

NATIONAL COUNCIL OF NEGRO WOMEN, INC.

St. Petersburg Metropolitan Section

BYLAWS

December 20, 2025

2024-2026

BYLAWS COMMITTEE

Gwendolyn B. Anderson, Chair

Cynthia Jenkins

Judge Patrice W. Moore

Leslie Snipe

Carolyn H. Wilson

Lynn Harrell-Johnson, President

St. Petersburg Metropolitan Section

BYLAWS

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ARTICLE I – NAME

The name of this organization shall be the St. Petersburg Metropolitan Section, National Council of Negro Women, Incorporated (hereinafter referred to as the "Section").

ARTICLE II – PURPOSE

The purpose of the St. Petersburg Metropolitan Section is to promote and support the national programs of the NCNW in the St. Petersburg, Florida, community and metropolitan area.

ARTICLE III – MEMBERSHIP

Section 1. Members. Any person may be eligible for membership without regard for race, color, ancestry, ethnicity, gender identity, marital status, pregnancy, national origin, age, disability, sexual orientation, or economic status.

- A. **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), Section dues and assessments.
- B. No Section member shall hold membership in more than one section at a time.

Section 2. Dues/Assessments/Per Capita

- A. **Annual Dues.** Section dues shall be (\$155.00) one hundred fifty-five dollars annually. Dues shall be due and payable to the Section from January 1st through May 31st for the ensuing fiscal year and, if not paid, are delinquent on June 1. If dues are not paid by September 30th, National Headquarters shall forfeit the member's membership
 - 1. **Annual Assessments.** Section dues include two (2) assessments, the Wauretta Guilford, Verdya Dennard Robinson Youth Development Scholarship and the Section's Anniversary.
- B. **Annual Per Capita.** Fully paid Life and Legacy Life members shall pay (\$25.00) twenty-five dollars per capita fee annually. Subscribing Life and Legacy Life members shall pay the yearly per capita fee for (1) one year after full payment.
- C. **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. The NCNW Chair and President or their

designees shall handle allegations of disciplinary matters as prescribed in the Code and the *NCNW Community and Collegiate Sections, National Affiliates, and State Coalitions Handbook*.

ARTICLE IV – OFFICERS

Section 1. The elected officers of the Section shall be the President, First Vice President, Second Vice President, Third Vice President, Recording Secretary, Corresponding Secretary, Financial Secretary, and Treasurer.

Section 2. The appointed officers shall be the Parliamentarian, Historian, Chaplain, Sergeant-at-Arms, Assistant Recording Secretary and Youth Liaison.

Section 3. Qualifications. To be eligible to hold an office in the Section, a member must have paid the annual NCNW national membership fee, annual per capita fee, Section dues, and Assessments for the current fiscal year.

- A. To be eligible to hold an office in the Section, the member must be in good standing for a minimum of six (6) months prior to nomination for all offices, except President, First Vice President, Treasurer, and Financial Secretary, which shall require (12) months prior to nomination and
- B. Must have attended a State Leadership Training or State Business Meeting, or National Convention or National webinar within the last two (2) years and
- C. Must have served on a committee or community project within the last 2 years.

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.

- A. The First Vice President shall fill a vacancy in the office of the President for the unexpired term of the President.
- B. A vacancy in an **appointed** office or **appointed** position shall be filled by the President for the unexpired term provided that the member meets the qualifications to hold an appointed office or an appointed position at the time of the vacancy..
- C. A vacancy in an **elected** office or an **elected** position shall be filled by the Section for the unexpired term via a special election and provided that the

member meets the qualifications to hold an elected office or elected position at the time of the vacancy.

- D. A vacancy in the membership of the Nominating Committee shall be filled by the Executive Committee, provided that the member meets the qualifications to be on the committee at the time of the vacancy.
- E. 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 Community and Collegiate Sections, National Affiliates, and State Coalitions Handbook*, other NCNW policies and procedures, the NCNW Executive Committee, Board of Directors, or in the adopted parliamentary authority.

