



**UNIVERSAL NEGRO IMPROVEMENT ASSOCIATION AFRICAN
COMMUNITUES LEAGUE**

**(UNIA-ACL)
DIVISION HANDBOOK**



INTRODUCTION TO DIVISIONAL HANDBOOK

This handbook has been designed for your use at the divisional level both as members and as officers. The procedures in this book have been passed down from one administration to another and they represent the best practice according to recent implementation. The purpose is to help facilitate organization at the local and national levels. We firmly believe that this handbook will also foster better communication among members' local and national officers. With better communication and organization, we will grow as an organization and as a government. This handbook will be upgraded as needed but will be reviewed at least once during each 4 year administration. As a division officer or member, your suggestions for improvement are very important and will be recognized if submitted to appropriate authorities. At no time this handbook is to be used in place of the constitution. It is to supplement it.

Respectfully Submitted

Handbook Committee
2005, 2006, 2007

Duties and Responsibilities of Local Officers

Duties of President

1. It is the duty of each Division President to follow the constitution of the UNIA-ACL.
2. It is the duty of the Division President to preside over all UNIA division meetings.
 - a. Public
 - b. Mass
 - c. Business
 - d. Executive
3. It is the responsibility of Division Presidents to organize committees at the local level, to carry out their duties and obligations.

Standard Committees:

Membership
Fundraising
Program
Social

4. It is the responsibility of each President to make certain that Secretaries make their monthly reports on time to the Parent Body. The report is to be sent to the Secretary General and cc the High Chancellor.
5. It is the duty of the Division President to communicate with the President General regularly about the progress of the division.
6. It is the duty of each Division President to solve problems at the local level.
7. It is the duty of each Division President to establish and maintain a cordial relationship with all members who are absent or ill.
8. It is the duty of the Division President to make certain that the division runs smoothly at all times.
9. It is the duty of the Division President to work with the District Commissioner if there is one, to better conditions in their local division. If there are problems, the Division President must first seek help from the District Commissioner before going to the President General.
10. It is the duty of the Division President to follow the chain of command at all times when communicating and organizing at the local level.
11. It is the duty of the local Division President to be host of all official UNIA-ACL national meetings held in their city. The Division President must see that protocol is followed when UNIA-ACL national or fellow officers / members are visiting their city.

12. If there are no Chaplain in the division it is the duty of the Division President to see that the Division Secretary sends cards to members when family members have made their transition.
13. If specific by-laws have been made by the division the laws must be followed and administered fairly to all members.
14. Copies of by-laws must be on file and approved by the Parent Body.

Vice President

Must assist the Division President in carrying out the laws of the Division. He or she must act when the Division President fails to act or is ill or unavailable.

Division Secretary

1. Division Secretary follows guidelines of UNIA-ACL Constitution.
2. The Secretary must record minutes of all meetings.
3. The Secretary must prepare agendas for all business meetings.
4. Secretary communicates with all members regarding local activities.
5. Secretary prepare and send monthly reports to the Secretary General.
6. Secretary serves as chair of membership committee. She/he may assign assistants, but they all report to her/him.
7. Secretary signs on all bank cards along with the Division President and Division Treasurer or Division Financial Secretary.
8. The Secretary is responsible for all official correspondence of local division.
9. Division Assistant Secretaries assist the Division Secretary in carrying out the official duties of that office.

Division Treasurer

1. The Division Treasurer follows the Constitution of the UNIA-ACL.
2. The Treasurer makes certain that division funds are deposited in a bank selected by members and done so in a timely manner.
3. The Treasurer makes report of all monies at regular business meetings called by the Division President.

Division Assistant Treasurer

1. Division Assistant Treasurer follows the Constitution of the UNIA-ACL.
2. Assistant Treasurer with all division responsibilities as outlined for Treasurer.
3. Assistant Treasurer must meet with the Treasurer on a regular basis and be prepared to assist with reports or make financial reports when requested.

Lady President

1. Must follow the UNIA-ACL Constitution
2. Is elected by the members
3. Traditionally has been responsible for organizing the Universal African Black Cross Nurses auxiliary and the juvenile unit for her division.
4. Carries out duties assigned to her by the Division President.

Division Chaplain

1. Division Chaplain must follow the UNIA-ACL Constitution.
2. Chaplain must send cards of condolences to all members or their family in case of death in the family.
3. If there are Division by-laws in place, they must be followed regarding amounts given for different occasions.
4. Chaplains must open and close meetings using the official ritual of the UNIA-ACL.
5. Chaplains are the official chairs of hostess or benevolent committee.

