



# ACLU ON CAMPUS

Your Guide to Creating an ACLU College Chapter



---

# **ACLU ON CAMPUS:**

## Your Guide to Creating an ACLU College Chapter

<b>Introduction.....</b>	<b>3</b>
Welcome to the ACLU! .....	3
The ACLU in Brief .....	3
Three things to know about the ACLU.....	4
Join the ACLU!.....	5
ACLU Issues .....	6
Where You Come In .....	10
<b>Creating Your Chapter .....</b>	<b>11</b>
Gaining ACLU Recognition .....	11
Gaining Campus Recognition .....	12
Choosing a Faculty Advisor.....	13
Acquiring New Members.....	14
Leadership.....	17
Educating Your Members .....	19
<b>Running Your Chapter .....</b>	<b>20</b>
Focus .....	20
Meetings.....	20
Funds.....	22
Event Planning .....	24
Chapter Policies / Working With Your Affiliate .....	29
<b>Appendix .....</b>	<b>30</b>
Appendix A: Constitution Template .....	30
Appendix B: Media Advisory .....	33
Appendix C: Web Resources .....	34
Appendix D: Sample Flyers.....	37
WEDNESDAY, 9/14 at 8:30 PM .....	38

## Introduction

### Welcome to the ACLU!

Dear College Student,

Thank you for your interest in the ACLU, and for your commitment to generating campus interest in civil liberties. We know that college students are significant to the future of our organization, and we therefore view our college chapters with the highest regard, and we're enthusiastic about supporting increased college involvement in civil liberties issues.

This manual is intended to serve as your guide to establishing and expanding upon your very own ACLU college chapter. It will help you become more familiar with the ACLU's mission, as well as guiding you through important chapter-building techniques, such as planning events and raising funds.

### The ACLU in Brief

Headquartered in New York City, the American Civil Liberties Union (ACLU) defends the rights and freedoms guaranteed by the Constitution. Here in the United States, "liberty" means that each of us has certain inalienable rights that neither the government nor majority rule can take away. It is the ACLU's goal to ensure these rights – our civil liberties – for each of us, and for the generations to come. The ACLU has a legislative office in Washington, D.C. and autonomous affiliates in all 50 states. Many affiliates have chapters, which they are responsible for managing.

The ACLU is active on three main fronts:

#### ***In the Courts***

The ACLU is well known for its many victories protecting individual rights, from the local courts to the Supreme Court. Today, ACLU staff and volunteer lawyers are involved in countless cases nationwide, ranging from religious liberty to freedom of speech, from racial justice to gender equity, and from due process of law to workplace privacy.

While we cannot take on every individual case we hear about - we get thousands of calls and letters a month - we do try to represent people or groups whose civil liberties issues can set precedents that will help other people across the country.

*Only the U.S. Department of Justice appears before the Supreme Court more often than we do.*

## ***In The Legislature***

Our staff in Washington, D.C. research and track bills, create model legislation, speak out in the media, meet with lawmakers, and testify before Congress and state legislatures to defeat bills that harm individual rights and to help pass laws that secure the civil liberties of all Americans. In affiliates, staff and volunteers monitor state legislatures and appear before state lawmakers, as many issues first appear at the state level.

## ***In The Streets***

In our information age, public education and grassroots communication are key. We work with the media and organize in the community to keep Americans informed of the many important civil liberties battles we continue to fight today, and to enable them to make their voices heard by decision-makers.

## **Three things to know about the ACLU**

There is no doubt that most people have heard of the ACLU, yet many may have misconceptions about what we do and why. Since this can sometimes hinder your campus group from meeting its goals and objectives, here are three short talking points you can use to introduce the ACLU's mission and activities to your members:

### ***1. We're all-American.***

Our job is to conserve America's original civic values—those found in the Constitution and the Bill of Rights. In fact, the ACLU is in many ways our nation's most conservative organization. By protecting these original values, we defend the rights of every man, woman, and child in this country. We have hundreds of thousands of members and supporters nationwide, from all walks of life, who help us carry out our mission every day.

### ***2. We represent everyone.***

We only fight attempts by the government to take away or limit individual freedoms, like your right to practice the religion you want (or none at all), or to decide in private whether or not to have children, or to speak out for or against anything you wish. Our philosophy is that no matter who you are, you should be treated with equality and fairness.

### ***3. We're there for you.***

Rich or poor, straight or gay, black, white or brown, urban or rural, pious or atheist, American-born or foreign-born, able-bodied or living with a disability, every person in this country has the same basic rights. For more than 80 years, we have been working diligently to ensure that no one takes those rights away.

### College Case Files

#### Tinker v. Des Moines Independent Community School District

In the late 1960's the ACLU established the First Amendment Rights of students in the case of Tinker v. Des Moines Independent Community School District.

When John and Mary Beth Tinker and their friend Chris Eckhardt wore black armbands to their junior high school to protest the war in Vietnam, the school board was shocked at their dissent and promptly banned all wearing of armbands while at school.

The Tinkers and their friend chose to violate the policy, an act punishable by suspension. When the students were indeed suspended, their parents filed suit.

With the ACLU on their side, the Tinkers won their case in 1969, with the Supreme Court ruling that the First Amendment applied to public schools. This case continues to be referred to today as students across the U.S. fight for their right to free speech.

## Join the ACLU!

One of the easiest things you and the members of your college chapter can do to further all of these efforts is to become a member of the ACLU. For the ACLU to continue its work in the 21st century, it requires a new generation of ACLU supporters to carry on this vital work. A standard ACLU membership is only \$5 a year. ACLU membership entitles you to newsletters and other materials from both the national office and from your state ACLU affiliate office. Visit the ACLU online at [www.ACLU.org](http://www.ACLU.org) to become a card-carrying member!

Did you know?



ACLU lawyers established that high school students and other young people have constitutional rights.

## **ACLU Issues**

With effective organization, you can be at the heart of the movement to save, protect, and preserve the civil liberties of all Americans. Below you will find just a few of the battles that we continue to fight:

### ***Academic Freedom***

Colleges and universities play a crucial role in the functioning of our democracy. However, in recent years, particularly since September 11th, universities have come under fire by the media and politicians for teaching “unpatriotic” views in the classroom. Individual academics, departments and schools have been targeted for condemnation on the Internet, popular books and television programs, and even on the floor of Congress. While critics have launched attacks on academics of many fields and backgrounds, much of the scrutiny since 9/11 has focused on Middle Eastern Studies departments and academics of Arab, Muslim, and South Asian origin.

Recent large-scale efforts to erode academic freedom have included HR 3077, which would have created a federal advisory panel to oversee funding for Area Studies departments to “better reflect the national needs related to homeland security, international education, international affairs, and foreign-language training.” When the government begins dictating what can and cannot be taught in universities, the independence and credibility of academic scholarship is thrown into question. The ACLU, together with many allies in the academic world, lobbied hard to prevent that piece of legislation from taking effect.

The ACLU seeks to ensure that the government stays out of university classrooms and gives students and professors the opportunity to engage in the type of healthy, independent, controversial debate that is critical to the integrity of academia and essential in the functioning of a free society.

### ***The Death Penalty***

The ACLU and other death penalty opponents - including many religious groups and individuals, and a growing number of criminal justice officials - maintain that capital punishment constitutes cruel and unusual punishment in violation of the Eighth Amendment.