A. **The President shall:**

1. Presiding 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 special committees.
5. Appoint all non-elected officers.
6. Serve as the Chair of the Executive Committee.
7. Serve as the spokesperson for the Section.
8. Serve as the liaison between the National Headquarters, the Section and Florida State Coalition.
9. Be one (1) of three (3) officers authorized to sign checks excluding those payable to the President.
10. Present a report at the annual meeting.
11. Be bonded.
13. Supervise the work of the Section to ensure membership adheres to National, Florida State Coalition and the Section Bylaws, policies and procedures.
14. Supervise the development and implementation of the Section's programs and policies.
15. Prepare or supervise the preparation of the quarterly reports on the Section's progress and submit them to the National Office upon request.
16. Issue the notice for Special Call meetings in accordance with the Section Bylaws.
17. Have access to the Section's Post Office (P.O.) box
18. After her term ends she serves as a member of the Executive Committee for a maximum of one (1) term.

B. The First Vice President shall:

1. Preside over meetings in the absence or at the request of the President.
2. 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.
3. Be one (1) of three (3) officers authorized to sign checks excluding her own and serve as the second signature on checks payable to the President or Treasurer.
4. Serve as a member of the Executive Committee
5. Present a report at the annual meeting.
6. Be bonded.
7. Supervise the Section programs and activities and serve as a consultant to the Program Chairs as necessary.

C. The Second Vice President shall:

1. Oversee membership recruitment, retention, and reclamation activities.
2. Notify the NCNW Headquarters Membership Department of changes of address, transfers, or deaths of members.
3. Preside over meetings in the absence of the President and First Vice President or at the request of the President.
4. Serve as the Chairperson of the Membership Committee.
5. Serve as a member of the Executive Committee.
6. Present a report at the annual meeting.
7. Work with the National Office to ensure membership enrollments and payments are promptly and properly processed.
8. Reconcile Membership Reports monthly and provide updates to the Executive Committee and the Section
9. Keep a record of members meeting attendance
10. Provide an accurate copy of members' attendance record to the Recording Secretary

D. The Third Vice President shall:

1. Encourage, recruit, and focus on the participation of young women who are thirty-nine (39) years of age and under.
2. Be between twenty-five (25) and thirty-nine (39) years of age.
3. Preside over the meeting in the absence of the President, First Vice President, and Second President or at the request of the President.
4. Serve as a member of the Executive Committee.
5. Present a report at the annual meeting.

6. Plan and coordinate activities and inform the Executive Committee and the Section.

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, First Vice President, Second Vice President, and Third Vice President, call the meeting to order and preside over the meeting until the immediate election of a chair pro tem.
5. Serve as a member of the Executive Committee.
6. Make available all Section meetings minutes and Special meetings minutes to the Section within two (2) weeks after each meeting.
7. Make all Executive Committee meeting minutes available to the Executive Committee members within two (2) weeks after each meeting. The minutes shall include a record of meeting attendees.

F. The Corresponding Secretary shall:

1. Send the membership the required notice of regular, annual, and 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. Serve as a member of the Executive Committee.
6. Perform the duties of the Recording Secretary in her absence.
7. Distribute information from members, upon approval of the President

G. The Financial Secretary shall:

1. Receive and maintain a record of all monies, dues, and other assessments from the membership.
2. Issue receipts for all monies received.
3. Prepare and present a monthly report to the Section.
4. Turn monies over to the Treasurer within two (2) or three (3) business days of receipt.
5. Serve as a member of the Finance Committee and Executive Committee,
6. Assist in preparing the Section's books and records for internal and external audits.
7. Assist in preparing the appropriate Internal Revenue Service 990 return (Form 990, 990-N, or 990-EZ) annually for all projects for which there were reportable funds.
8. Present a report at the annual meeting.

2. 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.
 3. Serve as a non-voting member of the Executive Committee
 4. Advises the President and membership when requested
 5. Serve as the Chair of the Bylaws Committee
- B. **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 available.
 3. Serve as a member of the Executive Committee.
 4. Present a summary of the Section's activities annually.
- C. **The Chaplain shall:**
1. Draw upon spiritual resources to enhance creative relationships and meaning in the Section's work.
 2. Be a member of the Executive Committee.
 3. Provide appropriate meditation during public meetings and programs as requested by the President.
- D. **The Assistant Secretary shall:**
1. **Assist** the Recording Secretary and assume her duties and responsibilities in her absence.
- E. **Sergeant-at-Arms shall :**
1. Be the doorkeeper in meetings when only members are permitted to attend
 2. Has the responsibility to deny entrance to non-members
 3. Assists in preserving order as the President or Chair directs
 4. Handle certain physical arrangements (i.e.), set-up and equipment management.
- F. **Youth Liaison shall:**
1. Serve on the Executive Committee
 2. Supervise the Section's Youth Group.
 3. Serve as a connection of the Youth Group to the Section and Executive Committee.

