

G Jackson 40

Dwight 18-0244

Call before 12 noon  
after 6 -

Hatch 6.8-3.15-46

CONSTITUTION AND BY-LAWS

of the

G Jackson

41

CALIFORNIA STATE ASSOCIATION OF COLORED WOMEN, INC.

As amended at the 1947 State Convention held in Los Angeles, California, July 29th, 30th and 31st, 1947.

2 9 6  
0 6  
-91

Ivah Gray Matthews, Chairman

Call Branch 42

For Fannie Chopin

Carr 43

Vivian Osborne-Marsh, Secty. of Committee.

Bulter 44

Mr. Jackson

Mr. Matthews

Mr. Osbourne Marsh  
Mr. Gray



## PREAMBLE

The club women of the State of California seeing the great need of co-operative work for the general uplift of our group have organized this State Association of Colored Women.

## ARTICLE I

## Name

This body of women formerly the California State Federation of Colored Women's Clubs, shall be known as the CALIFORNIA STATE ASSOCIATION OF COLORED WOMEN.

## ARTICLE II Object

The object of this Association shall be to work for higher social, economic and cultural development of the Colored women of California, to assist through organized endeavor in raising the social, economic and political status of the Colored people of the United States generally and of California especially, and to work for the widest recognition and respect of the rights of Colored citizens. We go on record as opposing any person, party or movement which in any way fosters or attempts to foster segregation in school, Parent-Teachers Association, or any organization or place that would bring humiliation to our group.

## ARTICLE III

## Membership

Sec. 1. The California State Association of Colored Women shall consist of Senior clubs, the Phyllis Wheatley Department, and the National Association of Colored Girls, as authorized by the National Convention, with a State Supervisor for each of the younger groups.

Sec. 2. Application of new clubs for admission to the Association shall first be submitted to the Executive Board by the Organizer. New clubs of not less than ten members must have been organized three months and must submit their Constitution and By-Laws to the Executive Board with their application, accompanied with an admission fee of two dollars.

Sec. 3. All delegates and alternates to the Convention shall be elected by their respective clubs at their first regular meeting in June, preceding the convention. No delegate or alternate shall be recognized unless elected as herein specified. In event of a vacancy in the office of the delegate or alternate the club shall have a right to fill such vacancy at any time prior to the convention period. Every delegate must be furnished with credentials from her club.

Sec. 4. The credentials for the delegates to the State Convention to be printed by the Superintendent of Credentials, and sent to clubs throughout the State not later than thirty days prior to the Annual meeting.

Sec. 5. Presidents of clubs shall be members of the Convention with all power and privileges of duly elected delegates with rights and voice and vote.

Sec. 6. All charter members of the State Association are members



of the Association with all rights and privileges of the Convention as long as they are financial members in some club that is a member of the State Association.

Sec. 7. Five clubs or more shall constitute a section.

#### ARTICLE IV

##### Officers.

Sec. 1. The officers of the State Association of Colored Women shall be a President, Vice Presidents, Chairman of the Executive Board, Recording Secretary, Corresponding Secretary, Financial Secretary, Treasurer, Parliamentarian, Chaplain, Organizers, Editor, Chairman of Past Presidents' Congress, and Superintendents of various departments.

Sec. 2. The President of the State Association shall be elected annually and may be re-elected for the second year, but cannot serve longer than two years. Each section shall nominate a presiding officer, whose name shall appear on the ballot for the office of President. The nominee receiving the highest number of votes shall be declared State President, others shall fill the offices of Vice President. The one receiving next highest vote shall be first Vice President, and so on.

Sec. 3. Any member having served in the capacity of a State Officer and has been a member of the State Association not less than five years shall be eligible to the office of State President. Election to the office of State President applicant must fulfill these requirements:

1. Be a resident of the State of California for at least two years.
2. Have successfully served in group work for at least five years, having presided over adults.
3. Have personality, strong enough to smile in the face of injustices and be wronged for the sake of the cause she represents, never stooping to the level of pettiness.
4. Must be easy to approach.
5. Be impartial, leave personalities out of the work.
6. Be too big in mind, and large in spirit to wrong another to gain a point for one's self.
7. Have executive ability and shall have conquered self in order to govern others.
8. Being possessed of these qualifications one has conquered self and will thereby be able to control others.

Sec. 4. Presidents of clubs shall be members of the State Executive Board with rights of voice and votes.

Sec. 5. Past State Presidents shall be Honorary Presidents of the State Association with all the rights and privileges of the convention except that of holding office provided they are financial members belonging to a financial club of the State Association.

