

**National Council of Negro Women, Incorporated  
Community-Based and Collegiate Sections  
Bylaws Checklist**

**Section Name:** \_\_\_\_\_, National Council of Negro Women, Incorporated

**Section Location:** \_\_\_\_\_

**Submitted by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Instructions:** Please use the following template to develop the Community-based and Collegiate Section bylaws. Questions are provided to understand the requirements for each heading of the bylaws.

		<b>ARTICLE I NAME</b>
YES <input type="checkbox"/>	NO <input type="checkbox"/>	Does the Section identify as a Section of the National Council of Negro Women, Incorporated?  <b>(Collegiate Sections Only):</b> The term "Collegiate" must precede "Section."

		<b>ARTICLE II PURPOSE</b>
YES <input type="checkbox"/>	NO <input type="checkbox"/>	Do the Section bylaws state the minimum object/purpose?
YES <input type="checkbox"/>	NO <input type="checkbox"/>	Is the geographic service area stated?  <b>(Collegiate Sections Only):</b> The purpose of the [INSERT NAME OF SECTION] Collegiate Section is to promote and support the national program of the NCNW on campus and in the [INSERT CITY, STATE], community, and metropolitan area.

		<b>ARTICLE III MEMBERSHIP</b>
YES <input type="checkbox"/>	NO <input type="checkbox"/>	Do the Section bylaws clearly define the makeup of the Section's membership?  ( <b>Collegiate Sections Only:</b> Replace "person" with "student.") ( <b>Collegiate Sections Only:</b> Members enrolled in a Graduate Program at the college or university are ineligible for collegiate section membership.)
YES <input type="checkbox"/>	NO <input type="checkbox"/>	Do the membership classifications agree with the requirements stated in the Bylaws of the National Council of Negro Women, Incorporated?
YES <input type="checkbox"/>	NO <input type="checkbox"/>	Do the Section bylaws require a section member to pay a national membership fee or annual per capita fee to NCNW National Headquarters?
YES <input type="checkbox"/>	NO <input type="checkbox"/>	Do the Section bylaws prohibit a member from holding membership in more than one section at a time?
YES <input type="checkbox"/>	NO <input type="checkbox"/>	Do the Section bylaws provide the dues amount and state when it is payable? Do the bylaws state when dues are delinquent?
YES <input type="checkbox"/>	NO <input type="checkbox"/>	Does the Section require approval of assessments? If yes, does the Section provide the process for notice and approval of assessments?
YES <input type="checkbox"/>	NO <input type="checkbox"/>	Do the Section bylaws state the dates of the Section's fiscal year?
YES <input type="checkbox"/>	NO <input type="checkbox"/>	Do the Section bylaws contain a provision regarding conduct?

		<b>ARTICLE IV OFFICERS</b>
		This article describes how officers are chosen, how long they serve, and their duties.
YES <input type="checkbox"/>	NO <input type="checkbox"/>	<b>Elected Officers.</b> Do the Section bylaws provide for the minimum elected officers of President, Vice President(s), Recording Secretary, Treasurer, Financial Secretary, and Corresponding Secretary?  [If the Section's elected officers do not include a Second or Third Vice President, the president shall appoint a committee to carry out these duties.]

		<p><b>Appointed Officers.</b> Do the Section bylaws provide for the minimum appointed officers, Parliamentarian, Historian, and Chaplain officers?</p> <p>(Collegiate Sections Only: Third Vice President does not apply.)</p>
YES <input type="checkbox"/>	NO <input type="checkbox"/>	Does the Section elect additional officers? If so, are the officers listed?
YES <input type="checkbox"/>	NO <input type="checkbox"/>	Does the Section appoint additional officers? If so, are the officers listed?
YES <input type="checkbox"/>	NO <input type="checkbox"/>	<p><b>Qualifications.</b> Do the Section bylaws provide qualifications for elected officers and positions and the Parliamentarian? Do officer qualifications have appropriate levels of description and requirements? What skills, qualifications, or expertise are required for each role? Does the Section require a minimum number of meetings attended? Does the Section require a minimum number of years of membership? Does the Section require attendance at the NCNW National Convention?</p> <p>Determine whether there are any other eligibility requirements for holding office. Refrain from including text from the NCNW national bylaws.</p>
YES <input type="checkbox"/>	NO <input type="checkbox"/>	<p><b>Term of Office.</b> Do the Section bylaws indicate the term of office for all offices? Do the Section bylaws indicate the date when the term begins? In the term of office, has the Section included the "or until their successors are elected" language? Do the Section bylaws indicate the maximum number of terms one may serve in an office?</p> <p>(Collegiate Sections Only: Elected and appointed officers shall serve for one year or until their successors are elected. Officers shall serve no more than two consecutive terms in the same office and may serve again after being out of office for at least one (1) term. Terms of office shall begin no later than June 1.)</p>
YES <input type="checkbox"/>	NO <input type="checkbox"/>	<p><b>Vacancies.</b></p> <p>Do the Section bylaws provide guidelines for filling vacancies in elected offices and positions other than the president?</p> <p>Do the Section bylaws indicate how an unexpired term of less than one year is treated?</p> <p>Is a special election required for elected offices and positions? If a special election is needed, how much notice is required before conducting a special election?</p>

