**NATIONAL COUNCIL OF NEGRO WOMEN, INC.**

**[INSERT NAME OF SECTION]**

**BYLAWS**

**[INSERT DATE OF ADOPTION OR AMENDMENT]**

**[INSERT THE YEARS 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**

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# 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 SECTON]** 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.

1. **Section Member**. A Section member shall be an individual who has paid the annual NCNW national membership fee or annual per capita fee (if applicable), and Section dues.
2. No Section member shall hold membership in more than one section at a time.

**Section 2. Dues**.

1. **Annual Dues.** Section dues shall be **[INSERT AMOUNT]** dollars annually. Dues shall be due and payable to the Section from January 1 through May 31 for the ensuing fiscal year and, if not paid, are delinquent on June 1. If dues are not paid by September 30, National Headquarters shall forfeit the member's membership.
2. **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*(Code) and shall not engage in conduct injurious to NCNW or its object or bring disrespect to NCNW. TheNCNW Chair and President or their designees shall handle allegations of disciplinary matters as prescribed in the Code and the NCNW Handbook for Community and Collegiate Sections, National Affiliates, and State Coalitions**.**

# 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.** Theappointed officers shall be the 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 or annual per capita fee (if applicable), and section dues for the current fiscal year.

1. **[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 no later than September 30.

**Section 5. Vacancies.**

1. The **[INSERT VICE PRESIDENT OR FIRST VICE PRESIDENT]** shall fill a vacancy in the office of the President for the unexpired term of President.
2. A vacancy in the other offices or elected positions shall be filled by **[INSERT WHO WILL FILL VACANCIES IN OTHER OFFICES AND POSITIONS]** for the unexpired term.
3. If the unexpired term is less than one (1) year, this time shall not count against the term of office.

