

ARTICLE II – PURPOSE

1. Can we use County instead of City for the Section's name?

Response: Sections may insert the county **with** the city and state—for example, Montgomery County, Silver Spring, Maryland. As mentioned in the webinar, it is difficult to ascertain where a Section is located without this information.

ARTICLE III – MEMBERSHIP

1. What is an Associate Member?

Response: Per Article III, Section 2(D) of the NCNW Bylaws (as amended December 2, 2022), an Associate member is an individual male accepted by the National Organization at any membership level. Associates are supporters of NCNW and its mission.

2. Some men pay \$100 as associates. Can they vote?

Response: It has been NCNW custom that Associates do not vote or hold office regardless of paying the national membership fee or Section dues.

3. Can men be members? Or can they only be associate members?

Response: Men can only be Associate members. Per Article III, Section 2(D) of the NCNW Bylaws (as amended December 2, 2022), an Associate member is an individual male accepted by the National Organization at any membership level.

4. Can local bylaws be amended if there are several active associate members to participate in a vote?

Response: No. It has been NCNW custom that Associates do not vote or hold office regardless of paying the national membership fee.

5. Can women be Associate Members?

Response: No. Per Article III, Section 2(D) of the NCNW Bylaws (as amended December 2, 2022), an Associate member is an individual **male** accepted by the National Organization at any membership level.

6. What age can youth be paid members of NCNW?

Response: Youth Sections are composed of middle and high school girls. Youth members are paid members of NCNW. The national membership fee for youth membership is \$5.00 (five dollars) annually.

7. For those sections that currently have a youth component, how does the removal of youth membership by the new bylaws affect them? Are we saying we may continue with the youth, but they are no longer associated at the national level? Please advise.

Response: Members of a Youth Section are **NOT** members of the Community-based Section that sponsored them. The Youth Section is separate and distinct from the Community-based Section. Community-based Sections supervise/sponsor Youth Sections. *See Article III, Section 1(F) of the NCNW Bylaws (as amended December 2, 2022) and Section 6.8 of the Community-Based Sections, National Affiliates and State Organizations Handbook (revised October 31, 2017).*

8. Are "youth members" entitled to the same privileges as regular members if they pay the same amount in dues?

Response: Members of a Youth Section are **NOT** members of the Community-based Section that sponsored them. The Youth Section is separate and distinct from the Community-based Section. Community-based Sections supervise/sponsor/organize Youth Sections. *See Article III, Section 1(F) of the NCNW Bylaws (as amended December 2, 2022) and Section 6.8 of the Community-Based Sections, National Affiliates and State Organizations Handbook (revised October 31, 2017).* Youth Sections may also require Section/local dues to support the work of the Youth Section.

9. How do you account for Life and Legacy Life Members who are Section members?

Response: Life and Legacy Life members who have paid Section dues are Section members. Life and Legacy Life are membership designations at the National level and can only be conferred by National Headquarters.

10. How much are the dues for collegiate members?

Response: The national membership fee for Collegiate/University-based student membership is \$10.00 (ten dollars) annually. *See Article III, Section 1(G) of the NCNW Bylaws (as amended December 2, 2022) and Section 12.0 of the Community-Based Sections, National Affiliates and State Organizations Handbook (revised October 31, 2017).* Collegiate Sections may also require Section/local dues to support the work of the Collegiate Section.

11. Are we still required to have 35 Section members to be compliant?

Response: Community-based Sections in urban and suburban areas must have and maintain at least thirty-five (35) members to maintain an NCNW charter. Community-based Sections in rural areas must maintain at least twenty-five (25) members to maintain an NCNW charter. *See Article III, Section 1(D and E) of the NCNW Bylaws (as amended December 2, 2022) and Section 6.7 of the Community-Based Sections, National Affiliates and State Organizations Handbook (revised October 31, 2017).*

12. The required number of members is no longer in the new Bylaws template.

Response: The required number of members for Community-based, Collegiate, and Youth Sections is only in the National Bylaws. It was never in the Section Bylaws template. *See Article III, Section 1 of the NCNW Bylaws (as amended December 2, 2022).*

13. For collegiates, there are other qualifications such as GPA, etc. Can this be added to the qualification section?

Response: No. The only qualifications for collegiate membership that can be included are those mandated by the college or university.