		<p>If a special election is not required, how will the unexpired terms of all elected offices and positions be filled?</p> <p>Does the Section require the membership to approve appointments?</p> <p>Does the Executive Committee have to approve appointments or be consulted?</p>
<p>YES <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p>	<p><b>Duties of Elected and Appointed Officers.</b> Are the responsibilities of all elected and appointed officers clearly described? (The list of duties included in the template is not exhaustive).</p> <p>[If the Section's elected officers do not include a Second or Third Vice President, the president must appoint a chairperson to carry out these duties.]</p>
<p>YES <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p>	<p>Do the Section bylaws provide that elected or appointed officers <i>"shall perform the duties in this Section and other duties prescribed for the office in these bylaws, the NCNW Handbook for Community and Collegiate Sections, National Affiliates and State Coalitions, other NCNW policies and procedures, the NCNW Executive Committee, Board of Directors, or in the adopted parliamentary authority"</i>?</p>
<p>YES <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p>	<p><b>Nomination and Election Procedures</b></p> <p>This provision contains information about the Nominating and the Election Committees, including the method and time of their election/appointment, the number of committee members, the duties of the committees, and the meeting at which they are to report. The Nominating and Election Committee members are not officers; the Nominating Committee must be elected.</p> <p>The Election Committee may be appointed or elected. This template contemplates the appointment of the Election Committee.</p> <p>(The President is not a member of these committees.)</p>
<p>YES <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p>	<p>Is the composition of the Nominating Committee clearly defined and of an appropriate size?</p>
<p>YES <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p>	<p>Do the Section bylaws provide for the selection of the members of the Nominating Committee?</p>
<p>YES <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p>	<p>Do the Section bylaws provide for selecting the Chairperson of the Nominating Committee? Will the committee choose its chair from among the elected members, or will the membership elect the chair?</p>

YES <input type="checkbox"/>	NO <input type="checkbox"/>	Do the Section bylaws specify the term of office for the Nominating Committee?  <b>(Collegiate Sections Only:</b> Members of the Nominating Committee shall serve for a term of one year or until their successors are elected. Members shall serve no more than two consecutive terms.)
YES <input type="checkbox"/>	NO <input type="checkbox"/>	Are the duties of the Nominating Committee clearly described?
YES <input type="checkbox"/>	NO <input type="checkbox"/>	Are all additional duties included?
YES <input type="checkbox"/>	NO <input type="checkbox"/>	Do the bylaws address when the committee presents the slate to the membership?  <b>(Collegiate Sections Only:</b> The committee must present the slate at the regular meeting in March.)
YES <input type="checkbox"/>	NO <input type="checkbox"/>	Do the Section bylaws address nominations from the floor?
YES <input type="checkbox"/>	NO <input type="checkbox"/>	Do the Section bylaws require the consent of the nominee for nomination?
YES <input type="checkbox"/>	NO <input type="checkbox"/>	Do the Section bylaws prohibit a candidate for office or an elected position from serving on the Nominating and Election Committees?
YES <input type="checkbox"/>	NO <input type="checkbox"/>	Do the Section bylaws state the meeting at which the election of Officers and the Nominating Committee shall be held?  <b>(Collegiate Sections Only:</b> Elections are held at the annual meeting in April. Delete biennially.)
YES <input type="checkbox"/>	NO <input type="checkbox"/>	Do the Section bylaws provide for the appointment or election of the Election Committee, including its Chairperson? Is the composition of the committee clearly defined and of an appropriate size?
YES <input type="checkbox"/>	NO <input type="checkbox"/>	Are the duties of the Election Committee clearly described?
YES <input type="checkbox"/>	NO <input type="checkbox"/>	Do the Section bylaws provide for nomination and election procedures?
YES <input type="checkbox"/>	NO <input type="checkbox"/>	Are all procedures included?
YES <input type="checkbox"/>	NO <input type="checkbox"/>	Do the Section bylaws address the transition between the outgoing executive committee, the newly elected and appointed officers, and the newly elected and appointed Committee Chairpersons? Do the bylaws specify the timing of such transition, including the date by which all transition business must be concluded?