**Section 6. Duties of Elected Officers.** The elected officers 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.

1. **The President shall**:
2. Preside over all meetings of the Section.
3. Appoint all standing committee chairs and members except the Nominating Committee.
4. Serve as an ex-officio member of all committees except the Audit, Nominating, and Election Committees.
5. Appoint special committees.
6. Appoint all non-elected officers.
7. **[INSERT IF APPLICABLE:** Appoint NCNW Collegiate Liaison.**]**
8. Serve as the Chair of the Executive Committee **[INSERT IF APPLICABLE:** and the Executive Board**]**.
9. Serve as the spokesperson for the Section.
10. Serve as the liaison between the National Headquarters and the Section.
11. Be one of three officers authorized to sign checks.
12. Present a report at the annual meeting.
13. Be bonded.
14. **[INSERT ADDITIONAL DUTIES IF APPLICABLE]**
15. **The [INSERT VICE PRESIDENT OR FIRST VICE PRESIDENT] shall:**
16. Preside over meetings in the absence or at the request of the President.
17. Serve as Chairperson of the Program Committee and coordinate the Section's programs and programs initiated by the National Headquarters that are determined to be necessary in the community.
18. Be one of three officers authorized to sign checks and serve as the second signature on checks payable to the President or Treasurer.
19. Serve as a member of the Executive **Committee** **[INSERT IF APPLICABLE:** and the Executive Board**]**.
20. Present a report at the annual meeting.
21. Be bonded.
22. **[INSERT ADDITIONAL DUTIES** **IF APPLICABLE]**
23. **The Second Vice President shall**: **[IF APPLICABLE]**
24. Oversee membership recruitment, retention, and reclamation activities.
25. Notify the NCNW Headquarters Membership Department of changes of address, transfers, or deaths of members.
26. Serve as the Chairperson of the Membership Committee.
27. Serve as a member of the Executive Committee **[INSERT IF APPLICABLE:** and the Executive Board**]**.
28. Present a report at the annual meeting.
29. **[INSERT ADDITIONAL DUTIES IF APPLICABLE]**
30. **The Third Vice President shall: [IF APPLICABLE]**
31. Encourage, recruit, and focus on the participation of young women who are thirty-nine (39) years of age and under.
32. Be between twenty-five (25) and thirty-nine (39) years of age.
33. Serve as a member of the Executive Committee **[INSERT IF APPLICABLE:** and the Executive Board**]**.
34. Present a report at the annual meeting.
35. **[INSERT ADDITIONAL DUTIES IF APPLICABLE]**
36. **The Recording Secretary shall**:
37. Record the minutes of all meetings.
38. Keep all official records, Committee reports, and other required documents on file.
39. Assist the President with preparing the agenda.
40. 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.
41. Serve as a member of the Executive Committee **[INSERT IF APPLICABLE:** and the Executive Board**]**.
42. **[INSERT ADDITIONAL DUTIES IF APPLICABLE]**
43. **The Corresponding Secretary shall**:
44. Send the membership the required notice of regular, annual, and call/special meetings.
45. Maintain a file for all incoming and outgoing correspondence.
46. Collect mail from the P.O. Box.
47. Prepare or send written correspondence as directed by the President.
48. Serve as a member of the Executive Committee **[INSERT IF APPLICABLE:** and the Executive Board**]**.
49. **[INSERT ADDITIONAL DUTIES IF APPLICABLE]**
50. **The Financial Secretary shall**:
51. Receive and maintain a record of all monies, dues, and other assessments from the membership.
52. Issue receipts for all monies received.
53. Prepare and present a monthly report to the membership.
54. Turn monies over to the Treasurer within **[INSERT NUMBER OF BUSINESS DAYS]** business days of receipt.
55. Serve as a member of the Finance Committee, Executive Committee, **[INSERT IF APPLICABLE:** and the Executive Board**]**.
56. Assist in preparing the Section's books and records for internal and external audits.
57. Assist in preparing the end of the fiscal year Internal Revenue Service's Annual Section Report.
58. Be bonded.
59. **[INSERT ADDITIONAL DUTIES IF APPLICABLE]**
60. **The Treasurer shall**:
61. Keep a record of bank statements and reconcile them monthly.
62. Deposit funds in the bank within **[INSERT NUMBER OF BUSINESS DAYS]** business days upon receipt from the Financial Secretary.
63. Prepare and present a monthly report to the membership.
64. Only issue checks upon proper documentation and approval.
65. Be one of three officers authorized to sign checks.
66. Serve as Chairperson of the Finance Committee.
67. Serve as a member of the Executive Committee **[INSERT IF APPLICABLE:** and the Executive Board**]**.
68. Prepare the Section's books and records for internal and external audits.
69. Prepare the end of the fiscal year Internal Revenue Service's Annual Section Report.
70. Safeguard and manage the Section's financial assets.
71. Be bonded.
72. **[INSERT ADDITIONAL DUTIES IF APPLICABLE]**
73. **[INSERT DUTIES OF ADDITIONAL ELECTED OFFICERS IF APPLICABLE]**

**Section 7. Duties of Appointed Officers.** The appointed officers 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.

1. **The Parliamentarian shall**:
2. Ensure the Section conducts business according to these bylaws and all NCNW policies and procedures.
3. Use the current edition of Robert's Rules of Order Newly Revised as the authority in conducting meetings and in matters not covered by these bylaws and all NCNW policies and procedures.
4. Serve as a non-voting member of the Executive Committee **[INSERT IF APPLICABLE:** and the Executive Board**]**.
5. **[INSERT ADDITIONAL DUTIES IF APPLICABLE]**
6. **The Chaplain shall** draw upon spiritual resources to enhance creative relationships and meaning in the Section's work. She shall be a member of the Executive Committee **[INSERT IF APPLICABLE:** and the Executive Board]. **[INSERT ADDITIONAL DUTIES IF APPLICABLE]**
7. **The Historian shall**:
8. Compile and preserve the history of the Section's work and accomplishments.
9. Preserve such material using the best methods currently available.
10. Serve as a member of the Executive Committee **[INSERT IF APPLICABLE:** and the Executive Board].
11. **[INSERT ADDITIONAL DUTIES IF APPLICABLE]**
12. **[INSERT DUTIES OF ADDITIONAL APPOINTED OFFICERS IF APPLICABLE]**

