



**ncnw**  
commitment | unity | self reliance

**Bylaws of Stafford/Fredericksburg Section  
National Council of Negro Women, Inc.**

**Preamble**

The Stafford/Fredericksburg Section's Mission is aligned with the goals of NCNW: to improve the quality of living for members, their families, and their communities.

**Article I – Name**

The name of this organization shall be the Stafford/Fredericksburg Section of the National Council of Negro Women, Inc. or (NCNW)

**Article II – Purposes**

The purposes of the Stafford/Fredericksburg Section of the National Council of Negro Women are:

- A. To unite non-profit organizations of women primarily concerning their welfare.
- B. To promote unity among women's organizations and among all women and girls in matters affecting the educational, cultural, economic, social, and spiritual life in the communities it serves.
- C. To build a common fellowship of women devoted to the task of developing creative relationships among people.
- D. To serve as a clearing house for the dissemination of information concerning the activities of organized women.

## **Article III – Membership**

### **Section 1 Organizations**

- A. Members of organizations whose purposes are consistent with those of NCNW shall be accepted as members.
- B. Members of local chapters of all national affiliated organizations whose purposes are consistent with those of NCNW.
- C. Youth Community-based Sections (if the membership is at least fifteen (10) members and are composed of junior and senior high school age girls in communities of the Stafford/Fredericksburg Section.

### **Section II Individuals**

- A. All women, regardless of race, religion, or natural origin
- B. Life/Legacy Members: Individual women and men who pay a specified fee of \$500/\$1000 once for national purposes and section dues on January 1st
- C. Associate Members: Community males who share in common endeavors of the organization. Fee required of Associate Members is \$50.00. These males may also become Life/Legacy Members at the prescribed rates.
- D. **Students: Individuals who pay a specified fee of \$5 for national purposes and \$10 section dues in September.**

## **Article IV – Duties of Section Officers**

### **Section 1. President/Chair**

- A. The President/Chair shall perform such duties pertaining to this office and chair the Executive Committee (Section Officers).
- B. She shall appoint standing committees and other committees as are necessary for the implementation of the organization's programs.
- C. She shall be responsible for the development and execution of the programs and policies of NCNW as determined by the Section's Executive Officers.
- D. She shall be responsible, with the Section Officers, for the enforcement of the Bylaws.

### **Section 2. Vice-Presidents**

- A. The First Vice-President shall perform such duties as usually pertain to this office.
- B. The First Vice-President shall assist the President in executing the programs of the Section.
- C. The First Vice-President shall preside in the absence of the President

- D. The Second Vice-President shall serve as the membership chair and assist in the development of a membership policy.
- E. The Second Vice-President will chair the committee to update and revise the membership policy.
- F. The Third Vice-President will chair the Youth Section.
- G. The Third Vice-President will serve as a member of the Executive Committee and perform duties assigned by the President.
- H. The Membership Policy will be attached to the Bylaws to maintain consistency and awareness of membership.

### Section 3. **Recording Secretary**

- A. The Recording Secretary shall be responsible for the written record of the proceedings of the regular meetings, the Executive Committee meetings, and special meetings of these bodies.
- B. When directed, she shall forward to the National Office any necessary material of the Section.
- C. She shall ensure the receipt of correspondence to the President.

### Section 4. **Assistant Recording Secretary**

She shall give assistance to the Recording Secretary and shall assume the responsibility of the Recording Secretary in her absence.

### Section 5. **Treasurer**

- A. The Treasurer shall be responsible for the receipt of all monies transmitted to NCNW.
- B. She shall deposit all monies received by NCNW in such bank as specified by NCNW **within 5-7 business days**. In case of emergencies, the President can make the deposits.
- C. She shall produce all records of monies received and make reports to the membership during regular or special meetings.
- D. She shall be bonded.
- E. She shall Co Chair the finance committee along with the financial secretary and help select the finance committee members. She shall pay upon receipts vouchers signed by the President or the President's designee.
- F. She shall submit receipts and records for auditing when requested and arrange for the audit of the treasurer's books at the end of every calendar year (December 31).
- G. She shall work in conjunction with a person who has auditing experience to file IRS Form 990 for any and all projects in which there were reports or funds.

### **Section 6. Financial Secretary**

The Financial Secretary will record the receipts of monies submitted to NCNW and serve on

Finance Committee. The Assistant Financial Secretary will assist the Treasurer in certifying the receipt of monies to NCNW. She shall also serve on the Finance Committee. She shall be bonded.