		<p style="text-align: center;"><b>ARTICLE V MEETINGS</b></p> <p>This article describes when regular, special, and annual meetings are held, how they are called, if electronic meetings are allowed, and the quorum required.</p>
YES <input type="checkbox"/>	NO <input type="checkbox"/>	<p><b>Regular Meetings.</b> Does the Section state guidelines for its regular Section meetings, including:</p> <ul style="list-style-type: none"> <li>a. When the Section meets (Do not include the meeting time.)</li> <li>b. What is the frequency of Section meetings?</li> <li>c. Are there any months that the Section does not meet? If so, include these months.</li> </ul>
YES <input type="checkbox"/>	NO <input type="checkbox"/>	<p><b>Annual Meeting.</b> Do the Section bylaws provide for an Annual meeting? If so, when will it be held?</p>
YES <input type="checkbox"/>	NO <input type="checkbox"/>	<p><b>Special Meetings.</b> Do the Section bylaws provide for special meetings? Do the Section bylaws provide for notice of special meetings? Do the Section bylaws provide a method for calling the special meeting?</p>
YES <input type="checkbox"/>	NO <input type="checkbox"/>	<p><b>Electronic Meetings.</b> Do the Section bylaws provide for electronic meetings? Which meetings may be electronic?</p>
YES <input type="checkbox"/>	NO <input type="checkbox"/>	<p><b>Electronic Communications.</b> Do the Section bylaws provide which member or officer a member notifies if they do not want to receive section communications electronically?</p>
YES <input type="checkbox"/>	NO <input type="checkbox"/>	<p><b>Quorum for Regular, Annual, and Special Meetings.</b> Is a quorum requirement for regular, annual, and special meetings specified?</p>
YES <input type="checkbox"/>	NO <input type="checkbox"/>	<p><b>Quorum for Committee Meetings.</b> Is a quorum requirement for meetings of committees specified?</p>
YES <input type="checkbox"/>	NO <input type="checkbox"/>	<p><b>Delegates to the NCNW National Convention.</b> Do the Section bylaws provide the process and procedure for the selection or election of the voting delegates to the biennial NCNW National Convention?</p> <p>If there are additional responsibilities, are they clearly described? How are alternates selected?</p>

		<p style="text-align: center;"><b>ARTICLE VI</b>  <b>EXECUTIVE COMMITTEE [INSERT IF APPLICABLE: AND</b>  <b>EXECUTIVE BOARD]</b></p> <p>Sections are required to have an Executive Committee. Depending on size, a Section may choose to have an Executive Board. This article describes the composition and duties of the committee and board, the powers given to them, meetings, and quorum.</p>
YES <input type="checkbox"/>	NO <input type="checkbox"/>	Is the composition of the Executive Committee clearly defined and of an appropriate size? Are the powers clearly described?
YES <input type="checkbox"/>	NO <input type="checkbox"/>	Are there any additional appointed officers that are members of the Executive Committee? If so, the bylaws should list them and specify their voting privileges.
YES <input type="checkbox"/>	NO <input type="checkbox"/>	Are the Executive Committee meeting requirements specified?
YES <input type="checkbox"/>	NO <input type="checkbox"/>	Are the Executive Committee quorum requirements specified?
YES <input type="checkbox"/>	NO <input type="checkbox"/>	Is the composition of the Executive Board clearly defined? Are the powers clearly described?
YES <input type="checkbox"/>	NO <input type="checkbox"/>	Are Executive Board meeting requirements specified?
YES <input type="checkbox"/>	NO <input type="checkbox"/>	Are Executive Board quorum requirements specified?