### ***Free Speech and Expression***

A free society is based on the principle that each and every individual has the right to decide what art or entertainment he or she wants - or does not want - to receive or create, and that each citizen is guaranteed the right to express him or herself freely, even if that expression may be considered offensive to someone else. Yet the government has in

recent years gone on a censorship rampage, with targets including movies, popular music, the Internet, and art exhibits. Censorship often manifests itself in the form of restrictions on school newspapers, artistic events and class reading lists, all of which make the First Amendment a particularly important issue for students.

### ***Lesbian, Gay, Bisexual, and Transgendered (LGBT) Rights***

At no time in our nation's history have gay men, lesbians, bisexuals and transgendered people been more visible, fighting for their rights in Congress, in the courts, in the workplace and school, and in the community. While many efforts to secure LGBT rights have been successful, anti-gay hostility has become more open and virulent, posing formidable challenges to gay rights advocates. The struggle for legal equality rests on a fundamental constitutional principle:

The Fifth and Fourteenth Amendments guarantee equal protection under the law, but in 39 states it is still perfectly legal to fire people because of their real or perceived sexual orientation. We believe that people should be judged at work by their performance, not by their private lives.

The ACLU works for full legal recognition of LGBT relationships through domestic partnerships, civil unions, and, ultimately, marriage. Our cases prove that same-sex couples are harmed when their relationships are not protected through marriage. All couples should be able to access the benefits and responsibilities of legally recognized relationships, such as health insurance, unemployment compensation, immigration status, family leave, inheritance, hospital visitation, and much more.

### ***Immigration***

The United States is in the midst of a major debate over immigrants and their economic and political place in the American social landscape.

The ACLU believes that all people are entitled to certain broad constitutional protections. It is true that the Constitution does not give foreigners the right to enter the U.S., but once here, it does protect them from discrimination based on race and national origin, and from arbitrary treatment by the government. Immigrants work and pay taxes; legal immigrants are subject to the military draft. Many immigrants have lived in this country for decades, married U.S. citizens, and raised their U.S.-citizen children. Laws that punish them violate their fundamental right to fair and equal treatment. The ACLU believes that everyone living within U.S. borders is entitled to the liberties guaranteed by our Constitution.

### ***Police Abuse***

Police abuse continues to be a serious problem in the United States. Excessive brutality, harassment, racism, sexism, homophobia, and disdain of youth are realities in many cities and towns across our nation. Racial patterns in stops, searches, and arrests clearly demonstrate discrimination.

## ***Privacy Rights***

From using the telephone to seeking medical treatment, from applying for a job or sending email over the Internet, our right to privacy is in danger. Our personal and business information is being electronically transmitted and stored on an ever-expanding number of computer networks. Therefore, our most private information can be linked, transferred, shared and sold - usually without our knowledge or consent. Too many companies and government agencies use our Social Security Number as a personal identifier, making that nine-digit code a basic passkey to some of our most sensitive private information.

Government agencies, credit bureaus, employers, insurance companies - even nosy computer hackers - may be able to find out a lot more about each of us than we would like them to know. Medical privacy, database linking and digital technology are three main areas where our privacy rights are extremely vulnerable. We all like the convenience that electronic communication provides, but our government must ensure that individual privacy is not washed away by either over-intrusive entities or the government itself. The ACLU is working to convince Congress and the President that we need laws that protect our privacy.

## ***Religious Freedom***

Government efforts to chip away at individual's religious choices and observances, or to compel citizens to behave religiously or to promote one religion over others, are unconstitutional. We believe that government-organized and -sponsored devotional exercises in public school settings are inconsistent with the principle of religious liberty. Such exercises may make children feel they must participate or face the disdain of their teachers, administrators and fellow students. Children whose religious beliefs are different from those of the majority must not be made to feel like outsiders while in the public educational system.

## ***Reproductive Freedom***

The Constitution's guarantee of the right to personal autonomy -- which is part of the right to privacy - carries over to one's right to make decisions about parenthood. This includes questions of whether a woman has the right to decide for herself whether to complete or terminate a pregnancy, as well as the right to use contraception and freedom from forced sterilization or from employment discrimination based on childbearing capacity.

The Supreme Court's 1973 *Roe v. Wade* decision, which legalized abortion nationwide, led to a dramatic improvement in the lives and health of women. Thirty-three years later, *Roe* still protects the right of women to make life choices in keeping with their conscience or religious beliefs. However, in recent months, nearly a dozen states have witnessed attempts to outlaw abortion. These bans are part of a broad agenda to prevent women from getting important reproductive health services, including birth control, sex education, and abortion.

The movement to restrict reproductive choice is not only an attack on the principle of equality for women. The anti-choice movement gravely threatens all Americans' cherished right to privacy, bodily integrity, and religious liberty.

### ***Women's Rights***

Our country has been largely successful in eliminating many of the sexist laws that have historically held women back. Federal and state law in employment, education and housing has banned gender-based discrimination. But there are still many crucial areas where the struggle for women's equality goes on. In this area, the ACLU focuses on three core issues: Economic justice for women, violence against women, and criminal justice for women and girls caught up in the criminal and juvenile justice systems.

Equality for women is not a "done deal" by any stretch of the imagination. If we want to advance equality, not roll it back, we have to vigilantly defend women's rights, and extend more rights to more women in this country.

#### **College Case Files**

##### *Levin v. Yeshiva University*

In 1998 the ACLU Lesbian and Gay Rights Project sued Yeshiva University on behalf of two lesbian couples that were denied the option of living together in affordable university housing for couples.

The housing was offered to married couples only, therefore discriminating against gay and lesbian students who were denied the right to marry.

The ACLU took the case to the New York Court of Appeals after the appellate division of the Supreme Court dismissed it. In June 2001 the trial court's order was reversed under a unanimous order. Chief Judge Judith Kaye was quoted as follows:

“The state marriage law merely defines who can and cannot marry. It was not intended to permit landlords to violate New York City's laws against housing discrimination.”

As a result of the case, many universities have changed their policies to provide equal housing to same-sex couples.

## Where You Come In

By establishing an ACLU college chapter, you will be helping your fellow students by increasing their awareness of the issues outlined above. We encourage your college chapter's main goal to be raising interest and awareness on campus and in your community. You may do so by sponsoring speakers, forums, teach-ins, debates, and film showings on timely civil liberties topics and important historical milestones. Your chapter may also monitor civil liberties on campus and, if necessary, take action around school policies relating to civil liberties. In addition to fighting for the broad issues listed above, you may want to focus your attention on civil liberties violations occurring at your institution. Do the following situations apply to your campus?

- Are campus policies applied unfairly to minority students?
- Does your school violate your privacy rights with winter break room inspections?
- Do you have to refrain from speaking your mind because of speech codes?
- Does your school keep your academic and medical records strictly confidential?
- Does your school administer drug/alcohol tests without "reasonable suspicion?"
- Does your school recognize due process when threatening you with disciplinary action?

No matter what your chapter's endeavors may be, we hope that your involvement with the ACLU lasts a lifetime, and that your experience working as an activist is very rewarding and meaningful. Good luck with your college chapter! We look forward to seeing great things from you!

## Creating Your Chapter

### Gaining ACLU Recognition

Before establishing your new ACLU chapter as an official student club at your institution, you will want to register it as a new local chapter with the ACLU. Some state affiliates have established specific requirements for official recognition of ACLU campus groups, so you must meet the requirements if you want to register as an official ACLU campus group.

