



ncnw
commitment | unity | self reliance

[INSERT NAME OF SECTION]

BYLAWS

[INSERT DATE OF ADOPTION/AMENDMENT]

**[INSERT THE DATES OF THE COMMITTEE'S TERM OF
SERVICE]**

BYLAWS COMMITTEE

**[INSERT THE NAME OF THE COMMITTEE CHAIR
NAMES OF THE COMMITTEE MEMBERS
NAME OF THE SECTION PRESIDENT]**

**[INSERT NAME OF SECTION]
BYLAWS**

[INSERT TABLE OF CONTENTS]

ARTICLE I - NAME

The name of this organization shall be the [INSERT NAME OF SECTION] Section, National Council of Negro Women, Incorporated (hereinafter referred to as the "Section").

ARTICLE II – PURPOSE

The purpose of the [INSERT NAME OF SECTION] is to promote and support the national programs of the NCNW in the [INSERT CITY AND STATE] community and metropolitan area.

ARTICLE III – MEMBERSHIP

Section 1. Members. Any person may be eligible for membership without regard for race, color, creed, national origin, sexual orientation, or economic status.

- A. **Section Member.** A Section member shall be an individual who has paid the annual NCNW national membership fee (if applicable) and section dues.
- B. **Associate Member.** An Associate member shall be a male member who supports NCNW's purpose and pays dues annually to the Section and a membership fee to NCNW National Headquarters. An Associate member shall not hold office or vote.
- C. No Section member shall hold membership in more than one section at a time.

Section 2. Dues.

- A. **Annual Dues.** Section dues shall be [INSERT AMOUNT] dollars annually. Dues shall be due and payable to the Section on [INSERT DATE] and, if not paid, are delinquent on [INSERT DATE]. Membership shall be forfeited if dues are not paid by January 31.
- B. **Fiscal Year.** The fiscal year shall be October 1 through September 30.

Section 3. Conduct. Members shall abide by the NCNW Bylaws, Standing Rules, and the *NCNW Code of Conduct* and shall not engage in conduct injurious to NCNW or its object or bring disrespect to NCNW. The NCNW Membership Committee and National Headquarters shall handle allegations of disciplinary matters as prescribed in the Community-Based and Collegiate Sections, National Affiliates, and State Organizations Handbook.

ARTICLE IV – OFFICERS

Section 1. The elected officers of the Section shall be the President, [INSERT VICE PRESIDENT OR VICE PRESIDENTS], Recording Secretary, Corresponding Secretary,

Financial Secretary, and Treasurer. **[INSERT ADDITIONAL ELECTED OFFICERS IF APPLICABLE.]**

Section 2. The appointed officers shall be a Parliamentarian, Historian, and Chaplain. **[INSERT ADDITIONAL APPOINTED OFFICERS IF APPLICABLE.]**

Section 3. Qualifications. To be eligible to hold an office in the Section, a member must have paid the annual NCNW national membership fee (if applicable) and section dues for the current fiscal year. An Associate member shall not hold office.

A. **[INSERT ADDITIONAL QUALIFICATIONS IF APPLICABLE]**

Section 4. Term of Office. Elected officers shall serve a term of two (2) years **or until their successors are elected.** Elected officers shall not serve more than two (2) consecutive terms in the same office and may serve again after being out of the office for at least one (1) term. Terms of office shall begin on September 1.

Section 5. Vacancies.

- A. The **[INSERT VICE PRESIDENT OR FIRST VICE PRESIDENT]** shall fill a vacancy in the office of the President for the unexpired term of President.
- B. A vacancy in the other offices or elected positions shall be filled by **[INSERT HOW VACANCIES IN OTHER OFFICES AND POSITIONS WILL BE FILLED]** for the unexpired term.
- C. If the unexpired term is less than one year, this time shall not count against the term of office.

Section 6. Duties of Elected Officers. Elected officers shall perform the duties prescribed by these bylaws, the NCNW Handbook for Community-Based and Collegiate Sections, National Affiliates, and State Organizations, other NCNW policies and procedures, the parliamentary authority adopted by NCNW, and as ordered by the President or Section.