14. Also, there are university policies such as hazing. How can we incorporate those into the bylaw?

Response: NCNW Collegiate Sections operate on college and university campuses at the pleasure of the college/university. The Section Handbook requires Collegiate sections to meet all college or university requirements. Moreover, Collegiate sections agree to abide by and be governed by the NCNW bylaws, the Section Handbook, and NCNW policies and procedures. As a result, these policies do not need to be incorporated into the Section Bylaws. *See Section 6.2 of the Community-Based Sections, National Affiliates and State Organizations Handbook (revised October 31, 2017).*
*NCNW should have current copies of the college or university's requirements or handbook.

15. What are the consequences of disrespectful conduct?

Response: Please see the forthcoming NCNW Code of Conduct.

16. How does a section handle an officer who is disrespectful to the President?

Response: Please see the forthcoming NCNW Code of Conduct.

17. If you have a member whose conduct is frowned upon by the local executive board, can their membership be revoked or suspended even if they have paid their local and annual dues?

Response: Please see the forthcoming NCNW Code of Conduct.

18. What is the NCNW fiscal year? What is the NCNW operational/program year?

Response: The NCNW fiscal year is from October 1st through September 30th. NCNW's fiscal and operational years are the same.

19. Will state laws ever impact national bylaws?

Response: An organization's bylaws cannot conflict with national, state, or local laws.

When are dues due and payable to the sections? Or can the sections set their date for this as long as it fits in the timeline of May 30th through November 30th?

Response: The fiscal year begins October 1. It was recommended that you collect Section dues for the ensuing year at your May Meeting (annual meeting) to have money to operate at the beginning of the fiscal year (October 1). While National dues are currently considered delinquent as of Jan 31st, it is also recommended that National dues be collected at the May meeting as well for the ensuing year so that the member can attend meetings, vote, and run for office (have all membership rights and privileges) as of October 1st (the beginning of the fiscal year). Note that a section member has paid the NCNW national membership fee and section dues. The National Bylaws Committee intends to address the national membership fee deadlines in the forthcoming proposed amendments for the 2024 National Convention.

So, for example, for FYE 2024-2025 (October 1, 2024-September 30, 2025), we recommend that section and annual dues be collected at the May 2024 meeting so that you will have a fully funded Section budget as of October 1 and all members will have full membership rights and privileges as of October 1.

We recommend a single date or payment period for all sections. However, the national membership fee for all of your section members must be received and processed before Sept 30th for a member to be deemed a Section member with full rights and privileges on Oct 1. If you send in the national membership fee on September 30th, there is no guarantee that it will be processed that day. Therefore, the date that you set should account for this.

20. Is a member considered delinquent on December 1st or December 5th?

Response: The Section determines when Section dues are delinquent. The national membership fees are currently late after January 31st. The National Bylaws Committee intends to address the national membership fee deadlines in the forthcoming proposed amendments for the 2024 National Convention.

21. Is there still a late fee of \$5.00? If so, what is the date that this goes into effect?

Response: Yes. The late fee is assessed on national membership fees/dues paid after January 31st. The National Bylaws Committee intends to address the national membership fee deadlines in the forthcoming proposed amendments for the 2024 National Convention. If you decide to have a late fee for Section dues, you must include that in the Dues section of your Section bylaws.

22. Please clarify the join date for this situation. The section receives national and local dues for a new member on January 20th and mails it to National on January 30th. The national office enters the new membership on March 15th. Since you have to be a national member to be a section member, technically, we shouldn't show the date the section received the payment.

Response: You should show the date the Section received both payments for recordkeeping purposes. Once the National Headquarters accepts the national membership fee, the member becomes a national and Section member. You cannot be a Section member without payment of the national membership fee. Please note that the new member's dues would cover March 15- September 30th of the current year. They would still need to pay in May for the ensuing fiscal year.

23. If members don't pay by September 30th, can they vote, run for office, or attend the section's general membership meetings from October 1st through January 31st or until they pay? Because we are a non-profit organization, we understand visitors can attend general membership meetings; therefore, members who have not paid their dues probably cannot be barred from section meetings. Is that understanding correct?