**Section 8. Nomination and Election Procedures**

1. **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 THE PROCESS FOR SELECTING THE CHAIR: 1. THE COMMITTEE SHALL CHOOSE ITS CHAIR FROM AMONG THE ELECTED MEMBERS OR 2. THE MEMBERSHIP WILL ELECT THE CHAIR.]** 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.
2. Members of the Nominating Committee shall not be candidates for elected office or position.
3. Members of the Nominating Committee must resign upon acceptance of a nomination to be eligible to run for an elected office or position. A member of the Committee seeking a second term is not required to resign from the Committee.
4. The term for members of the Nominating Committee shall correspond to that of the elected officers.
5. **Consent of Nominees.** The Nominating Committee shall notplace a nomination without the nominee's consent.
6. **Elections.** Elections shall be held at the annual meeting biennially and conducted by the Elections Committee appointed by the President. The Elections Committee shall develop voting procedures, make all preparations for balloting for the election of Section officers and other elected positions, and oversee the election process.
7. No candidate for an elected office or position may serve on the Election Committee.
8. Elections shall be by ballot or other electronic method approved by the Section.
9. To be eligible to vote, a member must have paid the annual NCNW national membership fee or annual per capita fee (if applicable), and section dues for the current fiscal year.
10. [**INSERT WHETHER CANDIDATES FOR OFFICE MUST BE PRESENT ON THE ELECTION DAY. 1.** **Candidates for office must be present at the election meeting OR 2. Candidates for office are not required to be present at the meeting at which the election occurs.]**
11. A majority shall elect. If there is but one nominee for any elected office or position, the Chair shall declare the nominee elected by acclamation (unanimous consent).

**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. The Section must complete all transition business by August 15 biennially.

# ARTICLE V – MEETINGS

**Section 1. Regular Meetings.** The regular meetings of the Section shall be heldon 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 was 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. The Section shall only transact the specific business items in the meeting call.

**Section 4. Electronic Meetings.** All meetings of the Section membership, the Executive Committee, **[INSERT IF APPLICABLE:** the Executive Board**],** and standing and special committees shall be authorized to be held electronically so long as all 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.**

1. The quorum for regular, annual, and special meetings shall be **[INSERT A NUMBER].**
2. The quorum for committee meetings shall be a majority of all members.

**Section 7. Delegates to the NCNW National Convention.**

1. **Number of Delegates**. The Section may send a maximum of three (3) delegates to represent the Section at the National Convention.

1. **Selection of Delegates to the National Convention.** **[INSERT PROCESS FOR DELEGATE SELECTION]**
2. **Qualifications of Delegates. [INSERT QUALIFICATIONS]**
3. **Responsibilities of Delegates**. A delegate shall be responsible for attending all business proceedings and submitting a written summary of such proceedings, programs, and activities of the National Convention to the Section within thirty (30) days of the Convention.
4. **Convention Attendance**. If the Section opts not to send at least one (1) voting delegate to the National Convention, it must notify the National Headquarters Membership Department and receive permission to be excused from it.

# ARTICLE VI – EXECUTIVE COMMITTEE [INSERT IF APPLICABLE: AND EXECUTIVE BOARD]

**Section 1. Composition.**

1. **Executive Committee**. The Executive Committee shall consist of the elected and appointed 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.
2. **[INSERT 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**.