## **Section 7. Historian**

- A. The Historian shall compile a complete history of NCNW, including using newspapers and other means. She shall collect pictures and records of NCNW's work and accomplishments and of its participation in various activities.
- B. The Historian shall be responsible for the preservation of this material by means of appropriate record keeping.
- C. The Historian is responsible for the creation and maintenance of all trifold displays, section photos, and individual posters from various events or fundraisers.
- D. The Historian will submit historical facts, whenever appropriate, to include historical data of the NCNW organization and/or Section.

## **Section 8. Parliamentarian**

The Parliamentarian shall interpret to the President and the membership and to the Executive Committees the rules governing the transaction of the business of the Stafford/Fredericksburg Section of NCNW. She shall use the most current edition of Robert's Rule of Order, Newly Revised, on matters not covered by Bylaws or rules of order of this organization.

## **Section 9. Chaplain**

The Chaplain shall draw upon spiritual resources to enhance creative relationship and meaning in the work of NCNW.

The Chaplain will be responsible for establishing supplemental guidelines, putting forth the criteria for the actual handling of the items below:

- A. Death
- B. Illness
- C. Birth, Adoption, Retirement and Achievement

In the event a Section member is hospitalized, three or more days within a given year or confined at home for a period of time--also within a year, \$50 will be issued to the Section Member. In the event of the death of a section member, or her immediate family member (mother, father, sister, brother, children, spouse, and mother and father in-law), \$50 will be issued to the Section Member. \*This only applies to section members who are eligible to vote.

The Chaplain Committee shall call and/or visit Section members that are either hospitalized or confined at home. The Committee shall then report the progress of the ill Section member to the Section.

An appropriate gift or other remembrance will be given to any Section member that gives birth to a baby, adopts, is married or retired (not to exceed \$50).

**Special Note on the role of NCNW Officers:** Officers must notify the President and Executive Committee when they are unable to attend any meeting. Failure to do so or submit reports will result in replacement when three consecutive meetings are missed. However, if there are extreme circumstances, i.e., medical, family emergencies, or work, the President will excuse the absence of the officer. Also, if an absence occurs while performing NCNW business, this absence shall be excused.

## **Article V - Nominating and Elections**

### **Section 1. Elections**

- A. Section officers shall be elected for a term of two years and may be reelected for one additional consecutive term.
- B. Section elections shall be conducted in May of each election year. New officers will assume their duties in September. \*There shall be a transition workshop for incoming and outgoing officers.
- C. The Nominating Committee will review and validate all nominees one month prior to the election.

### **Section 2. Eligibility**

Any member of the Stafford/Fredericksburg Section who has been a member for at least a year, who is currently in good financial standing, and has attended at least seven meetings, shall be considered to hold office.

### **Section 3. Vacancies**

The Executive Committee shall fill any office vacated by resignation or death, at the regular meeting after the occurrence with the approval of the membership.

## Article VI – Committees

**Standing Committees-The Budget from each committee needs to be submitted by the 1st Saturday of August.**

**The committees will submit a monthly report to the section and an annual report to the Executive Board.**

1. **The Nominating Committee/Election** shall consist of an odd number of members, (including the Parliamentarian) appointed by the President and will prepare nominations (one month prior to the election) for the ballot, supervise the election, and report the results.
2. **The Programs Committee** shall be headed by the First Vice-President in conjunction with two other members who will study, analyze, and evaluate the programs of the organization in order to insure the best productivity. This evaluation will occur semi-annually.
3. **The Communications/Public Relations Committee** shall be headed by the Recording Secretary, and include the Assistant Secretary, the technology designee, and any other designated member to highlight the activities of the organization by means of publicity and the media.
4. **The Membership Committee** shall be chaired by the Second Vice-President and adhere to the membership policy as developed by this committee.
5. **The Financial/Fundraising Committee** will be headed by the treasurer and will include the financial secretary and assistant treasurer. They will submit a budget, devise means of fundraising, and execute financial operations.
6. **The Education Committee** will be chaired by an Educator (retired or active) section member whose duties will include the following:
  - a. Monitoring and Keeping the membership abreast of educational issues that affect the community
  - b. Informing the section and public of programs that stimulate intellectual growth and promotes diverse cultural activities.
  - c. Assisting other community groups in education programs as assigned by the section.
  - d. Attending community meetings, school board meetings, and any meeting pertaining to educational issues.
  - e. Attaining information for financial resource for higher education and assist students in using those resources.