Response. That understanding needs to be corrected. To be entitled to membership rights (attend meetings, make motions, speak in the debate, and vote), one must have paid the NCNW membership fee and section dues. Once a person has paid both fees and recorded at NCNW national headquarters, they are considered members and can exercise membership rights.

Generally, non-profit organizations are private entities and are not required to hold "open meetings" unless they were created by governmental action or the organization has been required to do so by a governmental entity that funds it. NCNW is not subject to the State Open Meetings Act. However, this does not prohibit visitors or presenters from attending meetings, but there should be a limit to how many meetings nonmembers are permitted to attend.

24. What is meant by assessment?

Response: An assessment is an amount the body votes each member should be required to pay for an event, cause, or activity. For example, a Section is having a Gala. The Section can vote on whether each member should be required to sell a certain number of tickets.

ARTICLE IV – OFFICERS

1. Should there be term limits on appointed officers?

Response: Appointed officers, like standing committee chairs, serve for a term corresponding to that of the elected officers or until their successors have been chosen unless the Section bylaws or other rules clearly state otherwise.

2. Is there an outline from the national for the officer duties?

Response: The Section Bylaws template includes essential officer duties. It is not an exhaustive list. To the extent that your Section officers perform duties outside of what is listed in the template and the Section Handbook, you must include those duties in your Section bylaws. *See Section 7.5 of the Community-Based Sections, National Affiliates and State Organizations Handbook (revised October 31, 2017).*

3. If a Section's Bylaws state that the Parliamentarian, Chaplain, or Historian is elected, can it be changed to appointed now, or must the Section continue as indicated in Section Bylaws?

Response: As stated in Article IV – Officers Section 2 in the bylaws template, the Parliamentarian, Historian, and Chaplain are appointed officers. The President should be free to appoint a member in whom she has confidence. This change must be reflected in the section bylaws submitted by February 15 and becomes effective when approved by the National Bylaws Committee and Parliamentarian.

4. How do you handle an absent parliamentarian? Can a Section volunteer/contract with a parliamentarian?

Response: If the Section Parliamentarian cannot attend a meeting, the President may appoint someone to serve as Parliamentarian for the meeting. Chronically absent parliamentarians, as well as any other elected or appointed officer or standing committee chair, are subject to the rules of the Section or National NCNW regarding dereliction of duty. If the Section feels the services of a professional parliamentarian are needed, the Section Executive Committee or the membership must approve any required fee. The Section should consult with the National Parliamentarian for advice or assistance.

5. Can an elected officer also serve as Parliamentarian? Can the Parliamentarian hold another elected office in the section?

Response: No. Since the Parliamentarian must maintain a position of impartiality, this practice should be avoided.

6. Can the Parliamentarian vote during the Section meeting?

Response: If the parliamentarian is a member of the section, she must maintain a position of impartiality; she does not make motions, participate in debate, or vote on any question (motion) except for a ballot vote.

7. According to Robert Rules Newly Revised states, the President conducts the meeting according to Robert Rules, and the Parliamentarian ensures the rules are followed. Is this correct?

Response: As stated in RONR, the president presides, and the parliamentarian advises the president and other officers, committees, and members on parliamentary procedure.

8. How long must a person be in the section before running for office, especially for president? Can a person join the section on election day and vote?

Response: Please refer to the section bylaws regarding eligibility requirements for guidance. Persons cannot pay dues or fees on election day and vote. Once section dues and the national membership fee are paid and recorded by the Membership Department at the NCNW National Headquarters, the member may exercise all rights and privileges.

9. Per the Bylaws, the only requirement to hold office is to be a "member." There is no fill-in for additional text speaking to qualifications for office. Do we as a Section have the discretion to include language that notes the consideration of other non-exclusive factors, like relevant experience for the office, general attendance at meetings, and participation in section activities?

Response: Yes.

10. Should Sections be encouraged to designate the length of time someone should be a member before they can vote for a candidate or run for office? Conveners have experienced candidates "recruiting new members" on election day. My Section stipulates 30 days—two-year membership to run for President or VP and one year for all other officers.

Response: That is determined by Section membership.