- A. **The President shall:**
 - 1. Preside over all meetings of the Section.
 - 2. Appoint all standing committee chairs and members except the Nominating Committee.
 - 3. Serve as an ex-officio member of all committees except the Audit, Nominating, and Election Committees.
 - 4. Appoint all special committees.
 - 5. Appoint all non-elected officers.
 - 6. Serve as the spokesperson for the Section.
 - 7. Serve as the liaison between the National Headquarters and the Section.
 - 8. Be one of three officers authorized to sign checks.

9. Present a report at the annual meeting.
10. Be bonded.
11. **[INSERT ADDITIONAL DUTIES IF APPLICABLE]**

B. The [INSERT VICE PRESIDENT OR FIRST VICE PRESIDENT] shall:

1. Preside over meetings in the absence or at the request of the President.
2. Be responsible for the programs of the Section and programs initiated by the National Headquarters and determined to be necessary in the community.
3. Be one of three officers authorized to sign checks and serve as the second signature on checks payable to the President or Treasurer.
4. Serve as Chairperson of the Program Committee.
5. Present a report at the annual meeting.
6. Be bonded.
7. **[INSERT ADDITIONAL DUTIES IF APPLICABLE]**

C. The Second Vice President* shall: [IF APPLICABLE]

1. Oversee membership recruitment, retention, and reclamation activities.
2. Notify the NCNW Membership Department of changes of address, transfers, or deaths of members.
3. Serve as the Chairperson of the Membership Committee.
4. Present a report at the annual meeting.
5. **[INSERT ADDITIONAL DUTIES IF APPLICABLE]**

D. The Third Vice President† shall: [IF APPLICABLE]

1. Encourage, recruit, and focus on the participation of young women, who must be thirty-nine (39) years of age and under to join the Section.
2. Be between twenty-five (25) and thirty-nine (39) years of age.
3. Present a report at the annual meeting.
4. **[INSERT ADDITIONAL DUTIES IF APPLICABLE]**

E. The Recording Secretary shall:

1. Record the minutes of all meetings.
2. Keep all official records, Committee reports, and other required documents on file.
3. Assist the President with preparing the agenda.
4. In the absence of the President or **[INSERT VICE PRESIDENT OR FIRST VICE PRESIDENT]**, call the meeting to order and preside over the meeting until the immediate election of a chair pro tem.
5. **[INSERT ADDITIONAL DUTIES IF APPLICABLE]**

*If the Section's elected officers do not include a Second or Third Vice President, the president shall appoint a chairperson to carry out these duties.

F. The Corresponding Secretary shall:

1. Send the membership the required notice of regular, annual, and call/special meetings.
2. Maintain a file for all incoming and outgoing correspondence.
3. Collect mail from the P.O. Box.
4. Prepare or send written correspondence as directed by the President.
5. **[INSERT ADDITIONAL DUTIES IF APPLICABLE]**

G. The Financial Secretary shall:

1. Receive and maintain a record of all monies and dues from the membership.
2. Issue receipts for all monies received.
3. Prepare and present a monthly report to the membership.
4. Turn monies over to the Treasurer within **[INSERT NUMBER OF BUSINESS DAYS]** business days of receipt.
5. Serve as a member of the Finance Committee.
6. Prepare the Section's books and records for internal and external audits.
7. Assist in preparing the end of the fiscal year Internal Revenue Service's Annual Section Report.
8. Be bonded.
9. **[INSERT ADDITIONAL DUTIES IF APPLICABLE]**

H. The Treasurer shall:

1. Keep a record of bank statements and reconcile them monthly.
2. Deposit funds in the bank within **[INSERT NUMBER OF BUSINESS DAYS]** business days upon receipt from the Financial Secretary.
3. Only issue checks upon proper documentation and approval.
4. Be one of three officers authorized to sign checks.
5. Serve as Chairperson of the Finance Committee.
6. Prepare the Section's books and records for internal and external audits.
7. Prepare the end of the fiscal year Internal Revenue Service's Annual Section Report.
8. Safeguard and manage the Section's financial assets.
9. Be bonded.
10. **[INSERT ADDITIONAL DUTIES IF APPLICABLE]**

I. [INSERT DUTIES OF ADDITIONAL ELECTED OFFICERS IF APPLICABLE]

Section 7. Duties of Appointed Officers. Appointed officers shall perform the duties prescribed by these bylaws, the NCNW Handbook for Community-Based and Collegiate Sections, National Affiliates and State Organizations, other NCNW policies and procedures, the parliamentary authority adopted by NCNW, and as ordered by the President or Section.