Sec. 6. Past State Presidents shall be members of the Past President's Congress. The last retiring President becoming chairman of the Congress. This group shall serve the Association in an



advisory capacity. Their objective shall be inter-racial and international relations; present an inter-racial program at the annual State Convention and assist in compiling a State History. The Past State Presidents shall have the authority to make final decisions during the recess of the State meeting on questions of procedure and interpretation of law when ever difficulties and problems arise. Said decisions are final until changed by the State Body in session.

## ARTICLE V

### Duties of officers

Sec. 1. The President of the State Association shall presided over all sessions of the convention, unless otherwise provided. She declares the time of opening and closing of the polls. She signs all bills on the treasury and other contracts authorized by the Association. She shall appoint all committees, standing and special, and make all appointments not specified on the ballot. She shall be ex-officio of all committees. The President shall be excused from the meeting of the Ex. Board when the hour arrives for the opening of the session of the Association. She shall have her year's program in the hands of each section by thirty days after installation.

Sec. 2. The President shall appoint at the convention a Sergeant at Arms, Publicity Committee, Courtesy Committee, Finance-Committee, Auditing Committee, Resolution Committee, Time and Place Committee, Memorial Committee, and any other committee designated by the State President to carry on the program of the annual meetings.

Sec. 3. The State President shall make an annual visit to the respective sections of the State and the respective clubs of her section to give inspiration and interpretation of the work, sections and clubs paying transportation.

Sec. 4. The committee assisting the President to arrange a program for the State convention shall be the Superintendent of Education and Literature, Superintendent of Music, Superintendent of Reciprocity, and other appointments she desires to make.

Sec. 5. The sectional chairmen shall get reports from local chairmen in their sections and they in turn shall report to the State Superintendent thirty days prior to the State Convention.

Sec. 6. The Vice Presidents are the presiding officers of the districts in which they live. The Vice President with the approval of her Board appoints all officers in her district which have not been filled on the ballot, or due to resignations or deaths. She has no power to admit or appoint to the Board the name of any member for office that does not appear on the State Ballot. She shall have a written agenda for each meeting over which she presides. A copy of which shall be given to the Secretary and the members at the start of the meeting. The Vice President appoints all committees and is ex-officio. The Vice Presidents preside during one session of the Convention.



Sec. 7. The chairman of the Executive Board shall preside over all sessions of the Board at the annual convention and shall see to it that all business is properly submitted to the Board before being discussed in open meeting.

Sec. 8. The Recording Secretary shall keep a correct record of the transactions of the meetings of the convention and the Executive Board and acts as Recording Secretary of her section. She shall enter into no controversial discussions while recording the minutes of the meeting.

Sec. 9. The Corresponding Secretary is the Secretary to the President and resides in the section of the President. She sends report blanks to the local clubs and conducts the correspondence of the Association generally. The Corresponding Secretary keeps the State Seal in her possession. She is Recording Secretary for her section.

Sec. 10. The Financial Secretary shall keep a correct account of all monies received and disbursed. Draw up all warrants for money on the treasury which must be signed by the President. She shall be the Recording and Corresponding Secretary of her section. The Financial Secretary receives the per capita tax of 50¢ per club woman for the National Association, to be forwarded to the State Treasurer. The Financial Secretary is to be bonded and render an annual financial report to the Association in convention. She also receives and forwards to Treasurer the 50¢ State Per capita.

SEC. 11. The Treasurer shall keep a correct account of all monies received and expended and shall pay no bills unless authorized by the President on order written by the Financial Secretary. The Treasurer shall make a financial report to the annual convention and forward the national per capita tax to the National Executive Secretary on order of the State Executive Board. The Treasurer must give bond. The Treasurer is Chairman of the Finance Committee and renders a financial report to the Association in convention.

Sec. 12. The Chaplain shall supervise religious work; give invocation at convention; hold devotionals before each meeting. She shall visit the sick and place Bibles in homes where none are found, and send religious literature over the State.

Sec. 13. The Organizer shall form clubs of not less than ten members with a worthy objective such as self help and community betterment, to be presented to the Association after three months growth. She shall encourage established clubs to apply for admission and work to organize clubs throughout the State. Before presenting application for membership to the Ex. Board, the Organizer must make an official visit to the group to ascertain if their constitution and regulations are in harmony with the laws of the Association. The same rules stand for the Junior Organizer.

Sec. 14. The Parliamentarian shall give parliamentary drills to all clubs in her section and shall send to clubs out of her section written drills to be given by the local Parliamentarian. The Parliamentarian must know Roberts Rules of Order to be able to cite a decision on any question of law and order.