11. Is meeting attendance a requirement for being eligible to run for office?

Response: That is determined by Section membership.

12. Can a new member become an officer?

Response: That is determined by Section membership.

13. What happens if a candidate is not fully qualified?

Response: If a candidate has met the eligibility requirements to run for office, the membership will determine whether they feel the candidate is qualified by their vote. If the member does not meet the eligibility requirements, they should not be a candidate for office.

14. Is there an age limit for the President? Local section President? I'm curious why the age limit was placed for 3rd Vice.

Response: No age requirements exist for any office other than the 3rd Vice President. As

stated in the NCNW National Bylaws, the 3rd Vice President is responsible for encouraging, recruiting, and focusing on the participation of young women ages 25-39.

15. If a 3rd VP position is vacant after an election, can the Executive Committee appoint a member outside the age range of 25 – 39?

Response: If the Section membership cannot support a 3rd Vice President, the duties may be carried out, for example, by the Membership Committee.

16. Officer Does "...or until successors are elected" apply to discipline problems with the Section. Does it apply to whether the Section chooses to elect a new President, for example?

Response: "Or until their successors are elected" ensures continued service of officers if obtaining a nominee for an office is difficult. Without this wording, there would be no officers if one had not been elected at the end of the specified time in the bylaws.

17. What if an Officer is not fulfilling her role as an officer? How long should you wait before acting? What are the action steps to remove that person?

Response: Please see the forthcoming NCNW Code of Conduct.

18. If elections are held in May, when should officers be installed? So, should the installation ceremony be held in September?

Response: The Bylaws Committee recommends that officers be installed in June.

19. Can the immediate Past President run for office? It was mentioned that they are part of the Executive Board and shall not vote.

Response: Yes. The Immediate Past President is a member of the Executive Committee and a non-voting member. If the Immediate Past President is elected to office, she shall carry out the duties of that office, including voting.

20. Are all officers required to have monthly reports except the Parliamentarian and Chaplain?

Response: This is determined by the Section bylaws. If the Section wants officers and committees to give monthly reports, it should be stated in the Section Bylaws.

21. What is the difference between "position" and "officer"?

Response: The term officer generally refers to persons with positions of authority in an organization. Officers conduct the group's day-to-day business. Committee chairs and members have positions. In NCNW, we have elected officers and elected positions. Nominating Committee members are not elected officers but have an elected position.

ARTICLE IV – OFFICERS- Nominations and Elections

1. The template shows the Nominations and Elections committee as Section 7, not 8. Which is correct?

Response: Section 8.

2. Can the nominating committee consist of volunteers?

Response: No. The nominating committee must be elected.

3. Do you have a recommendation for when (what month) the Nominating Committee should be elected?

Response: Members of the Nominating Committee should be elected at the same time as the election of officers.

4. If the Bylaws state how many members will be on the committee and a committee member resigns to run for office, are we out of compliance and unable to present to the slate in April and hold elections in May?

Response: No. The vacancy will be filled according to the Section's bylaws.

5. What if a Community-Based Section holds its elections in April? Will they need to modify their Section's bylaws to hold elections in May?

Response: Yes.

6. Can ballots be electronic?

Response: Yes.

7. Any guidance on electronic voting?

Response: Guidance on electronic voting was provided during the pandemic. Please contact the NCNW Membership Department to obtain the guidance.

8. Can members run from the floor?

Response: Yes.

9. Can an Associate member serve on the Nomination or Elections Committee?

Response: No.

10. Can the nominating committee serve more than one term?

Response: Yes. This must be stated in the bylaws.

11. Why would nominating be a Standing Committee?

Response: The Nominating Committee has a continuous function in the Section.

12. How much time is allowable to present the slate of candidates for elections before the actual election? Is it the same day or at least a few days?

Response: The time allowable to present the slate of candidates to the membership is determined by the membership and must be stated in the bylaws.

13. Should the section president be allowed to appoint the Elections Committee if she runs in the election?

Response: Unless the membership determines otherwise, it should be stated in the bylaws.

14. Is an Elections Committee required, or can the Nominating Committee serve as the Elections Committee? The Elections Committee is not listed in the standing committees on the National bylaws template.