Each state affiliate serves as your local link to the ACLU, and can be your biggest resource. While the level of relationship between a given group and its affiliate may vary with regard to need, proximity, and resources, campus groups can partner with their respective affiliate office in several different ways, including:

- An affiliate office may send a representative to a campus group meeting to address a certain issue
- A student group can partner with an affiliate office to sponsor a program or event
- An affiliate may support an campus chapter event to better ensure its success
- Your affiliate may need help from students on projects ranging from labeling for a mailing to helping with legal research or reaching out to local schools.

If you are unsure of who your local affiliate is or how to contact them, you can locate this information at the ACLU national Web site, [www.aclu.org](http://www.aclu.org). Many ACLU affiliates have details regarding starting an ACLU student group at their Web sites, so be sure to visit your affiliate's site before calling or emailing them directly. Once you do contact your affiliate, they may be able to give you helpful firsthand advice about adding the ACLU to the roster of your school's clubs.

You should also check in with your affiliate staff to find out about their specific priorities and strategies. It may be that they need you to change the timing or message of a given event to achieve a broader goal for the institution, but remember that an open dialogue is key to a good relationship.

### College Case Files

#### Atkinson v. Lafayette College

When Eve Atkinson, Director of Athletics at Lafayette College, began voicing her concern that the school's female athletes were not receiving adequate funding in comparison to the school's male athletes, she found herself being physically threatened by the Dean of Students, and soon after fired from her position.

Eve sued Lafayette College under Title IX, which ensures equality in athletics for female and male teams. With the ACLU Women's Rights Project on her side, Eve argued that she had been unfairly retaliated against for reminding her college of Title IX's declarations.

In 2003 the court ruled in Eve's favor, agreeing with the ACLU that the freedom from gender discrimination includes the right to be protected from retaliation for complaining of gender discrimination.

## Gaining Campus Recognition

As a first step to registering your chapter as a college club, you must determine whether an ACLU organization can succeed on your campus. Talk to other students and gauge their interest in participating in civil liberties activities. In order for your college chapter to succeed, there should be at least five students who will make the ACLU club a priority in their lives.

Next, you should contact the school or college administration and get the written policies (to which you are entitled under public records laws) on student clubs. Here are some issues you should make sure your school's club policies address:


- What is the procedure for forming a club?
- What benefits are clubs entitled to?
- What are the responsibilities of student clubs?
- What are the expectations in terms of faculty advisors?

Guidelines for establishing a student club can usually be located by contacting the school's student development office, club council, or student government association. These regulations often vary from school to school, but they generally share a few components, including drafting a club constitution, finding a club sponsor, or signing up a minimum amount of members. An ACLU college chapter constitution template can be found in *Appendix A*.

Though it may seem tedious, registering as an official campus organization can be critical to your group's success. You will find that your campus group may be entitled to a wealth of campus resources such as:

- Meeting/office space in the student union
- An organizational email account
- Organizational mailing address
- Access to faxes, computers, and phones,
- Possible funding

Once you have established your ACLU chapter with both your college and the ACLU, it's up to you and your members to shape your group into a successful civil liberties machine!



**Did you know?**

The ACLU has more than 550,000 members nationwide.

Certain institutions require student groups to have a faculty advisor as a precondition for official recognition and access to student fee funds. Your student government should inform you of that in the group registration packet. Even if your school does not have such a requirement, having a faculty advisor is a good idea. For one thing, involving one or more faculty members in an ACLU campus group can help insure continuity and stability. After your current leaders have graduated, an advisor can help ensure that the organization stays on track and acquires new leaders. A faculty advisor can also be very helpful in providing guidance to students and sharing information about administrative processes, school policies, and hiring and admissions issues.

It is important to recruit a faculty advisor who will be sympathetic and committed to the ACLU's cause. If you bring your search to the attention of your local affiliate, you may discover that there are ACLU leaders or known-members on your faculty. If not, here are some more helpful hints for choosing an advisor:

- Find someone who you know to be supportive of civil liberties—maybe an outspoken history, political science, or sociology professor who has shared with you some of his or her beliefs
- Find someone who is flexible enough to accommodate and help with finding meeting space and resources, as well as brainstorming activities for the club.

- Define the role of the advisor before settling on someone—make sure that both the students and the advisor understand and agree on what the role of each is, in order to avoid conflicts and misunderstandings later on.
- It is always important to have an advisor who is part of the faculty and who is willing to stick up for the club during controversial issues.

## **Acquiring New Members**

Attracting new members to your college chapter should be an ongoing task. The ACLU is an organization that believes there is strength in numbers, and we never put our card-carrying member recruitment on hold. In fact, we expect our chapter leaders to encourage all their members to officially join the ACLU. There are a variety of tactics for locating new members for your chapter, and it is a good idea to appoint a few people to a committee dedicated to carrying out these specific tasks.

### ***Word of Mouth***

The most obvious way to acquire members is by word of mouth. Word of mouth promotion can be one of the most powerful ways to get new members into the organization. Asking group members to invite their friends to come out and join the chapter can yield a substantial increase in membership. People interested in the ACLU are often acquainted with others that are interested in politics as well, and that can be a great resource for any organization should they choose to take advantage of it. Word of mouth promotion is just a starting point however, and other steps need to be taken to spread awareness about the group among more diverse constituencies.

### ***Like-Minded Groups***

A second method of recruitment is promoting the club at meetings of other like-minded groups. Many human rights organizations, such as Amnesty International, Greenpeace, and the NAACP, have college chapters throughout the United States. Of course, it is of paramount importance that an ACLU recruiter attending these clubs' meetings shows respect for the existing club's cause. He or she should probably go to a few of the other group's meetings and get to know some of the members as well as the club officers before soliciting for the ACLU. Afterwards, mentioning the organization to individual members of these groups could be beneficial. Asking the club's president if he or she will allow a pitch for the chapter could aid in recruitment efforts as well. If all goes perfectly, the ACLU chapter will gain a few new members. On the other hand, even if the recruiter fails to gain new participants, he or she will still forge relationships at the meetings that could greatly assist with future projects. Keeping in contact with the club, friends made in it, and/or the president, is a must.

### ***Papering***

Another easy method of recruitment is designing flyers and posting them in designated locations. The following are some helpful hints for designing effective flyers:

- Make your message concise and to the point—stressed students don't have time to read extensive advertisements!
- Appeal to a diverse group by listing multiple goals and concentrations of the ACLU.
- Avoid language that positions the ACLU as a group that takes sides—remember, we are a non-partisan organization.
- Use powerful graphics and language to make an *impact!*
- Be sure to mention issues that are directly affecting your student body.
- Pose a question such as, “Do You Believe in Liberty and Justice For All?” or, “Will You Put Up a Fight For Your Rights?” in order to grab your reader's attention.
- Take the time to make your design look professional so that students take you, and the ACLU's message, seriously.

For templates of flyers, please see *Appendix D*.

The location of your flyers is just as important as their content. For obvious reasons, flyers should be posted in areas with heavy student traffic, and in buildings or halls that house departments frequented by students majoring in areas related to the ACLU, such as history, sociology, and political science. Some professors may be willing to have flyers distributed to students after class, following a brief announcement by a chapter member.

When papering your institution with the ACLU message, be sure that you have your school's permission to be doing so, and that you are aware of any specific areas where flyers are not to be posted. Contacting your school's student development office should bring clarification on how to go about distributing and/or hanging advertisements.