Section 8. Nomination and Election Procedures

- A. **Nominating Committee.** The membership shall biennially elect a Nominating Committee of (7) seven members by ballot at the annual meeting in May. The Committee is responsible for securing nominations for

elected officers and elected positions and ensuring all candidates meet the minimum eligibility requirements. A majority shall elect. The Committee shall choose its chair from among the elected members. The Committee must present a slate of nominees to the Section at the regular meeting in April. Nominations from the floor must occur at the regular meeting in April before the election at the annual meeting biennially in May.

1. Members of the Nominating Committee shall not be candidates for elected office or elected position.
 2. Members of the Nominating Committee must resign upon acceptance of a nomination to be eligible to run for an elected office or elected position. A member of the Committee seeking a second term is not required to resign from the Committee.
 3. The term for members of the Nominating Committee shall correspond to that of the elected officers.
- B. **Consent of Nominees.** The Nominating Committee shall not place a nomination without the nominee's consent.
- C. **Elections.** Elections shall be held at the annual meeting biennially and conducted by the Elections Committee elected by the Section. The Elections Committee shall develop voting procedures, make all preparations for balloting for the election of the Section officers and other elected positions, and oversee the election process
1. The Section's membership shall biennially elect an Elections Committee of (7) Seven members elected by ballot during the regular membership meeting in May prior to the election year, being eligible to serve no more than two (7) consecutive election years.
 2. Members desiring to be considered for election on this committee will submit their name to the Recording Secretary or designee by the designated date and time.
 3. The Committee shall elect a chairperson from the seven (7) members elected by the Section's membership.
 4. No candidate for office shall be eligible to serve on the Election Committee.
 5. Election shall be by ballot in person or other electronic methods approved by the Section .
 6. The Election Committee shall prepare ballots, supervise the election, count the ballots, and report the results to the Section's membership.
 7. A majority shall elect. If there is but one nominee for any elected office or position(or required number of nominees for any elected committee, the Chair shall declare the nominee elected by acclamation (unanimous consent)
 8. Candidates for office must be present at the meeting at which the election occurs.
 9. To be eligible to vote, a member must have paid the annual NCNW National

Membership fee, or per capita fee (if applicable), the Section dues and assessments for the current fiscal year.

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 held on the third (3rd) Saturday of each month, except July and August, 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 at the written request of at least (15) fifteen members of the Section provided that notice was sent at least five (5) 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's membership, the Executive Committee, 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 President, 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 (15) fifteen members.

- B. The quorum for committee meetings shall be a majority of the committee members.

Section 7. Delegates to the NCNW National Convention and Florida State Coalition

- A. **Number of Voting Delegates.** The Section may send a maximum of three (3) voting delegates to represent the Section at the National Convention.
- B. **Selection of Voting Delegates to the National Convention and Florida State Coalition.** The Section shall vote at the May meeting biennially to determine the two (2) members present to serve the Section's delegates, reserving one (1) delegate's position for the President.
 - 1. **Qualifications for Voting Delegates.** To be eligible to represent the Section at the National Convention or Florida State Coalition Conference as a delegate a member must be in good financial standing a minimum of six (6) months prior to the submission of her name for consideration. The members must agree to fulfilling the responsibilities of voting delegates listed below.
- C. **Responsibilities of Voting 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 and or Florida State Coalition Conference to the Section within thirty (30) days of the Convention/Conference.
- D. **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

Section 1. Composition.

- A. **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.

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 Section. 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.

- B. Members of the Executive Committee shall attend regular and special meetings as prescribed by these bylaws. Members of the Executive Committee who fail to attend at least (3) three Executive Committee meetings consecutively during the year without notifying the President and the President excusing the absence shall automatically forfeit such office or position.