Response: The Elections Committee is required. It is either appointed or elected. If appointed, the President would identify a team of members to serve on the Elections Committee. The Elections Committee may be composed of members from the Nominating Committee.

ARTICLE V – MEETINGS

1. Quorum. Can you use a percentage instead of a number?

Response: No. Either state a number or that quorum is a majority of the entire membership. See *Robert's Rules of Order Newly Revised (RONR) 12th Edition*, 3:3-5, §40.

2. Does a member participating virtually count as being in person for quorum purposes?

Response: If your bylaws provide for electronic meetings, a member participating virtually would count as being in person for quorum purposes. If the Section's bylaws do not authorize electronic meetings, there should not be any members participating virtually.

3. Can GroupMe be used as an official mode of communication for section meetings, standing committee meetings, or committee meetings of NCNW without being identified in the bylaws?

Response: Article V, Section 4 of the Section Bylaws template provides that all communications required in the bylaws, including meeting notices, may be sent electronically. The bylaws do not require Sections to specify the mode of communication. However, all members should have access to the mode of communication used.

Please note that meetings must not be conducted using GroupMe, What App, postal mail, e-mail, chat rooms, etc. These do not constitute a deliberative assembly.

4. Does the Executive Board or Committee have to meet on the same day as the general membership?

Response: No. The Executive Board or Executive Committee can meet on the same day as the regular meeting, but the Board or Committee is only required to meet on the same day if ordered in the bylaws.

5. How can you give the finance reports when the fiscal year ends on September 30?

Response: Although you cannot provide an annual financial report at the annual meeting, a year-to-date report can be provided with a yearly report in October/November once the books are closed.

6. Is there flexibility in defining which month the annual report occurs or the nature of the activities conducted during the meeting? For example, can end-of-year reports take place in June rather than May?

Response: The National Bylaws and Section Handbook states that Community-based Section elections shall be conducted annually in May. *See Article IV, Section 2(C) of the NCNW Bylaws (as amended December 2, 2022) and Section 7.3 of the Community-Based Sections, National Affiliates and State Organizations Handbook (revised October 31, 2017).* Collegiate Section elections are conducted in April. *See Article IV, Section 2(B) of the NCNW Bylaws (as amended December 2, 2022).* The Bylaws Committee construes these meetings as the Section's Annual Meeting, where annual reports should be provided.

7. You mention the presentation of committee reports and officers' reports at the Annual meeting in May. Can I assume this does not preclude reports at Monthly membership meetings? Is this correct?

Response: Yes. Monthly reports should still occur at monthly membership meetings. However, it should be explicitly stated in the Section Bylaws.

ARTICLE VI – EXECUTIVE COMMITTEE AND [EXECUTIVE BOARD]

1. Please clarify the priority: Executive board vs. Executive committee?

Response: All Sections must have an Executive Committee (with the composition as outlined in the template) regardless of size. The Executive Board is optional. You should look at your operations and Section size to determine if you need an Executive Board.

2. What is the difference between an executive committee and an executive board?

Response: As stated in the template, the Executive Committee is composed of the following: the elected officers, the Chairs of the Standing Committees, the Immediate Past President, and the Parliamentarian. The Executive Board consists of the elected officers and the Parliamentarian.

The Executive Board handles emergency or time-sensitive matters when it is not feasible to get the Executive Committee together. We have provided this flexibility because we recognize this may be a challenge for certain Sections and that some sections have more complex operations. If your Section feels that getting the Executive Committee together to handle emergency or time-sensitive matters is not an issue, then you would not need an Executive Board.

3. So, if our section currently has an Executive Board but no Executive Committee, we must change that designation to being called the Executive Committee?

Response: If your current Executive Board is composed of the elected officers, the Chairs of the Standing Committees, the Immediate Past President, and the Parliamentarian, then the designation must be changed to Executive Committee. The term Executive Committee should have one meaning/definition in NCNW. We are trying to standardize that across the board.

4. Our state laws require us to have an Executive Board. What should we do?

Response: If the state's composition requirement for an Executive Board is met by NCNW's Executive Committee, then you can tell the State that you have an Executive Board. NCNW defines the term internally in a manner that differs from the generally accepted meaning.