### **Tabling**

Tabling is an effective way for you and your club's members to promote your organization in person, allowing you to address student questions and explain away any misconceptions or preconceived notions surrounding the ACLU. After being granted permission by your school, simply set up a table in a high-traffic area of campus and distribute literature regarding your specific chapter, the ACLU in general, and current civil liberties issues, especially those that directly effect your student body. Be sure to always have a sign-up sheet for those who will undoubtedly want to get involved. Eye-catching visuals are great attention-getters, so take the time to create a banner or backdrop for your table. And of course, well-positioned candy is a good way to entice students to come up to the table and learn a thing or two. As students approach the table, stand up and engage them in friendly conversation, opening with a question such as, “Would you like to learn more about protecting your civil liberties?” or simply, “Are you familiar with the ACLU?” It is inevitable that at least a few students will be curious enough to ask some questions or request additional information. Try not to get

discouraged or upset if students attempt to debate with you or challenge your views. Remember that the ACLU supports free speech, and that a few dissenting opinions will not threaten the strength of your college chapter.

### ***Club Expos***

Many schools host club expos on campus in order for its various clubs to gain exposure and recruit new members. Expos are usually held at the beginning of each semester or academic year. Ask your student development office about how to register your ACLU college chapter for these events. Expos are very much like tabling—you will be assigned a booth at which you may display materials, and you will have the opportunity to explain the ACLU goals and the particular goals of your college chapter to your fellow students. The only difference is that rather than running off to class, the students you meet during the expo will be at there specifically because they want to join a club and become more involved on campus. This makes club expos one of the easiest and most fulfilling ways to add new members to your club roster!

If you are having trouble coming up with materials for your table, check with your local affiliate. They may be more than willing to donate materials to the cause.

### ***Student Media***

If your school has a newspaper, radio station, or television channel, get in touch with each of these groups and check to see if they would be willing to help you advertise. These student media groups are excellent resources that are not to be ignored. Remember, their purpose is to make the student voice heard! They can promote your group either by running an ad, or by producing a story that focuses on ACLU issues or your chapter's upcoming events. Although school media channels are run by students like yourself, it is important to appear professional and well-prepared when presenting them with your request. Plan out what you want your ad or story to convey ahead of time, and your media resources will be more enthusiastic about working with you. A sample media advisory is under *Appendix B*.

### College Case Files

ACLU Student Chapter - University of Maryland, College Park et al. v. C.D. Mote, Jr.

In March 2003, the ACLU filed a lawsuit on behalf of students at the University of Maryland at College Park who were challenging a university policy that places unreasonable restrictions on outdoor public speaking and leafleting on the university's campus.

The university prohibited public speaking on campus except on the Nyumburu Amphitheatre stage, and outlawed the distribution of literature in any area other than the sidewalk outside the Student Union building.

Said Anthony Epstein, the lead attorney or the plaintiffs, "Not only is the University's policy blatantly unconstitutional, but it is also unworthy of this great institution."

In August that same year the university agreed to alter its rules on public speaking and leafleting. Now students, faculty, and staff can leaflet in any outdoor spot on campus, and groups of less than ten are able to hold demonstrations anywhere without advance registration.

## Leadership

Once you have recruited members, efforts must be made to retain and develop these people to ensure the future of the organization. Always have activities for members to participate in, take the time to explain the importance of that work to the larger structure, and recognize work well done. Identify those with leadership potential and put them in positions that will enable them to grow. Once leaders are appointed, or when a leadership position changes, make sure to distribute a roster citing leader contact information to your chapter members. This list should also be given to your local affiliate.

The following are some leadership positions that are helpful to a chapter's organization. These positions are modeled after positions that exist among the ACLU's state affiliates:

**Director:** Generally the founding member of the chapter, this person leads meetings, chooses areas of focus, and should be given the final say when it comes to important chapter decisions.

**Associate/Deputy Director:** A deputy director should be chosen, in case the president is unable to fulfill his or her duties at any given time. It is important for the director and the deputy director to work closely together so that the deputy is completely prepared to take over the director's position should the need arise. If the director is unavailable, chapter

members should feel confident that the deputy director will adequately address their concerns, and that meetings headed by the deputy director will be worth their time.

**Financial Manager:** The financial manager is in charge of drafting the club’s budget and keeping track of funds. These duties are further explained in the “Funding” section of this manual.

**Events Manager:** It is the events manager’s job to coordinate chapter events such as rallies, speak-outs, and any fund-raising activities the group opts to do.

**Communications Manager:** A specific person may be assigned the job of communicating your group’s message to the student body, as well as keeping in touch with your local affiliate. A communications associate must make sure the group is promoted properly and adequately, and that ties between the college chapter and the local affiliate remain strong. A communications associate should take the time to update their affiliate on their chapter’s upcoming events and current focus and activities once every other month. Of utmost importance is their familiarity with the ACLU’s position on certain issues, and with the ACLU’s protocol when it comes to communicating this stance.

**Membership Coordinator:** A membership coordinator will keep track of the chapter’s members. It is their job to keep the members’ contact info up-to-date, and they may be in charge of helping the members to become official card-carrying members of the ACLU by distributing information and collecting funds. The membership coordinator may work closely with the communications associate to promote the college chapter to potential new members.

### ***Keep the Torch Burning***

Remember that everyone must be replaced at some point in a campus group. It is your responsibility as a leader to ensure that when you leave, someone will be able to step into your shoes and continue to move the organization forward. This means taking time to train others, talking with them about the future of the organization and how to achieve those goals.

Also, we recommend that campus group leaders keep a file of contact names, including a list of helpful professors, administrators and community leaders to pass on to the next set of leaders.

**Did you know?**



ACLU lawyers worked to free the Scottsboro defendants, 9 black men, who were facing the death penalty because of false accusations that they had raped two white women. ACLU lawyers also worked to end all-white primaries, eliminate segregation and Jim Crow, allow interracial marriage, and force Georgia to let state senator Julian Bond take his seat.

## Educating Your Members

In order for your chapter to be effective, it is important that your members are just as knowledgeable of the ACLU's mission as you are. You might want to share this guide, or at least the sections of this guide that outline the ACLU's structure and issues, with your fellow chapter members. In addition, The Constitution and Bill of Rights make helpful handouts. These are easily the most important pieces of information for any civil libertarian to be familiar with. Because these documents can be difficult to interpret, there are resources to help you understand what the Amendments mean and how they have played an important role in American society. Finally, if your school offers courses in Constitutional law, take a class to learn more about our rights. You will probably meet other people who want to join a campus chapter of the ACLU!

### College Case Files

#### Shapiro v. University of California, San Diego

In the summer of 1999, UC San Diego agreed to annul all disciplinary action against a student who refused to remove a political sign containing a vulgar four-letter word from the window of his dormitory room.

As part of the agreement, the university revised its policies on student expression on campus, and agreed to correct every constitutional deficiency that was raised by the ACLU during the lawsuit.

Said Jordan Budd, who at the time was the managing attorney for the ACLU of San Diego and Imperial Counties, "This agreement takes the university out of the business of censorship and restores free political expression for students."

## Running Your Chapter

### Focus

Possibly the most important aspect of running your college chapter is establishing a specific group focus that will not only serve you and your members, but the ACLU as a whole as well. The ACLU depends on college chapters to convey its message to young, potential ACLU supporters, and we encourage college chapters to establish raising campus awareness as being their main concentration.