ARTICLE VI

Superintendents of Departments.

Sec. 1. It shall be the duty of each Superintendent to send her Chairmen an outline of her work and to send a copy not later than the thirtieth day of October in each year. She shall submit her program to the Board for approval.

Sec. 2. The Superintendent of Education and Literature shall outline the papers and topics for discussion at the annual meetings. Stressing the importance of greater attention to poets and authors. Also a closer contact with Negro History. It shall also be the duty of the Superintendent of Education to interest the Board of Education in using some authentic Negro History in the schools. It shall also be the duty of the Education Superintendent to keep close contact with the schools, that there be no discrimination against our group in the schools and colleges of our State, and to raise one hundred dollars for annual scholarship.

Sec. 3. The Juvenile and Welfare Superintendent shall be given the proper credentials in order that she may attend Juvenile Courts in session and interest herself in Negro youth, especially those in correctional institutions of the State, assisting in their release. She shall stress prevention of Juvenile Delinquency.

Sec. 4. The Reciprocity Superintendent shall arrange program for the Reciprocity. She shall recommend place of meeting and select clubs to serve as hostesses.

Sec. 5. The Superintendent of Mother, Home and Child Department shall hold quarterly meetings, arrange for observance of Mother's Day, interest herself in parent-teacher association, give assistance to needy mothers, and interest herself in the psychological study of mother-hood.

Sec. 6. The Superintendent of Home Economics Department shall send a program throughout the State on household management and give demonstration of food, and food values at Exchange, and be a consultant for Reciprocity luncheons. She shall supervise over all sales of food to the public given in the name of the Association.

Sec. 7. The Superintendent of Forestry shall interest women in planting of shrubs and trees, and in beautifying their yards and homes, also to observe with appropriate ceremonies the annual Arbor Day.

Sec. 8. The Superintendent of Legislation and Citizenship shall arrange the ballot from endorsements sent in from each district chairman thirty days prior to Convention date. It is her duty to interest herself in all civic affairs and to forcibly impress upon the minds of the women of our group the necessity of registration of voting, and general interest in political affairs. She shall supervise placing the names of women seeking and accepting nominations to State office on a board at the third reciprocity meeting before the afternoon session, thus enabling the clubs to make their endorsements at the 4th reciprocity meeting, having taken the names of eligible women for the various offices to their clubs to vote on from the report of their delegates.



Sec. 9. The Superintendent of Business shall visit Negro Business enterprises, encourage patronage and expansion, and make suggestions by which women may do business with small capital, and encourage women in industry.

Sec. 10. The Superintendent of Music shall encourage the study of Negro Music and Negro Composers, and shall prepare programs for use throughout the State.

Sec. 11. The Superintendent of Arts and Crafts shall promote Exchange work among the local clubs, and make annual report to the Association. Financial proceeds from the Exchange go to the local clubs taking part.

Sec. 12. The Superintendent of Ways and Means shall put on a financial drive semi-annually. All other chairmen and superintendents of Departments, except that of Education and Literature, desiring to raise funds by the sale of tickets must work with the Ways and Means Department to raise their desired funds at semi-annual affairs, sponsored by the Ways and Means Department. Proceeds to be distributed according to contribution decided by the group at the start of the planning. Funds of Supt. and chairmen shall be deposited in section Treasury for the use of their Department, a portion of the Ways and Means funds shall be placed in the State Treasury.

Sec. 13. The Superintendent of Credentials shall have credential blanks printed, sending out supplies to the Chairman in each section for all clubs. At Convention she shall record all credentials of each section and recommend eligible delegates to be seated.

Sec. 14. The Transportation Superintendent shall supply information for travel to and from State and National Association, and sightseeing tours.

Sec. 15. The Superintendent of Motion Pictures shall join the the Motion Picture Council, attend the meetings of the Council in her community, participate in discussions and other activities. She shall make a report of all the activities of the council together with the recommendations to the Board and Reciprocity meetings of her section, and annual report to the State meeting.

Sec. 16. The Superintendent of Prisons shall keep in constant touch with the State Parole Board, obtain information regarding prisoners eligible for parole, and visit prisons periodically. She shall work with the Superintendent of Business to obtain jobs for prisoners eligible for parole. She shall make quarterly reports to her section, and annual report to the annual State Convention.

#### AMENDMENTS

This constitution may be amended in annual convention, amendments having been presented in the form of resolutions and approved by two thirds of the votes present.



California  
Ossature  
Papers

EAST BAY NEGRO HISTORICAL SOCIETY, INC.  
3651 GROVE STREET  
OAKLAND, CALIFORNIA 94609