1. 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 Section's orders. The Executive Committee may adopt special rules of order or standing rules, provided they do not conflict with these bylaws or the NCNW National Bylaws. 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.
2. **[INSERT 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, Inc. takes. The Executive Board shall make recommendations to the Section. The Executive Board must report their actions to the Executive Committee immediately after that and shall be subject to ratification by the membership at the next regular meeting.**]**

**Section 3. Meetings**.

1. 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 at least five (5) days' notice. A majority of the Executive Committee shall constitute a quorum.
2. **[INSERT 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:

1. Audit
2. Bylaws
3. Finance
4. International Affairs
5. Membership
6. Nominating
7. Program
8. Resource Development
9. Social Justice
10. Youth, Young Adult, and Collegiate Affairs
11. **[INSERT ADDITIONAL STANDING COMMITTEES IF APPLICABLE]**

**Section 2. Other Committees.** Other committees, standing or special, shall be appointed 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 Elections.

**Section 4. Duties of Committees.** The Committees shall perform the duties prescribed by 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, 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.**

1. **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:
2. Receive the Section's books and records for internal audit within sixty (60) days from the end of the fiscal year.
3. Review the Section's books and records to ensure compliance with its bylaws and NCNW policies and procedures.
4. Prepare and present a written report detailing the internal audit results to the Section for its action at the annual meeting.
5. **Bylaws Committee**. The Bylaws committee shall be composed of **[INSERT AN ODD NUMBER]** members appointed by the President and include the Parliamentarian. The Committee shall:
6. Review all submitted amendments and edit for composition.
7. Consolidate similar amendments for joint proposals subject to acceptance by the proposers.
8. Possess the right to originate amendments.
9. Submit proposed amendments to the membership and the Committee's recommendations for action.
10. **Finance Committee**. The Treasurer shall chair the Finance Committee and include the Financial Secretary and the Chairperson of the Resource Development Committee (or her designee) as members. The Committee shall:
11. Prepare and present a report to the membership at the annual meeting.
12. Prepare an annual budget and submit it to the Section for adoption at the April annual meeting.
13. Review and recommend financial policies and procedures.
14. Give general oversight to the management of all Section funds.
15. **International Affairs**. The International Affairs Committee shall implement the NCNW international program locally.
16. **Membership Committee.** TheMembership 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.
17. **Nominating Committee.** The Nominating Committee shall secure nominations for the elected offices and positions and ensure all candidates meet the minimum eligibility requirements.
18. **Program Committee**. The **[INSERT VICE PRESIDENT OR FIRST VICE PRESIDENT]** shall chair the Program Committee and shall:
19. Develop and recommend programs and initiatives that align with NCNW's purpose and mission.
20. Create and curate content for programs, workshops, events, and activities.
21. Collaborate with other committees, departments, and external partners.
22. Present a report to the membership at the annual meeting.
23. **Resource Development Committee**. The Resource Development Committee shall:
24. Develop, recommend, and implement fundraising strategies and initiatives to generate revenue for the Section.
25. Organize fundraising events.
26. Identify potential donors.
27. Prepare and submit grant applications.
28. Serve as a member of the Finance committee.
29. Present a report to the membership at the annual meeting.
30. **Social Justice.** The Social Justice Committee shall implement the NCNW's social justice initiatives locally.
31. **Youth, Young Adult and Collegiate Affairs (YACA).** The Youth, Young Adult, and Collegiate Affairs Committee shall consist of members under 39, **[INSERT IF APPLICABLE:** the Third Vice President, and the NCNW Collegiate Liaison**].** The Committee shall implement the NCNW's YACA initiatives locally.
32. **[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 meeting by a two-thirds (2/3) vote 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, **[INSERT 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.

# ARTICLE 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**

**INSERT Adoption Date [ADOPTED [DATE]] or If the Section does not know the adoption date or the date of amendments to its Bylaws, include the following:** There were previous amendments to these Bylaws. Documented amendments are as follows:

**Amended [Date]**

**Amended [Date]**

Submitted by: Date:

Section President

Submitted by: Date:

Section Bylaws Committee Chair

Approved by: Date:

NCNW Bylaws Committee Chair

Approved by: Date: NCNW Parliamentarian