To become a strong organization that will last well beyond your time on campus, your ACLU group should have a clear understanding of what you ultimately hope to accomplish. The main focus and long-term goals of your organization should be put into words, either through your constitution, or in a separate mission statement. A sample mission statement is included with the constitution template under *Appendix A*. Remember that deciding on a focus requires consideration of several different factors, including the size of membership, the amount of time individual members can put into activities, and available resources.

### Meetings

Once you have a solid member base, your college chapter can begin meeting on a regular basis with confidence.

The success of your group's programs, activities, and campaigns is, in large part, a direct function of the success of your meetings. Meetings are where you plan and motivate, discuss and decide. How well your meetings run can influence every aspect of your organization, from sustaining membership to accomplishing goals. The most important thing to remember about facilitating a good meeting is that they don't run themselves. There are several necessary components to organizing an effective meeting.

### **Logistics**

**Location:** Your institution will usually provide free space to hold meetings. If not, you can often find free meeting space in neighborhood libraries or community centers. You can even meet in a favorite restaurant, coffee shop, or community hang-out.

**Time:** Next, decide on a convenient date and time for your meeting. Establish a recurring meeting (monthly, bi-weekly) so members can incorporate your group meeting time into their schedules. Also, start your meetings on time! It is equally important to end your meetings on time as well. It is a good idea to have a dedicated timekeeper at each meeting, usually the meeting facilitator. Most people have an acquired attention span of 50 minutes, so it is a best to not make the meeting more than an hour.

## ***Meeting Basics***

**Agenda:** An agenda should be prepared and agreed upon before each meeting. A good agenda will help you run your meeting, insuring that all items are discussed and decided in an orderly and timely fashion. Be sure to include meeting place, starting and ending time, and meeting objectives and items to be discussed. You should also try to distribute a draft agenda to your membership before the meeting via e-mail. This allows your members to prepare information or develop questions to better participate.

**Meeting minutes:** The information that comes out of your meeting is supremely important; after all, that's why you're there. Therefore, be sure to accurately record the decisions and action items that come out of your meetings. Select a person to record the meeting's minutes, or have people take turns bearing the responsibility. The recorder should not attempt to transcribe the entire meeting, but rather outline major discussions and group decisions. Meeting minutes should be distributed after the meeting via e-mail to remind members of what was discussed, and to update anyone who may have missed the meeting.

## ***Discussion***

Meetings run more smoothly when there is a defined and agreed upon set of discussion guidelines by which the meetings will run. These usually center on the basic rules of courtesy:

- One person has the floor at a time.
- Do not interrupt.
- Refrain from personal attacks.
- Everyone's input is valuable.
- New ideas are welcome.

These are fairly straightforward, but in the heat of discussion it may be up to the meeting's facilitator to insure that these guidelines are adhered to, and that meetings are run in an atmosphere of friendship and camaraderie where every member's input is respected and welcomed.

## ***Decision Making***

A concrete and agreed upon decision-making process is necessary for any group to operate successfully. Many groups may want to include their voting/consensus process in their group's constitution. There are two main methods that your group may choose to employ for decision-making: voting, or the consensus process.


**Voting:** Larger groups may find the voting process to be more suitable, while smaller groups are more comfortable with a more informal consensus process. With voting, you may find that requiring a two-thirds majority may promote more group cohesion as it reduces the number of people who may view themselves as having lost a vote. Also,

some groups may want to link the privilege of voting to meeting attendance or participation.

**Consensus Process:** Alternately, the consensus process seeks to establish mutual agreement on an issue by addressing all concerns. It can take longer than other processes, but it promotes group cooperation, creativity, and a greater feeling of commitment. Consensus though, does not always produce or require unanimity. Your group may, and should, empower committees or individuals to make final decisions.

### ***Socializing***

Socializing is a great way to keep members. If members are your friends, they are more likely to stay in the group. Go out together after meetings and you will find the experience more enjoyable and fulfilling!



**Did you know?**

The ACLU is the nation's largest public interest law firm, with a presence in all 50 states and Puerto Rico!

### **Funds**

Raising money and spending it wisely is particularly important for organizations and their leaders. Money comes in handy when wanting to make posters, pay for food or drinks, pay for general club supplies, or anything else that could come up. However, since most small ACLU groups will not spend more than \$100 a year, funding should not become your biggest worry while running your college chapter.

#### ***The Best Things on Campus Are Free—or At Least Cheap!***

The issue of funding often stands in the way of the biggest ambitions. Yet it need not be so. Raising funds for any organization requires a great amount of time and human resources, something that may be hard to gather at a campus full of busy students. Keep in mind that there are a vast number of events that can be conducted with very limited funding – or without any funding at all.

The following are some of the numerous possibilities. Use them as inspiration:

- Host a screening of “The ACLU Freedom Files,” a revolutionary 10-part series that tells the stories of real people in America whose civil liberties have been threatened. Check with your affiliate to see how you can gain access to a copy. For more information about this series, visit [www.aclu.tv](http://www.aclu.tv)

- Community members (city, state and federal officials, not-for-profit leaders, business owners) are often willing to speak for free.
- Letter or postcard writing campaigns require, at most, only a few dimes per letter.
- Setting up a table to educate students on issues is a fantastic and relatively cheap activity.
- Publicize issues through, an email list, or by posting on the Internet.
- Organize a civil liberties "teach-in" on your campus
- Participate in activities/actions that your area affiliate is organizing.

### ***Budgeting***

Every ACLU chapter, no matter what the size, should have a budget. A comprehensive budget should be prepared at least once a year, and the entire membership should be involved in the process. Preparing a budget not only helps a chapter to adequately allocate funds, it also helps to define its purpose, objectives, and activities.

The first step to creating a budget is to estimate anticipated revenue. Find out how much campus funding an organization usually receives, and decide how much money you anticipate acquiring through dues. The end sum will be the amount you have to work with for the given budget period. Next, allocate amounts to different categories, such as supplies, events, and refreshments. Always make sure you have some money left over once the funds are allocated, in case you end up going over budget.

### ***Campus Funding***

Most schools allow officially recognized clubs and organizations to apply for club funding, particularly for educational events. When you register your club with your institution, you should receive information on how to go about applying for funds. If not, contact your student activities office, and they will point you in the right direction. Make sure you apply for funding right away. The sooner you apply for student activity funds, the greater the chance that your group will get the requested amount.

### ***Dues***

Every school has different rules about the collection and use of money by campus groups. Know the rules. You may want to consider charging dues of a few dollars to allow your group to print and copy flyers for posting and to have small events. You may want to research your options for campus funding before deciding to charge your members dues.

If you are allowed to charge dues and do decide to do so, it is best to keep the money in an organizational bank account. Frequently, area banks offer free bank accounts to campus groups that are registered with the university. Pursue this angle, as it may be very useful. Ask local banks if they do this, and if they don't, ask if they would consider doing it. If you strike out with the banks, your school may have a suggestion. Please note that to avoid error and confusion, the name of your account may not contain the words "ACLU"

or “American Civil Liberties Union.” An appropriate alternative would be, “[Your School] Civil Liberties Club.”

### **College Case Files**

Curzon Brown v. San Francisco Community College District

In 1997 a San Francisco Community College student named Ryan Lathouwers created The Teacher Review Website, a site that provided students trying to decide which teachers and courses to select with student-written reviews of college professors.

Upset by the site’s sometimes unfavorable portrayal of themselves and their colleagues, City College professors Daniel Curzon Brown and Jesse David Wall took Ryan to court in an attempt to eradicate the website.