7. **The Ways and Means Committee** for fundraising or any other programs shall be under the direction of the First Vice-President who is in charge of all events. For example, Mardi Gras, Gospel Extravaganza, Annual Fall Gala, and Bus Trips.
8. **The Bylaws Committee** shall be chaired by the Parliamentarian and be updated every two (2) years or at the request of the Executive Board.
9. **The Historian Committee** will be chaired by the Historian and will work closely with Charter members
10. **The Community Outreach Committee** will be chaired by the Second Vice-President who will be responsible for developing and organizing projects to assist and enhance the quality of life for those in schools, families in crisis, shelters, nursing homes, and the homeless. The committee will be responsible for providing a report to membership on all outreach activities where NCNW Stafford-Fredericksburg is the host, sponsor or attendee or participant.
11. **The Hospitality Committee** shall be chaired by a section member responsible for:
  - a. Section Refreshments
  - b. Recognition for Outgoing Officers.

The outgoing President will be presented with a personal gift and a plaque. ii. All other officers will receive individual certificates and a token of appreciation. These appreciation acknowledgements will be funded according to overall Section funds available near the end of the program year. iii. Certificates of Appreciation may also be presented to volunteers and other members.
  - c. There may be Recognition of Special Achievements and Recognitions incurred by Section members. However, it will be the responsibility of the recipient to notify the Hospitality Committee of such accomplishments. Such achievements may be awards, public displays, publishing, promotions, or any other personal, professional, or educational accomplishments.

## **Article VII - Meetings**

1. Regular Section Meetings shall be held on the Third Saturday from September to June of each month. Executive Meetings shall be held on the Sunday before the Regular Section Meeting. If that Sunday is a holiday the Executive meeting will be held on a weekday before the Regular Meeting.

2. If possible, the agenda for the monthly meeting will be sent out in advance and members will sign in before each meeting.
3. A quorum must be present to vote on action items of NCNW. A quorum is 2/3 of the membership with an average of ½ the regular attendance +1.
4. The President and the Parliamentarian will have the responsibility to determine if a quorum is present.

## **Article VIII – Policies**

### **Section 1. Membership**

#### **New Member Enrollment**

- A. Section enrollment requires the completion of the Membership Enrollment Form. The designated form will be the one used by National. All members must fill out this form at the September meeting. Section Dues and the individual membership types and fees are located on the form.
- B. The effective date of Membership begins at the receipt of the Enrollment Form, dues and fees by the Membership Committee Chairperson.
- C. New Members shall receive a membership information packet within 30 days of the enrollment date. The packet must include:
  - Welcome letter
  - Instructions for membership renewal
  - Section Bylaws
  - Program Activities Roster
  - Section Roster

#### **Membership Fee Renewal**

- A. **Membership must be renewed annually at the September meeting.**
- B. **Life Members shall be those individuals who pay the one-time National Fee of \$500. This fee may be paid in four (4) consecutive annual installments of \$125. A Life Member must pay the section's annual dues of \$30 in order to be an active section member.**

- C. **Legacy Life Members shall be those individuals who pay the one-time National fee of \$1,000. This fee may be paid in four (4) consecutive annual installments of \$250. A Legacy Life Member must pay the section's annual dues in order to be an active section member.**
- D. Collegiate members from 19 to 21 years of age, should be those individuals who have paid the annual National fee of \$10 and Section fee of \$10, for a total of \$20. This membership entitles the same benefits as an annual member.
- E. Students and Individuals who pay a specified fee of \$5 for national purposes and \$10 section dues at the September meeting.
- F. Associate members shall be those who wish to support the Section annually; their membership shall be \$50 annually. Such members shall not be active participants in the business of the Section or in determining quorums or in voting at Section meetings.

### **Section Dues**

- A. The section member will pay a full \$90.00 membership enrollment fee \$50.00 for National and \$40.00 for section at the September meeting. Life and Legacy members must also pay section dues at the September meeting.
- B. Section dues must be remitted in cash, check, or money order made payable to NCNW, Stafford-Fredericksburg Section. Dues may also be paid via PayPal at NCNWSFS
- C. Returned check fees are applicable in the amount of \$35.00 for each returned check.
- D. Dues are non-refundable

### **Section 2. Fundraising**

Ten percent (10%) of any profit incurred by the organization from fundraising events shall be provided to the national organization.

### **Section 3. Political Participation**

No member of the organization may use or involve the name of the organization of NCNW in partisan political activity of any nature.

### **Article IX – Amendment of Bylaws**

- A. The Bylaws may be amended by 2/3 votes provided the proposed amendments shall have been presented in writing to the members at least 30 days prior to voting.
- B. The proposed amendments shall be received by the Bylaws committee headed by the Parliamentarian and include the President and the three Vice-Presidents.
- C. No amendment shall be proposed that is in conflict with the National Bylaws.