5. If your section is small with only 20 paid members, is an executive committee/board required?

Response: All Sections must have an Executive Committee (with the composition as outlined in the template) regardless of size. The Executive Board is optional. You should look at your operations and Section size to determine if you need an Executive Board.

6. What ratification mean?

Response: Ratification means confirming or validating an action that can only become valid once the membership approves.

7. Who are the five people who can call a special meeting other than the President, who was mentioned as someone who can call for a special meeting? Are you referring to E-Board members or any member from the general membership or body? One place said, 'by president notifying members five days before meeting....' and another said, 'Executive committee or five members....' Please clarify.

Response: There is a distinction between who can call a special meeting of the membership and who can call additional and special meetings of the Executive Committee.

Per Article V, Section 3 of the Section Bylaws template, special meetings of the membership may be called by the President, by the Executive Committee, or the written request of at least [INSERT THE NUMBER OF MEMBERS] members of the Section, provided that notice has been sent at least [INSERT THE NUMBER OF DAYS] days before the date of the meeting.

Per Article VI, Section 3 of the Section Bylaws template, additional meetings of the Executive Committee may be called at the request of the President or the written request of five (5) members of the Executive Committee. The President may call special meetings with five (5) days' notice.

ARTICLE VII – COMMITTEES

1. Are all sections required to have a Ways & Means Committee?

Response: If a Section does not have a Ways & Means Committee, it must either establish one or delegate its duties to an existing standing committee.

2. Can a member work with several committees? How many committees can a member serve on? How many chairmanships can any given member hold?

Response: Yes. The number of committees a member serves or chairs is up to the member.

3. Since we were advised that every section should have a Social Justice Committee, would that be considered a standing committee or Other Committees?

Response: Social Justice should be a standing committee.

4. Can committee chairs be reappointed after sitting out one term the same as officers?

Response: Committee Chairs are not limited to two (2) consecutive terms.

5. What are the qualifications for the audit committee?

Response: The Audit Committee only has composition requirements. *See Article VI, Section 6(G) of the Section Bylaws template.*

6. What are the Section responsibilities for Good Health Wins? Is this a committee to be included in or bylaws?

Response: Good Health Wins should not be included in the Section Bylaws. It is a program and falls under the Program Committee.

7. Can a committee still operate if you fill only some of the committee spaces? For example, can the committee still work if bylaws say there are five committee members, but only three people want to be a part of the committee?

Response: Sections must comply with Committee composition requirements.

8. Can a Past President serve on the Bylaws Committee?

Response: Yes.

9. Can the President serve on the Audit Committee?

Response: No. The Section President is an ex-officio member of all Committees except the Nominating Committee, Elections Committee, and the Internal Audit Committee. *See Article VI, Section 3 of the Section Bylaws template.*

10. What is the role of the President's Advisory Committee when you already have an Executive Board?

Response: We are unfamiliar with the President's Advisory Committee as it is not a required Standing Committee. However, the President may establish a President's Advisory Committee as a special or standing committee with the approval of the Section. *See Article VI, Section 2 of the Section Bylaws template.*

ARTICLE IX – AMENDMENT OF THE BYLAWS

1. Clarify: 2/3 vote to enter amendment process and approve amendments? When submitted to HQ?

Response: Two-thirds (2/3) of the members present and voting is required to approve an amendment, provided the amendment has been submitted in writing (mailed or sent by electronic communication) to the Bylaws Committee and included in the meeting notice one month before the meeting. Once the Section adopts the proposed amendments, it must be submitted to the National Bylaws Committee for approval and filed at the National Headquarters.

OTHER

1. What is required for the “Chronology?” Is the “Adopted Date” the date the section was first chartered? Then, each of the amended dates would follow.

Response: The adopted date is when your first set of Bylaws was adopted. You can use your chartering date. Everything after that is an amendment. Therefore, all amendment dates should be listed. If you cannot obtain this information, note the dates of the amendments you know.

2. I understand the submission deadline is February 15, 2024, but when do the changes become effective? What will we be operating by until they get approved?

Response: Once the amendments have been approved by the Section and submitted to the National Bylaws Committee, they become effective once the Bylaws Committee has signed off on them. You will operate by your old bylaws until your amended bylaws are approved.