The ACLU of Northern California chose to defend Ryan, asserting that freedom of speech entitled students to share opinions of their professors via the Internet.

Then, just days before a scheduled hearing in the San Francisco Superior Court, Daniel Curzon Brown and Jesse David Wall agreed to dismiss their lawsuit.

Said attorney Bernard Burk, “The dismissal of this case is a victory for free speech on the internet. It fulfills the promise Congress made to Internet site and service providers in enacting the Communications Decency Act, and the promise the Founders made to everyone in adopting the First Amendment.

## **Event Planning**

There are a variety of educational programs that chapters can facilitate with minimal funding, including screenings, speak-outs, and panel discussions. Your chapter should concentrate on planning several events per year that focus on raising student awareness of civil liberties issues. Read on for a more in-depth look at some activities you might like to plan for your campus:

### **Speakers**

A good speaker can impart important information, convey enthusiasm, and build a strong sense of community. The speaker need not be a celebrity. A popular law professor who participated in the civil rights movement, a local author whose work has been censored, the executive director, legal director or legislative director of a local ACLU affiliate, members of Congress, or other elected officials can all fit the bill. You will also find that the ACLU national offices in New York and Washington may be able to provide speakers who are experts on various civil liberties issues. Several aspects of advance work lend to a successful speaker event. Some of the most important include:

- Be sure to call and confirm your invited speaker(s) arrival time, equipment needs and lodging. Arrive early at the airport to pick them up.
- What will you do if the speaker is late? Or, what if the room doesn't have chairs (even if they were there the day before)? Advance work does not totally eliminate problems like these, but it can greatly alleviate most situations.

### ***Open Microphones and Speak-Outs***

This is a good way to maximize student input on controversial campus rules or practices and to encourage students to exercise their right to free speech. Common areas like the cafeteria, student center, or a busy campus walkway can provide the perfect setting for such activities. This can be a prime tool to use to attract the attention of the school administration or another organization to show that your cause has campus-wide support and possibly motivate them to action. Keep the following in mind:

### ***Debates and Panel Discussions***

Since both sides of an issue are represented in these forums, more students are apt to attend, thus making these excellent public education activities. Debates and panel discussions are good ways to draw in and educate students who have an unfavorable impression of the organization. Debates are especially useful on campuses where the ACLU is viewed negatively and is routinely misrepresented by its detractors. Keep in mind the following:

**Cheap speakers:** Local speakers are sometimes the best speakers. Your school or town may have some experts on the issue you are working to highlight, and you can avoid the logistical and financial hurdles of getting someone from out of town.

**Spread the word:** Advertising around campus and in the campus or local alternative newspaper is usually inexpensive and will assure you a better turnout. This can be a great chance to attract new members and allies!

**Scheduling conflicts:** Check the campus schedule in advance to make sure that you are not in competition with other events on campus.

### ***Affiliate Activism***

ACLU affiliates often host or participate in rallies, demonstrations and marches in support of our core issues. Get active with your local ACLU affiliate by joining these events. From time to time, check in with your local affiliate to see if they have any upcoming activist events that your club can participate in. Your club members can help in a number of ways - offer to make signs and fliers, volunteer at booths or tables and most importantly show up at these events and make your voice heard. These events are great ways to direct your club members' passion and enthusiasm, and joining forces with your affiliate will expose your chapter to the inner workings of the ACLU.

### ***Here are some more great event ideas:***

- Celebrate Constitution Day (September 17)

- Host a Civil Liberties Luncheon: a brown-bag lunch event featuring a screening of an episode of the “Freedom Files” with a discussion afterward
- Celebrate Banned Books Week
- Volunteer to present a Rights and Responsibilities Forum at a local high school
- Celebrate Bill of Rights Day (December 15)
- Work with other groups to register students to vote
- Celebrate the Anniversary of Roe v. Wade (January 22)

When planning events, the most important point to remember is to plan well in advance! Early planning will allow enough time to prepare thoroughly for the activity and to resolve the problems that may arise along the way.

A successful event has three distinct planning phases: pre-planning, advance work and publicity. These are all equally important and inextricably linked.

### ***Pre-Planning***

Pre-planning is the point when you clearly identify your goals, and is your chance to determine what tactics to employ.

Ask yourself the following questions:

**What are the goals of the event?** Are you trying to get people to write letters to Congress? To call their elected official? Are you trying to attract new members? To educate the public on an issue?

**What type of event will help you realize your goals?** Is your goal to confront or support? Do you want a large audience or a small, dedicated group? Will there be a long agenda, or a group discussion with no agenda? Will there be a featured speaker?

**What resources do you have to realize your goal?** Do you have a budget? How many volunteers do you have? Will you have access to desktop publishing programs for fliers? Will your school supply you with a meeting space and audio-visual equipment? Do you have enough time to plan your event?

These questions rarely have a definitive right or wrong response, but they should spark thoughtful discussion. Then, once you and your group have done sufficient pre-planning for your event or activity, you are ready to tackle the logistics.

### ***Preparing for the Event***

When preparing for an event you need to execute the majority of the legwork required to host a successful event. The basic mechanics include:

**Scheduling a time and place for the event:** For all your activities try to choose a time and a place that is convenient for students. Keep in mind that some of them do not have transportation, and will need to walk to the event, so something on or near campus,

possibly near residence halls, might be most appropriate. Since meeting rooms are usually reserved on a first-come-first-serve basis, make your reservations as early as possible. Also be sure that you reserve a room large enough to accommodate your audience, or small enough to make sure that your meeting doesn't look like it's poorly attended.

**Posters and flyers:** Posters and flyers are, of course, a very effective way of enticing your campus to attend your activity. Post them all over the campus, and at popular bars and cafes and hand them out at busy walkways.

**Chalking:** Chalk announcements on busy walkways and on classroom blackboards.

**Materials:** Materials should be gathered and prepared well in advance of the event date. If making photocopies, be prepared to make twice as many as you expect to need.

Assess other educational materials you might like to have on hand (brochures, newsletters, etc.) and make sure that you get the required number of materials well in advance.

Prepare any signage you may want to display and make sure you have a sign-in sheet available at the event so that you can keep track of those interested in participating in future events.

**Verification:** Once you have called to confirm your room and speakers, call to verify them again . . . and maybe again!

Beyond the actual mechanics involved in planning a successful event, there are decidedly less tangible components to success that play an equally important role in proper advance. They include:

**The Audience:** Now that you know how large an audience you want, you need to plan enough flyers, newspaper ads and personal contact that you attract the right people in the right numbers. Also be sure that you reserve a room large enough to accommodate your audience, or small enough to make sure your meeting doesn't look like it is poorly attended.

**Set-up:** What you want to accomplish with your event can also determine its set-up. Create a checklist with all of the items that you will need to pull off your event. Include big things like audiovisual equipment and room set-up, but don't forget the smaller details! For instance, do you bring tape to hang up signs with?

**Obstacles:** Brainstorm about any possible issues or circumstances that could arise to negatively effect the success of your program or event - think of ways to sidestep these hurdles. Rest assured, if something can go wrong, it will so take a proactive approach. For example, what do you do if it rains on the day of your outdoor event, or what if your speaker is running late?

Though these may seem apparent, they are often lost in the excitement and anxiety that can precede an event.