A. The Parliamentarian shall:

1. Ensure that Section business is conducted according to these bylaws and all NCNW policies and procedures.
 2. Use the current edition of Robert's Rules of Order Newly Revised as the authority in the conduct of meetings and in matters not covered by these bylaws and all NCNW policies and procedures.
 3. **[INSERT ADDITIONAL DUTIES IF APPLICABLE]**
- B. **The Chaplain shall** draw upon spiritual resources to enhance creative relationships and meaning in the Section's work. **[INSERT ADDITIONAL DUTIES IF APPLICABLE]**
- C. **The Historian shall:**
1. Compile and preserve the history of the Section's work and accomplishments.
 2. Preserve such material using the best methods currently in use.
 3. **[INSERT ADDITIONAL DUTIES IF APPLICABLE]**
- D. **[INSERT DUTIES OF ADDITIONAL APPOINTED OFFICERS IF APPLICABLE]**

Section 8. Nomination and Election Procedures

- A. **Nominating Committee.** The membership shall biennially elect a Nominating Committee of **[INSERT A NUMBER]** members by ballot at the annual meeting. The Committee is responsible for securing nominations for elected officers and positions and ensuring all candidates meet the minimum eligibility requirements. A majority shall elect. **[INSERT HOW THE CHAIR WILL BE SELECTED. THE COMMITTEE SHALL CHOOSE ITS CHAIR FROM AMONG THE ELECTED MEMBERS OR THE CHAIR SHALL BE ELECTED BY THE MEMBERSHIP.]** The Committee shall present a slate of nominees to the membership **[INSERT WHEN THE COMMITTEE MUST PRESENT THE SLATE TO THE MEMBERSHIP]**. Nominations from the floor must occur at the April regular meeting before the election at the annual meeting.
1. Members of the Nominating Committee shall not be candidates for elected office or position.
 2. Members of the Nominating Committee must resign upon acceptance of a nomination to be eligible to run for an elected office or position.
- B. **Consent of Nominees.** No name shall be placed in nomination without the nominee's consent.
- C. **Elections.** Elections shall be held at the annual meeting biennially. Elections shall be conducted by the Elections Committee appointed by the President. The Election Committee shall develop voting procedures and make all preparations for balloting for the election of Section officers and other elected positions in consultation with the

Nominating Committee and shall oversee the election process.

1. No candidate for an elected office or position may serve on the Election Committee.
2. Elections shall be by ballot.
3. To be eligible to vote, a member must have paid the annual NCNW national membership fee (if applicable) and section dues for the current fiscal year. An Associate member shall not vote.
4. A majority shall elect. If there is but one nominee for any office or position, the Chair shall declare the nominee elected by acclamation.

Section 9. Transition. In cooperation with the outgoing Executive Committee, the outgoing President shall hold a Transition Meeting with the newly elected and appointed officers and the newly elected and appointed Committee Chairpersons no later than thirty (30) days following the election. All transition business must be completed by August 15 biennially.

ARTICLE V – MEETINGS

Section 1. Regular Meetings. The regular meetings of the Section shall be held on the [INSERT THE SPECIFIC DAY] of each month, except [INSERT MONTHS THE SECTION DOES NOT MEET], unless otherwise ordered by the Section.

Section 2. Annual Meeting. The regular meeting in May shall be the annual meeting to receive reports from officers and committees, the election of officers and other elected positions (biennially), and any other business that may come before the meeting.

Section 3. Special Meetings. 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. The number of days is computed by counting all calendar days (including holidays and weekends), excluding the meeting day but including the day the notice is sent. No business except the items mentioned in the special meeting call shall be transacted.

Section 4. Electronic Meetings. All meetings of the Section membership, the Executive Committee, [INSERT THE EXECUTIVE BOARD IF APPLICABLE], and standing and special committees shall be authorized to be held electronically so long as all the members can simultaneously hear each other and participate during the meeting.

Section 5. Electronic Communications. Unless members indicate otherwise to the [INSERT WHICH MEMBER OR OFFICER MUST BE NOTIFIED], all communication required in these bylaws, including meeting notices, may be sent electronically.

Section 6. Quorum.

- A. The quorum for regular, annual, and special meetings shall be **[INSERT A NUMBER]**. A quorum must be present to vote on any business of the Section.
- B. The quorum for committee meetings shall be a majority.