Section 3. Meetings.

- A. The regular meetings of the Executive Committee shall be held on the (1st) first Thursday of each month, except July and August, 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.

ARTICLE VII – COMMITTEES

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

- A. Audit
- B. Bylaws
- C. Finance
- D. International Affairs
- E. Membership
- F. Nominating
- G. Program
- H. Resource Development
- I. Social Justice
- J. Youth, Young Adult, and Collegiate Affairs

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 Community and Collegiate Sections, National Affiliates, and State Coalitions Handbook*, 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 terms for Standing Committee members (including chairpersons) shall correspond to that of the elected officers.

Section 6. Composition and Duties of Standing Committees.

- A. **Audit Committee.** The Audit Committee shall be composed of **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 Section's books and records to ensure compliance with its 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.

- B. **Bylaws Committee.** The Bylaws Committee shall be composed of (7) seven 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 Section's membership and the Committee's recommendations for action.

- C. **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:
1. Prepare and present a report to the Section's membership at the annual meeting.
 2. Prepare an annual budget and present 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.
- D. **International Affairs Committee.** The International Affairs Committee shall implement the NCNW international program locally.
- E. **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 Section's membership at the annual meeting.
- F. **Nominating Committee.** The Nominating Committee shall secure nominations for the elected offices and positions and ensure all candidates meet the minimum eligibility requirements.
- G. **Program Committee.** The First Vice President shall chair the Program Committee and the Committee 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.
- H. **Resource Development Committee.** The Resource Development Committee shall:
1. Develop, recommend, and implement 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 Section's membership at the annual meeting.

- I. **Social Justice Committee.** The Social Justice Committee shall implement the NCNW's social justice initiatives locally.
- J. **Youth, Young Adult and Collegiate Affairs (YACA) Committee.** The Youth, Young Adult, and Collegiate Affairs Committee shall consist of members under the age of thirty-nine (39) and the Third Vice President. The Committee shall implement the NCNW's YACA initiatives locally.
- K. **Benevolent Committee shall:**
 - 1. Keep the membership informed of the welfare of the members as it lends support in varied situations of need.
 - 2. Be governed by the rules and procedures set forth in their guidelines.
- L. **Hospitality Committee shall:**
 - 1. Be responsible for refreshments at designated meetings
 - 2. Serve on occasions determined by the President.
- M. **Technology and Social Media Committee (TSMC) shall:**
 - 1. Provide guidance for the Section's online presence.

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 consistent 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 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, 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.

Section 4. The Section must submit all amendments to the National Bylaws Committee within thirty (30) days of the Section's adoption. A copy of the approved bylaws must be sent to the membership no more than two weeks of the National Bylaws Committee's approval.

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 St. Petersburg Metropolitan 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-third (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.

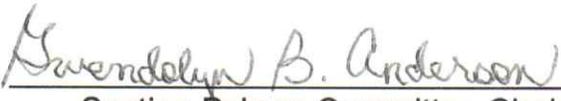
Upon receipt of the official legal Notice of Dissolution, all Section property, historical records, and remaining funds shall be surrendered to the National Headquarters of the National Council of Negro Women, Incorporated.

CHRONOLOGY

Adopted, December 20th, 2025

Submitted by: 
Section President

Date: 12-20-2025

Submitted by: 
Section Bylaws Committee Chair

Date: 12-20-25

Approved by: _____
NCNW Bylaws Committee Chair

Date: _____

Approved by: _____
NCNW Parliamentarian

Date: _____

CHRONOLOGY

Amended Date: February 21, 2026

Submitted by: *Synn Hannah Johnson* Date: *2/21/26*
Section President

Submitted by: *Brendelyn B. Anderson* Date: *2-21-26*
Section Bylaws Committee Chair

Approved by: _____ Date: _____
NCNW Bylaws Committee Chair

Approved by: _____ Date: _____
NCNW Parliamentarian

There were previous amendments to the NCNW St. Petersburg Metropolitan Section Bylaws. Those documented amendments are as follows:

Amended-St. Petersburg, Florida
March 19, 2005

Revised-St. Petersburg, Florida
June 17, 2022