**Communication:** Letting the media and the community-at-large know of your event is a very significant step in planning the activity. Make sure you use all the resources of your school paper. You can probably use the calendar column, the letter to the editor section,

and, if you have a big event, you can perhaps convince the editors to assign a reporter to write a story about it. Make sure to include a contact name and number in the pieces for readers to call for additional information. Write a media advisory, which simply states the who, what, when, where and why of your event (*a sample media advisory is included in Appendix C*). Be sure to include a contact name and number. After faxing or emailing the advisory to the calendar editor and news desk, follow up with a phone call as it will increase the chance that is picked up. Find out the paper's deadlines, and get to know the staff writers because they will prove to be a valuable resource for your group in the future.

Likewise, if your group has money, you can also take out an ad in the paper. Most newspapers have advertising staff that can help you put together an appealing advertisement.

Public Service Announcements are another great way to spread the news about the event. These are concise announcements that give just the basic who, what, why, where and when information. They should be catchy as to grab the audience's interest and attention. Call your local radio or cable television station, and speak with the public service director about the station's rules on PSA submissions. Generally, they will ask for a minimum of three weeks advance submission. (It is wise to call to confirm the receipt of your PSA.) As always, remember to send a thank you note to your contact.

### College Case Files

Copeland v. Priest

Just before the election of 2002, the ACLU of Arkansas filed a lawsuit challenging a Clark County judge's decision to purge the voter rolls of all "persons listing as their address a university post office box, university dormitory, or other university owned student housing" (except staff) and to "refuse to accept voter registrations from persons listing as their address" at any of these places. The reasoning behind the ruling was that the students did not legally "reside" on their college campuses. However, it was suspected that the local Democratic Party operatives were seeking the legislation in an attempt to cancel out the mainly conservative students' votes.

One week before the election the federal court restored the students' right to vote, and in 2003 it was ruled that their constitutional rights had been violated by the state judge's previous order.

## Chapter Policies / Working With Your Affiliate

The ACLU affiliates expect all chapters to take positions that are within ACLU policy. In order to do so, we ask that chapter leaders consult with their local affiliate about their efforts on a regular basis. Sometimes there are questions as to whether an activity falls within the ACLU's mission. While we cover a broad range of issues, there are some worthy causes (for example, organizing labor unions and supporting the release of political prisoners) that are not part of the ACLU's work.

As an ACLU college chapter, you are not authorized to make statements to the media on behalf of the ACLU beyond your campus newspaper. If you receive an inquiry from the media, discuss it with your affiliate before responding.

Remember to submit an annual summary of your chapter's activities to your affiliate, as well as contact info changes for your chapter's leaders.

However, the most important thing to keep in mind when working with your affiliate and your fellow chapter members is that your hard work is truly appreciated by the ACLU and its members nationwide. We sincerely thank you for your interest and support, and we wish you the best of luck with establishing your college chapter.



### Did you know?

When President Nixon and his attorney general broadly violated the constitutional rights of Americans, the ACLU was the first major nonpartisan organization that called for Nixon's impeachment and removal.

## Appendix

### Appendix A: Constitution Template

#### CONSTITUTION TEMPLATE

(TITLE)

**CONSTITUTION OF THE ACLU OF (YOUR LOCAL AFFILIATE)  
CAMPUS CLUB OF \_\_\_\_\_(YOUR SCHOOL NAME)\_\_\_\_\_**

#### Article I: Purpose and Status

Section 1(Mission Statement): What is the purpose of the organization? What are its broad goals? Why was the group founded? You may have multiple sentences listing group goals and purposes that comprise several sections. Here is an example from Johns Hopkins University:

The primary goal of the Johns Hopkins Chapter of the American Civil Liberties Union (JHU-ACLU) is to raise awareness of civil liberties issues, and to safeguard those civil liberties both on and off campus. This goal shall be accomplished through events organized by JHU-ACLU and through dialogues with the Johns Hopkins University Administration, other campus organizations, and both the regional and national American Civil Liberties Union..

**Section 2: The Club will represent itself in a way consistent with the mission and views of the ACLU. The Club will not claim to represent the ACLU in any media outlet other than those affiliated with (your school name); furthermore, the Club will accurately represent the views of the ACLU in any campus media venue and will seek clarification on ACLU views from (your local affiliate) when necessary.**

**Section 3: Upon receiving permission, the Club may send a representative to Affiliate Board meetings, but is not permitted to vote on Board issues.**

**Section 4: The ACLU is a non-partisan organization. The Club will not endorse or oppose particular political parties or candidates and will consult with (your local affiliate) before endorsing or opposing any ballot initiative.**

**Section 5: The Club will submit a new registration form at the beginning of every academic year. The Club will immediately notify (your local affiliate) of any changes in leadership or contact information and will maintain ongoing contact to update him or her regarding status and projects, at least once per school term.**

#### Article II: Membership

Section 1: **Nondiscrimination Clause.** Check with school for suggested or required format. *Example: Membership shall be open to current students, faculty, and staff of*

*XYZ University regardless of race, color, creed, sex, sexual orientation, national origin, disability, age, or status as a veteran.*

Section 2: Who is eligible for membership? What qualifications are there for membership? Are there any restrictions?

Section 3: Are there different categories of membership? For example, active vs. honorary members? Are there different benefits or requirements for categories of membership?

Section 4: How does one become a member? What steps must be followed? How long does membership last, semester or yearly?

Section 5: How can membership be terminated and be reinstated?

### Article III: Leadership

Section 1: Who is eligible to run for a leadership position?

Section 2: Composition: How many officers are there? What are their titles?

Section 3: Duties and Responsibilities: What are the duties of each of the leaders listed in Article III, Section 2?

Section 4: Term of Office: How long do leaders serve? Are there specific dates when terms begin and end?

Section 5: Removal: Are there procedures to remove or recall leaders?

Section 6: Vacancy: How are leaders who resign, are recalled, or removed to be replaced? Often, provision is made for automatic succession by the Vice President to President. Provisions for other leaders need also to be specified.

**Section 7: The Primary and Secondary leaders of the Club are expected to become members of the ACLU and should encourage membership among other Club leaders, members, and attendees at events.**

### Article VI: Elections

Section 1: Nomination: How are leaders to be nominated?

Section 2: Eligibility: Who is eligible to vote?

Section 3: Voting: What format will the voting process follow? (For example, secret ballot, openly at meetings, etc.) How are the winners in elections determined—what is the voting majority rule (for example, 2/3 of the group)? When will elections be held?

Section 4: Installation: When do leaders assume office?

### Article VI: Meetings

Section 1: Time and Place: How frequently will regular meetings be held? Where?

Section 2: Do you want to designate the format of your meetings? Will you follow a specific agenda?

Section 3: Does a certain number of members need to be present to conduct official business at a meeting? (For example, 2/3 of the group, a majority, whoever shows up.)

### Article VII: Finances

Section 1: Will your club be collecting dues? Are members asked to contribute a certain amount? When will dues be collected and how often?

Section 2: **Fundraising: The Club will not solicit funds from individual donors and will notify** (your local affiliate) **of monetary gifts or offers of gifts. Plans for fundraising will first be cleared with** (your local affiliate).

Section 3: Budget: What are the plans for spending finances of the organization? Who is responsible for developing budgetary plans? Will the leadership be required to present plans for spending to the membership?

Section 4: **Financing events: The Club will submit a well-organized budget proposal to** (your local affiliate) **at least one month in advance to request funds from** (your local affiliate) **for programming.**

Section 5: **In the event that the Club establishes a bank account, this account will not be established in the name of the ACLU, (your local affiliate), or the ACLU Campus Club, but will rather be established in the name of the Civil Liberties Club or other similar title.** Follow school-designated procedures for establishing an account.