Section 7. Delegates to the NCNW National Convention.

- A. **Number of Delegates.** Three delegates shall represent the Section at the National Convention.
- B. **Selection of Delegates to the National Convention. [INSERT PROCESS FOR DELEGATE SELECTION]**
 - 1. **Qualifications of Delegates. [INSERT QUALIFICATIONS]**
 - 2. **Responsibilities of Delegates.** A delegate shall have the responsibility of submitting a written summary of the business proceedings, programs, and activities of the National Convention to the Section within thirty (30) days of the convention.

ARTICLE VI – EXECUTIVE COMMITTEE AND [EXECUTIVE BOARD]

Section 1. Composition.

- A. **Executive Committee.** The Executive Committee shall consist of the elected officers, the Chairs of the Standing Committees, the Immediate Past President, and the Parliamentarian. The Immediate Past President and Parliamentarian shall be non-voting members.
- B. **[IF APPLICABLE. Executive Board.** The Executive Board shall consist of the elected officers and the Parliamentarian. The Parliamentarian shall be a non-voting member.]

Section 2. Duties and Powers.

- A. The Executive Committee shall be responsible for the general supervision of the administration of the Section between regular meetings, fix the hour and location of meetings, make recommendations to the Section, and perform other duties specified in these bylaws or delegated to it by the membership. The Executive Committee shall be subject to the orders of the Section. The Executive Committee may adopt its own special rules of order or standing rules, provided they do not conflict with these bylaws or NCNW. The Executive Committee's acts shall not conflict with the purpose, rules adopted, or actions the Section or NCNW takes. They shall be subject to ratification by the membership at the next regular meeting.
- B. **[IF APPLICABLE.** The Executive Board shall have the authority to act and

administer the affairs of the Section in emergency or time-sensitive situations when it is not feasible to call a meeting of the Executive Committee. The Executive Board shall be subject to the orders of the Section, and none of its acts shall conflict with the purpose, rules adopted, or actions the Section or NCNW takes. The Executive Board shall make recommendations to the Section. The Executive Board's actions shall be reported to the Executive Committee immediately after that and shall be subject to ratification by the membership at the next regular meeting.]

Section 3. Meetings.

- A. The regular meetings of the Executive Committee shall be held on the **[INSERT THE SPECIFIC DAY]** of each month, except **[INSERT THE MONTHS THE EXECUTIVE COMMITTEE DOES NOT MEET]**, unless otherwise ordered by the President. Additional meetings 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. A majority of the Executive Committee shall constitute a quorum.
- B. **[IF APPLICABLE.** The Executive Board shall meet at the call of the President. A majority of the Executive Board shall constitute a quorum.]

ARTICLE VII – COMMITTEES

Section 1. Standing Committees. The Standing Committees shall be:

- A. Bylaws
- B. Finance
- C. Program
- D. Membership
- E. Ways and Means
- F. Audit
- G. Nominating
- H. **[INSERT ADDITIONAL STANDING COMMITTEES IF APPLICABLE]**

Section 2. Other Committees and Special Committees. Other committees, standing or special, shall be established by the President, with the approval of the Section as it deems necessary to carry out its work. The President shall appoint chairpersons and members of all committees except as otherwise provided in these bylaws.

Section 3. Ex-officio. The President shall be an ex-officio member of all committees except the Audit, Nominating, and Election.

Section 4. Duties of Committees. Committees shall perform the duties prescribed by these bylaws, the NCNW Handbook for Community-Based and Collegiate Sections, National Affiliates and State Organizations, other NCNW policies and procedures, the adopted parliamentary authority, and as ordered by the President or Section.

Section 5. Term. The term for Standing Committee members (including chairpersons) shall correspond to that of the elected officers.

Section 6. Composition and Duties of Standing Committees.