Division Sergeant of Arms

1. Must follow the UNIA-ACL Constitution.
2. Must maintain order in division meetings
3. Must provide security to Division members.

Division Technical Committee Chair

1. Produces all flyers and programs for the division.
2. Must work with officers of local divisions, especially Secretary, Public Relations Officers and Division President.
3. Must follow protocol of National Chair or Chief Protocol Officer when producing graphics at local level.

MISCELLANEOUS

1. If at possible, there should be a written agenda for all business meetings and a printed program for mass meetings.
2. Committee meetings should be held as deemed necessary by committee chairs and division officers.
3. Reports from committee meetings should be in writing and made available to all division members if deemed appropriate by chairs and/or Division President.
4. All meetings should begin and end with the UNIA-ACL ritual or at minimum the motto of organizations, ONE GOD, ONE AIM, ONE DESTINY!
5. Public meetings should last 2 hours. If it is the mass meeting, it should be a literary program.
6. Other meetings should be short as well as productive.
7. Extended meetings should be set aside as projects/committees and overseen by Chairs or President's designee.
8. Conflicts at meetings should be avoided at all times. If one seems inevitable the Sergeant of Arms should give each party a verbal, then written warning before being removed from the meeting. If it is a mere misunderstanding, they should be asked to meet with the President or his/her designee after the meeting.
9. No one should be allowed to bring in their program and present it to members distract members from following leadership of UNIA-ACL.
10. Final reports are always made by the President.
11. To close the meeting, the Anthem "Ethiopia", should be sung or read.

Hosting Parent Body Functions

Conventions

1. Divisions need to have adequate funds in their treasury before volunteering to host conventions. Ideally a good figure would be \$3,000.00.
2. It is the primary job of the Host division to sell ads and tickets early on for the Souvenir Journal. The Hotel must be reserved, as well as convention site and banquet site.
3. Host division introduces Parent Body members to community.
4. Site must be considered if they are accessible by car, public transportation and accommodate needs of convention delegates. It must provide space for Executive Officers as well.
5. Keynote banquet speakers as well as mass meeting speakers should be selected based on who can successfully deliver Garvey's message as well as "draw a crowd". Make certain that you have established food contacts in the city.
 - a. Prepare flyers, posters and advertising
 - b. Reserve radio and TV space
 - c. Establish relationships with appropriate Parent Body personnel assigned to work with your division.
6. Make certain that all facilities are closed together.
7. Prepare programs along with banquet programs that are Parent Body represented.
8. Prepare mass meeting programs; advertise so that you can have a good "turn out" each night.
9. Plan to have between 2 and 4 mass meetings according to time, money and other resources constraints.
10. All these plans should be consolidated and presented as a written proposal to the immediate High Executive Council (HEC) prior to Convention.

Protocol

A. **Chain of Command**

Refer to chain of command often. Make certain that your local officers and division members follow it as well.

B. **Jurisdiction**

Only work within the confines of your charter. If you are chartered to work in New York or California you should only conduct business in these areas.

C. **Discussing Division Business**

It is inappropriate to discuss division business with other divisions unless in a workshop supervised by a Parent Body representative or designated by Parent Body.

Communications

A. **Letter**

The Secretary of the division communicates by letter the business of the Government of the UNIA-ACL.

1. The President may write letters to officers and members reminding them of a new policy or mandate.

B. Electronic Media

Only limited mail may be sent by electronic media; notices of events and announcements.

1. Electronically communicating business of the division is done only by email or text on a limited basis.
2. Preferably, sit down meetings are preferred.

C. Internet

Only items agreed upon by Executive Board and approved by national guidelines can appear on the internet. Remember “Everybody’s Business is Nobody’s Business”.

D. Web sites

The Parent Body will maintain a national web site and Division’s approved site may be linked. Consult with the Minister of Information about a link to the UNIA-ACL web site. UNIA-ACL needs to develop the criteria for the use of social media.

E. Press Conference

No one speaks for the President General, the Parent Body or the UNIA-ACL unless authorized by the President General.

1. Local press conferences can be held to advertise a new program or event sponsored by your division.

F. Official Correspondence

All official correspondence should be done on official stationery with your name, address as well as officers of division.

1. Honorable Marcus Garvey’s name appear on all local division stationery as fonder of the UNIA-ACL. The current President General should appear on stationary as well.
2. The Division Secretary is responsible for all official correspondence.