		<p style="text-align: center;"><b>ARTICLE VII</b>  <b>COMMITTEES</b></p> <p>This article authorizes standing and special committees and establishes the power to appoint committees and the duties of committees.</p>
YES <input type="checkbox"/>	NO <input type="checkbox"/>	<p>Do the Section bylaws provide for the following Committees: Audit, Bylaws, Finance, Program, Membership, International Affairs, Nominating, Social Justice, Ways and Means, and Youth, Young Adult and Collegiate Affairs? Are the duties of each committee indicated?</p> <p><b>(Collegiate Sections Only: Delete Youth, Young Adult and Collegiate Affairs)</b></p>
YES <input type="checkbox"/>	NO <input type="checkbox"/>	Do the Section bylaws provide for any additional committees and their duties?

YES <input type="checkbox"/>	NO <input type="checkbox"/>	Are the composition requirements of each Standing Committee clearly defined? Does the Committee have a specific designated Chairperson?
YES <input type="checkbox"/>	NO <input type="checkbox"/>	Do the Section bylaws provide for the presidential appointment of all chairpersons and members of the Standing Committees except as otherwise provided?
YES <input type="checkbox"/>	NO <input type="checkbox"/>	Does the president serve as an ex-officio member of the committees except for the Nominating Committee, Audit Committee, and Elections Committee?
YES <input type="checkbox"/>	NO <input type="checkbox"/>	Do the Section bylaws indicate the term of office for the Standing Committee Chairpersons and Committee Members?  (Collegiate Sections Only: Committee members shall serve for a term of one year or until their successors are appointed.)
YES <input type="checkbox"/>	NO <input type="checkbox"/>	Do the Section bylaws allow for the appointment of Special Committees? Do the Section bylaws specify how special committees are created and how their members and chairs are selected?
YES <input type="checkbox"/>	NO <input type="checkbox"/>	Do the Section bylaws permit Standing and Special Committees to meet electronically?

		<p style="text-align: center;"><b>ARTICLE VIII</b> <b>PARLIAMENTARY AUTHORITY</b></p> <p>This article authorizes the parliamentary authority.</p>
YES <input type="checkbox"/>	NO <input type="checkbox"/>	Does the Section identify the current edition of Robert's Rules of Order Newly Revised as its parliamentary authority?

		<p style="text-align: center;"><b>ARTICLE IX</b> <b>AMENDMENT OF BYLAWS</b></p> <p>This article establishes the method to change bylaws, including how the membership submits amendments (in writing to the Bylaws Committee), required notice (oral or written), required vote, etc.</p>
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YES <input type="checkbox"/>	NO <input type="checkbox"/>	Is the process for amending the Section bylaws defined?
YES <input type="checkbox"/>	NO <input type="checkbox"/>	Does the Section provide for the amendment of its bylaws that may be required due to adopting an amendment to The National Council of Negro Women Incorporated's Bylaws?
YES <input type="checkbox"/>	NO <input type="checkbox"/>	Do the Section bylaws <b>maintain a chronology</b> of changes to Section Bylaws: the first time adopted and subsequent amendments?

		<p style="text-align: center;"><b>ARTICLE X DISSOLUTION</b></p> <p>This article describes how the Section ends its existence as a legal entity.</p>
YES <input type="checkbox"/>	NO <input type="checkbox"/>	Do the Section bylaws have a dissolution provision? Does the provision state that <i>"the National Executive Committee shall approve the dissolution of the Section after an affirmative vote of the Section members to dissolve and before any other actions by the Section"</i> ?
YES <input type="checkbox"/>	NO <input type="checkbox"/>	Is the process for dissolving the Section clearly defined?
YES <input type="checkbox"/>	NO <input type="checkbox"/>	Do the Section bylaws provide for a notice requirement for the meeting at which dissolution is to be considered?
YES <input type="checkbox"/>	NO <input type="checkbox"/>	Do the Section bylaws require the retirement of all Section debts or liabilities before dissolution?
YES <input type="checkbox"/>	NO <input type="checkbox"/>	Does the dissolution provision specify the items (including the Section charter and any monies) that must be returned to the National Headquarters upon dissolution?