- A. **Bylaws Committee.** The Bylaws committee shall be composed of [INSERT A NUMBER] members appointed by the President and include the Parliamentarian. The Committee shall:
 - 1. Review all submitted amendments and edit for composition.
 - 2. Consolidate similar amendments for joint proposals subject to acceptance by the proposers.
 - 3. Possess the right to originate amendments.
 - 4. Submit proposed amendments to the membership and the Committee's recommendations for action.
- B. **Finance Committee.** The Treasurer shall chair the Finance Committee and include the Financial Secretary and the Chairperson of the Ways and Means Committee (or her designee) as members. The Committee shall:
 - 1. Prepare and present a report to the membership at the annual meeting.
 - 2. Prepare an annual budget and submit it to the Section at the April meeting for adoption at the annual meeting.
 - 3. Review and recommend financial policies and procedures.
 - 4. Give general oversight to the management of all Section funds.
- C. **Program Committee.** The Program Committee shall be chaired by the [INSERT VICE PRESIDENT OR FIRST VICE PRESIDENT] and shall:
 - 1. Develop and recommend programs and initiatives that align with NCNW's purpose and mission.
 - 2. Create and curate content for programs, workshops, events, and activities.
 - 3. Collaborate with other committees, departments, and external partners.
 - 4. Present a report to the membership at the annual meeting.
- D. **Membership Committee.** The Membership Committee shall develop programs and activities to recognize, recruit and retain members. The Second Vice President or a chair appointed by the President shall serve as Chairperson of the Membership Committee. The Committee shall present a report to the membership at the annual meeting.
- E. **Ways and Means Committee.** The Ways and Means Committee shall:

1. Develop and recommend fundraising strategies and initiatives to generate revenue for the Section.
 2. Organize fundraising events.
 3. Identify potential donors.
 4. Prepare and submit grant applications.
 5. Serve as a member of the Finance committee.
 6. Present a report to the membership at the annual meeting.
- F. **Audit Committee.** The audit committee shall be composed of three (3) or five (5) members appointed by the President and shall not include the financial officers. The Committee shall audit the Treasurer and Financial Secretary's books and records. The Committee shall:
1. Receive the Section's books and records for internal audit within sixty (60) days from the end of the fiscal year.
 2. Review the books and records of the Section to ensure compliance with the Section's bylaws and NCNW policies and procedures.
 3. Prepare and present a written report detailing the internal audit results to the Section for its action at the annual meeting.
- G. **Nominating Committee.** The Nominating Committee shall secure nominations for the elected offices and positions and ensure all candidates meet the minimum eligibility requirements.
- H. **[INSERT DUTIES OF ADDITIONAL STANDING COMMITTEES IF APPLICABLE]**

ARTICLE VIII – PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order, Newly Revised* shall govern this Section in all cases to which they are applicable and in which they are not inconsistent with these bylaws, the bylaws of the National Council of Negro Women, Incorporated, and any special rules of order this Section may adopt.

ARTICLE IX – AMENDMENT OF THE BYLAWS

Section 1. These bylaws may be amended at any regular or special meetings by two-thirds (2/3) of the members present and voting, 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.

Section 2. Proposed amendments to these bylaws may be submitted by a Section member, Standing Committee, Executive Committee, **[IF APPLICABLE Executive Board,]** or the Bylaws Committee.

Section 3. Any amendments to the bylaws of the National Council of Negro Women, Incorporated shall be cause for related changes to these bylaws without adhering to the process above.

AMENDMENT X – DISSOLUTION

The National Executive Committee shall approve the dissolution of the Section after an affirmative vote by the Section members to dissolve and before any other actions by the Section.

The **[INSERT NAME OF SECTION]** Section, National Council of Negro Women, operates under the Internal Revenue Service Code Section governing 501(c)(3) entities. Therefore, a Resolution to dissolve the Section shall be approved by the Section's Executive Committee.

The Resolution to dissolve the Section and official notice of the meeting at which the vote is to occur shall be sent to all eligible members at least forty-five (45) days before the vote.

The Resolution to dissolve the Section must be adopted by a two-thirds (2/3) vote of members present who are entitled to vote.

The Section shall be dissolved in accordance with all applicable local, state, and federal regulations.

All Section debts or liabilities shall be retired before dissolution.

The official legal Notice of Dissolution, all Section property, historical records, and remaining funds shall be surrendered to the National Headquarters of the National Council of Negro Women, Incorporated.

CHRONOLOGY

Adopted [Date]

Amended [Date]

Amended [Date]

Submitted by: _____
Section President

Date: _____

Submitted by: _____
Section Bylaws Committee Chair

Date: _____

Approved by: _____
NCNW Bylaws Committee Chair

Date: _____

Approved by: _____
NCNW Parliamentarian

Date: _____