G. Garvey’s Voice

All members should support Garvey’s Voice by subscribing, selling a given number of newspapers on a regular basis or donating to the Garvey local fund.

1. Garvey Voice newspaper should be paid in advance.
2. There should be a reporter for each UNIA-ACL division.
3. This reporter should collect all articles and see that they are in proper form for publishing and they are sent on time to Garvey Voice editor.
 - Black and white pictures
 - Typed double space
 - Grammatically correct
4. This reporter should distribute the newspaper and see that the Division Secretary receives the funds.

H. By-Laws

A division may have By-laws to govern their local affairs.

1. A copy of the division’s By-laws should be sent to the Office of the Secretary General for its records.
 - By-laws cannot conflict with the Constitution of the UNIA-ACL.

I. Purchasing Property

Local divisions should consult the Parent Body before they purchase property.

J. Going into Business

If a division wishes to go into business, they must choose another name for the business other than the division name. A portion of the profit from the business must go into the UNIA-ACL treasury (see monthly report). Parent Body may be consulted for counseling.

K. Forms

1. Dues Card
2. Membership Application
3. Emergency UNIA Forms
4. Transfer Forms
5. Membership Packet
6. Letters
7. Charter

L. Standard: Division Calendar

- January** Celebrate Kwanzaa
Celebrate Division History
- February** Celebrate African History (should have related activities all year round)
- March** Celebrate African Women’s History
- April** Tribute to our President General
- May** Celebrate UNIA-ACL Days and Dates and UNIA-ACL Entities
Celebrate Malcom X
- June** Celebrate Honorable Marcus Garvey Memorial (June 10, 1914)
- July** Celebrate Founding of UNIA-ACL (July 24, 1914)
- August** Celebrate Honorable Marcus Garvey Earth Day (August 17, 1887)
- September** Celebrate Kwame Nkrumah
- October** Acknowledge/Remember African Holocaust Day (October 12th)
- November** Celebrate Elders and Ancestors Day
Celebrate Umoja Karamu (Community Feast Gathering to give Thanks;
and alternative the Thanksgiving)
- December** Celebrate Kwanzaa

Umoja	Unity	December 26 th
Kujichagulia	Self Determination	December 27 th
Ujima	Collective Work / Responsibilities	December 28 th
Ujamaa	Cooperative Economics	December 29 th
Nia	Purpose	December 30 th
Kuumba	Creativity	December 31 st
Imani	Faith	January 1 st

M. Division Programs

1. Have Literacy programs at your public and mass meetings
2. Relate your programs to the 8 principles of Garveyism
 - a. African Identity
 - b. African Pride
 - c. Self-Reliance
 - d. African Unity
 - e. Economic Empowerment
 - f. Africa as Motherland
 - g. Scientific Development
 - h. African Image of God
3. Have a program that interest the people in your local community
4. Have programs that reflect the culture and history of the UNIA-ACL.
 - a. Malcolm X's Birthday
 - b. Lady Amy J. Garvey's Birthday
 - c. Elder's Day
 - d. Founder's Day – Date your Division was founded
 - e. Black History Month (Special Program)
 - f. Black Women's History Month
 - g. African Heritage Month (August)

Local Division Programs

1. 90-day orientation is a mandated responsibility/program for all members.
2. Universal Black Cross Nurses coordinated through the administrator of the UABCN. The Lady President of each division supervises the UABCN and has the responsibility of registering their UABCN unit and makes sure the division's UABCN unit is in compliance with the national agenda, maintains regular communication with the UABCN administrator to stay current of the activities related to the national agenda, sends in regular monthly reports. The local UABCN units are encouraged to share information about UABCN activities in your division so they can be added to the UABCN website <https://www.unia-uablackcrossnurses.com> and at a minimum do as much of the following as possible:
 - a. The development of a resource bank (literature, educational workshops and fundraising) focused on helping our community know more about cancer prevention, contributing toxins, and proper health care (mentally, emotionally, physically, etc.)
 - b. Coordinate regular discussions and/or activities that promote respect of women and family.
 - c. Organize First Aid and CPR classes and if at all possible, members of the Black Cross Nurses should learn more about mental health first aid.
 - d. Feed the homeless.
 - e. Organize and coordinate a Food-Coop and nutrition classes.
 - f. Reach out to the sick and/or shut-in elderly, first those in your division then to the community at large.
 - g. Although the constitution has a provision for establishing a juvenile unit, if one does not exist in a division the Black Cross Nurses can/should/must organize more discussions about the merit and perhaps formation of homeschool networks, and

holding Saturday classes for the youth teaching them about the Hon. Marcus Garvey, our culture, history, and building our own institutions. Perhaps even offering tutoring, arts and crafts, music classes, readiness training (self-defense, camping, etc.).