### Article VIII: Amendments

Section 1: Initiation: Who can propose an amendment to the Constitution? How is an amendment proposed—at a meeting, in writing, etc?

Section 2: Voting: By when must the membership vote on a proposed amendment—at the next meeting? How will the amendment be voted upon? What percentage of the membership needs to be reached to approve the amendment (usually, 2/3 of the membership is required)?

## Appendix B: Media Advisory

[Letterhead if available]

### **MEDIA ADVISORY**

FOR IMMEDIATE RELEASE

CONTACT: [Your name or name of primary contact for the event and phone number]

Today's Date

[Overview: include a short paragraph that provides the reader with an overview of the event]

What: [List event]

Who: [List participants and featured speakers]

When: [List date]  
[Start and end time of event]

Where: [List event location and address]

Directions: include walking or driving directions for your event if it will be held some place that the general public may be unfamiliar with.

## Appendix C: Web Resources

### Web Resources

#### **ACLU National Web Site**

[www.aclu.org](http://www.aclu.org)

#### **ACLU Youth Web Site**

[www.aclu.org/standup/](http://www.aclu.org/standup/)

#### **Advocates for Youth**

[www.advocatesforyouth.org](http://www.advocatesforyouth.org)

Creates programs and advocates for policies that help young people make informed and responsible decisions about their reproductive and sexual health.

#### **Amnesty International, USA**

[www.amnestyusa.org/](http://www.amnestyusa.org/)

Amnesty International works to end human rights violations around the world.

#### **Campaign for America's Future**

[www.ourfuture.org](http://www.ourfuture.org)

Campaign for America's Future is a progressive national organization that acts as a center for progressive strategy, organizing and issue campaigns among young people.

#### **CampusActivism.org**

<http://campusactivism.org>

CampusActivism.org is a clearinghouse of organizing tools for progressive student activists. Run by recent college graduates, this site welcomes campus groups to list their events and resources on its page.

#### **Campus Compact**

[www.compact.org](http://www.compact.org)

Campus Compact is a national coalition of more than 900 colleges that promotes community service and develops students' citizenship skills and values.

#### **Campus Progress**

[www.campusprogress.org](http://www.campusprogress.org)

A project of the Center for American Progress, Campus Progress seeks to strengthen progressive voices on college and university campuses nationwide; counter the growing influence of right-wing groups on campus; and empower new generations of progressive leaders.

#### **The Center on Juvenile & Criminal Justice**

[www.cjcj.org](http://www.cjcj.org)

Headquartered in San Francisco, CJCJ provides direct services, technical assistance and policy research in the criminal justice field. The Center includes offices in Oakland, California and The District of Columbia.

### **The Free Child Project**

[www.freechild.org](http://www.freechild.org)

The Free Child Project seeks to promote radical democracy by making social change action, education, and resources more accessible for young people around the world, particularly those who have been historically denied participation.

### **Gay, Lesbian and Straight Education Network**

[www.glsen.org/cgi-bin/iowa/home.html](http://www.glsen.org/cgi-bin/iowa/home.html)

GLSEN engages and empowers educators, parents, and students as partners in creating schools where every student can fully participate in school life.

### **Idealist On Campus**

[www.idealistoncampus.org](http://www.idealistoncampus.org)

A program of Action Without Borders, Idealist On Campus offers resources, events and other programs to help students and campuses strengthen their communities through service, activism, and civic engagement.

### **The Military Free Zone**

[www.militaryfreezone.org](http://www.militaryfreezone.org)

A project of the Underground Action Alliance ([www.undergroundactionalliance.org](http://www.undergroundactionalliance.org)), the Military Free Zone provides resources that empower students and young people to OPT OUT of the recruitment process and speak out against the misleading recruitment tactics of the United States Military.

### **Mix It Up**

[www.tolerance.org/teens/index.jsp](http://www.tolerance.org/teens/index.jsp)

GLSEN engages and empowers educators, parents, and students as partners in creating schools where every student can fully participate in school life.

### **National Youth Rights Association**

[www.youthrights.org](http://www.youthrights.org)

NYRA defends the civil and human rights of young people in the United States through educating people about youth rights, working with public officials and empowering young people to work on their own behalf.

### **Planned Parenthood Federation of America: Teenwire**

[www.teenwire.com/index.asp](http://www.teenwire.com/index.asp)

Teenwire.com provides teens and young adults with comprehensive, non-judgmental information about sexual health.

### **Rock the Vote**

[www.rockthevote.org](http://www.rockthevote.org)

Rock the Vote empowers young people to create change in their communities and take action on the issues they care about. Regardless of whether youth are signing petitions, running for office, contacting their elected officials, or taking up a sign in protest, they are all rocking the vote.

### **Sierra Student Coalition**

[www.ssc.org](http://www.ssc.org)

As the student arm of the Sierra Club, the SSC is the largest student led environmental group in the country. It has over 250 affiliated groups and is run by high school and college student volunteers.

### **Student Press Law Center**

[www.splc.org](http://www.splc.org)

SPLC is an advocate for student free press rights and provides information, advice and legal assistance at no charge to students and the educators who work for them.

### **U.S. Department of Education: Office for Civil Rights**

[www.ed.gov/about/offices/list/ocr/index.html](http://www.ed.gov/about/offices/list/ocr/index.html)

The Office for Civil Rights works to ensure equal access to education and nationwide educational excellence through vigorous enforcement of civil rights.

### **We:nite**

<http://wenited.org>

We:nite's mission is to inspire political awareness, participation and discourse for a new generation.

### **WireTap**

[www.alternet.org/wiretap/](http://www.alternet.org/wiretap/)

A project of AlterNet.org, WireTap is an online community of youth advocates and journalists which presents youth perspectives on pressing social issues, including civil liberties.

### **Young People For**

[www.youngpeoplefor.org](http://www.youngpeoplefor.org)

Young People For, a project of People for the American Way, brings together young leaders and activists from across the nation to ensure that progressive voices are heard on issues such as civil liberties, the judiciary, reproductive choice, gay rights, separation of church and state, free speech and public education.

### **Youth Free Expression Network**

<http://www.yfen.org>

The Youth Free Expression Network is a national coalition of teens and adults committed to defending the free expression rights of youth.

## **Appendix D: Sample Flyers**



**I WANT YOU  
FOR THE A. C. L. U!!!!**

Our country needs **YOUR** help  
defending the Bill of Rights.

Columbia American Civil Liberties Union.  
First Meeting. All Welcome.

**WEDNESDAY, 9/14 at 8:30 PM**

***PUT LOCATION HERE***

***FREE PIZZA.***

free speech—voting rights-- protest the patriot act—women’s rights—students’ rights—  
l.g.b.t.q. rights—immigrants’ rights—prisoners’ rights

The ACLU and Federalist Society Present...

*A Parliamentary Debate*

**The nomination of  
Judge Roberts for Chief Justice  
United States Supreme Court**



**Monday, September 26, 2005**

5:00 pm: Refreshments

5:15pm: Debate

Moot Courtroom (B2)

**Debaters:**



Mr. Todd Kurland  
Mr. Dave Weintraub



Mr. Aaron Meyer  
Mr. Darren Marks

**Moderator:** Professor Richard Klein

Cheering, Booing, & Hissing are all acceptable. Winners will be declared by the cheers of the House.

