which it refers young colored women.

MEMBERSHIP COMMITTEE.

THE MEMBERSHIP COMMITTEE shall have charge of all matters concerning membership, and shall keep a complete list of all members. It shall endeavor to develop an efficient membership and seek to increase the membership by urging all colored women not connected with the Association to promote its purpose by becoming members.

DEVOTIONAL & BIBLE COMMITTEE.

THE DEVOTIONAL & BIBLE COMMITTEE shall arrange for the religious meetings of the Association, and shall arrange for classes for the inductive and devotional study of the Bible and secure proper teachers for the same.

SECTION 6 - The General Secretary of the Association shall be ex-officio a member of the Board of Directors, Board of Trustees and of all standing committees. She shall be the executive officer of the Board, and under its direction shall have general oversight of all the work of the Association.

BY-LAWS.

At the last regular meeting of the Board of Directors preceding the annual meeting of the Board of Directors, an auditing committee shall be elected to audit the Treasurer's books and report at the annual meeting. The treasurer shall be ex-officio a member of the Finance Committee.

ARTICLE 3 - COMMITTEES & DEPARTMENTS.

SECTION 1 - STANDING COMMITTEES shall be appointed to serve for one year and their chairman shall be a member of the Board of Directors or a member of the Association. The Executive Committee in consultation with the chairman may at any time make such changes in the personnel of a committee as may be advisable. Special committees may be appointed by the Executive Committee as may be required and as the Board may authorize.

SECTION 2 - ABSENCE by a committee member from three regular meetings in succession, without sufficient excuse, shall, after due notification, be considered equal to resignation, and the president and Executive Committee shall be at liberty to select a suitable member to fill such vacancy.

SECTION 3 - THE STANDING COMMITTEES shall be as follows:

1 - Executive	<u>Committees for Administration</u>
2 - Finance	Executive
3 - House & Grounds	Finance
4 - Employment & Rooms	Membership
5 - Membership	Publicity
6 - Devotional & Bible Study	
7 - Educational	<u>Committees for Service</u>
8 - Physical Education	Employment & Rooms
9 - Library	
10 - Social	<u>Committees for Departments</u>
11 - Extension (Industrial)	Educational
12 - Girls' Work	Religious
13 - Press	Industrial
14 - Camp	Girls' Work
	Camp
	House & Grounds

SECTION 4 - Each committee shall have a regular time of meeting except the Executive Committee, which shall meet at the call of the president. Notice of the meeting shall be given by the secretary of the committee, who shall also keep the minutes of the meeting. A monthly report and recommendations, if any, shall be presented in writing to the Board of Directors for action and filing. Such recommendations shall be adopted by the Board before the committee proceeds with the action recommended. The chairman, in connection with the secretary at the head of the department, shall choose their own members, not less than three, subject to the approval of the Board of Directors.

EDUCATIONAL.

THE EDUCATIONAL COMMITTEE shall engage teachers and arrange for lectures, classes, circles and clubs of various kinds.

PHYSICAL EDUCATION.

THE PHYSICAL EDUCATION COMMITTEE shall present high standards of physical and moral health to all young colored girls and women; ideals for a perfect physical development; and shall devise means for the accomplishment of these ideals through such agencies as the gymnasium, play grounds, etc.

LIBRARY.

THE LIBRARY COMMITTEE shall have charge of the maintenance and increase of the library; shall provide suitable papers and periodicals for the reading room and shall endeavor to create a taste for good reading. No publication shall be admitted to the library or reading room unless approved by it.

SOCIAL.

THE SOCIAL COMMITTEE shall arrange for social features and shall aim to cultivate the social life as fundamental in every department of the Association. It shall have as its purpose the unifying of the social life of all the departments, and its ultimate responsibility shall be to create a social atmosphere that shall permeate the entire Association.

EXTENSION - INDUSTRIAL.

THE EXTENSION COMMITTEE shall seek to bring groups of colored women who are employed in industry in touch with the activities of the Association; to adjust the Association to their particular needs, and to develop leaders among them. It shall seek to adapt the Association to other phases of community life and its suburban districts as the needs shall arise.

GIRLS' WORK.

THE JUNIOR COMMITTEE shall have charge of the Association activities for colored girls between eight and fifteen years of age.

PRESS.

THE PRESS COMMITTEE shall furnish the press with such reports of the work of the Association as will tend to stimulate public interest in the same. No other member of the Association shall be authorized to furnish reports except the president and secretary (General) at such times as the work requires.

AMENDMENT NO. I.

There shall be an Executive Board made up of the colored women from the Board of Directors, which shall take care of important questions arising between the regular monthly meetings of the Board of Directors.

PHYLLIS WHEATLEY BRANCH
Young Women's Christian Association
1301 EAST FIRST STREET
MUNCIE. INDIANA

~~Original~~
~~"4 5 4 4 4"~~

Original Constitution of P. W. Branch

**© Copyright 2009, Ball State University
Libraries. All rights reserved.**