- h. Form rites of passage program.
 - i. Work on other issues such as support of the Prisoner's Support Outreach Program and networking with other Black community organizations that are promoting self-determination and healthy communities.
3. Prisoner's Support Outreach Program
 4. Gitcheegoombe/African Festival for Children (An African alternative).
 5. Kwanzaa Program

N. Have Socials built into your yearly calendar, such as:

1. Dance
2. Hobby Day
3. Picnic
4. Cultural Trips

O. Have a variety of Programs

1. Book Signings
2. Poetry/Spoken Word Sessions
3. Video/DVD Showings - Division 178 - Afrikan Liberation Theater
4. Division Newsletter - Division 178 - Afrikan World
Division 421 - The Whirlwind,
Division 421 - The Pearl Academy, (The Juvenile Division) Science Fair (All of the above must relate to the aims/objectives of the UNIA-ACL; Principles of Garvey and Garveyism)

P. Have fundraising programs built into your yearly calendar as requested by the President General.

1. Buy Black - December
2. Red, Black and Green Ball – July (Founding of UNIA-ACL), Fundraiser for the Parent Body, proceeds go to the Parent Body.
3. Hon. Marcus Garvey's Transition – June 10th
4. Black History – February
5. Division's choosing

Make sure membership drives are conducted annually

- a. Have coffees
- b. Tag Days
- c. Celebration of members
- d. Guest Competition Awards – Great Sister, Great Brother Awards for members who have brought the most guests in a month, quarter, or year.

Q. If possible, have some type of closing meeting before Convention

1. Convention Items
 - Decide on items of concern
 - Resolutions
 - Selection of Delegates (Currently there is One Man, One Vote)
2. Division Items
 - What programs/activities worked? Why?
 - New programs to try for the following year rationale
 - Discuss breakdowns in relationship process in place
 - Have conflict resolution process in place
 - For serious charges of misconduct should be brought before the Division Advisory Board for Resolution. Other Officers may be added based on the Division President's discretion
3. Bank Records
 - Secretary, President, and Treasurer should be on the Bank records for each division.
 - The signatures of the Secretary, President and Treasurer should be on the Bank account for each division. Two signatures are required for withdrawal of funds.
4. The Course of African Philosophy (Message to the People), should be taken by all Division Officers; written by the Honorable Marcus Garvey; published by Majority Press, author Brother Tony Martin. Use the materials suggested in the Handbook. More details in the approved 90-day orientation booklet. See samples, programs and activities.

Division Election Positions

- Nominations for elected positions
- Elected Division Officers: President, Vice President, 2nd and 3rd Vice President, General Secretary, Treasurer, Lady President, (Her assistants), Trustees, Advisory Board.
- Appointed positions by the Division President: Chaplain, Sergeant of Arms, Technical Committee Chairperson and Committee Chairpersons.
- Executive Secretaries are appointed by the President General.
- Trustees are elected by the division and confirmed by the President General.
- General Secretary is elected by the division and does all the secretarial work.
- Corresponding Secretary sends out communications.
- Financial Secretary: the division may have a financial secretary when you don't have a Treasurer or General Secretary.
- Executive Secretary: directly responsible to President General for all division business properties, deeds, etc. Division can also have a General Secretary is needed.
- Currently, Division Presidents are being elected by the Division and approved by the President General.

Election Procedures

- Division holds nominations of offices Division President, Vice President, Secretary, Treasurer, and Lady President.
- The offices are declared vacant. Candidates for offices must submit a resume or bio of their qualifications and briefly state why they want to serve as an officer.
- The Sergeant of Arms will conduct the election.
- Written ballots are prepared and the results of the election tally sheets are also prepared.
- The Division Secretary sends out the notice of date, time and place of election.
- A typed list of all qualified voters is prepared.
- Each voter signs the list after they vote.
- The votes are tallied and results are announced.
- Members who are not present will receive a notice from the Secretary by letter or email.
- Names of the new officers should be sent to the Office of the Secretary General via the third sheet of the monthly report. A copy of the list is to be submitted to the Parent Body.
- The results may be published in the Division News Bulletin or Newsletter.