

Chicago-Central Section of the National Council of Negro Woman, Incorporated

Bylaws

As Amended February ____, 2023

CHICAGO-CENTRAL SECTION

OF

THE NATIONAL COUNCIL OF NEGRO WOMAN, INCORPORATED

BYLAWS

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Revised and adopted [February__, 2023]

BYLAWS
of the
CHICAGO - CENTRAL SECTION OF
THE NATIONAL COUNCIL OF NEGRO WOMEN, INC.

Article I – Name

The name of this organization shall be the Chicago-Central Section of the National Council of Negro Woman, Incorporated, hereinafter referred to as "Chicago-Central NCNW or "Section."

Article II – Purposes

The principal purposes of this section shall be in accordance with the Articles of Incorporation, Bylaws, and Policies and Procedures of the National Council of Negro Women "NCNW."

A. To promote and support the national program of the NCNW.

B. To carry out the purpose of the NCNW in relation to the needs of the community and the concerns and emphasis of the national organization.

C. 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 greater Chicagoland area.

Article III – Membership

Section 1 - Eligibility and Diversity:

A. Membership is open to all women regardless of race, creed, national origin or economic status. Men, junior and senior high school girls and boys are also welcome.

B. We are determined to foster an environment of inclusion, diversity, openness, and respect for the many differences that will enrich the Section including race, ethnicity, religion, gender, age, socioeconomic status, national origin, language, sexual orientation, and disability.

Section 2 - Requirement for Number of Section Members and IRS Designation:

A. Consistent with the National Bylaws, the Section shall consist of and maintain at least thirty-five (35) members to maintain an NCNW charter.

B. Per the National Bylaws, the Section shall be separately recognized by the Internal Revenue Service (IRS) as a 501(c)(3) organization and maintain said designation to retain membership as an NCNW section.

Section 2 - Section Members. Section Members shall have the right to vote, and run for and hold office, subject only to the restrictions set forth below or in the Section's Policy and Procedures.

Section 3 - Life Members and Legacy Life Members. Life Members and Legacy Life Members are individuals accepted by the national organization. They shall have all the rights and privileges of Section Members.

Section 4 - Associate Members. Associate Members are individual males accepted by the National Organization at any membership level (including Life and Legacy Life Member).

Section 5 - Direct Members. Direct Members are individual women who join through a recognized National Affiliated Organization.

Article IV – Fees and Dues

Section 1 - Annual Fee. Section members shall pay the annual national fee as determined by the National Executive Board.

Section 2 - Section Dues. Section members shall pay dues as determined by the local Executive Board and approved by the Section.

Section 3 – Life Members. Life members shall only pay Section dues.

Section 4 – Fair Share. The Section shall pay its Fair Share Fee as required by National Headquarters.

Article V - Structure

Section 1 - The Executive Board:

A. The Executive Board shall consist of the elected officers and the appointed officers.

B. The elected officers shall be President, a minimum of two Vice Presidents (one of whom shall be a young adult), Recording Secretary, Assistant Recording Secretary, Treasurer and Financial Secretary.

C. The appointed officers shall be: Corresponding Secretary, Historian, Parliamentarian, Chaplain and General Counsel. They shall be appointed by the President.

Section 2 - Term of Office/Appointments:

A. Elected officers shall serve for two (2) years and can serve no more than two (2) consecutive terms in any one office. The Treasurer and the Financial Secretary shall have staggered terms and shall not both be elected in the same year.

Appointed Officers and Committee Chairs: Appointed Officers and Committee Chairs may serve no more than 1 consecutive two-year term in such appointed position.

Section 3 - Removal:

A. Any elected officer may be removed from office for just cause at any time by the affirmative vote of two-thirds of the Section Members, whenever in the judgment of the Section Members the best interests of the Section would be served.

B. Any elected officer who misses more than three (3) consecutive meetings or events in any fiscal year shall be removed from office, unless there is an approved excuse e.g., illness, death in family, etc. from the President.

C. Appointed officers or Committee Chairpersons who fail to meet the attendance or excused absence requirements in paragraph B, above, will be subject to possible replacement by the President.

Section 4 – Resignation. An officer must submit his or her resignation in writing to the President prior to the next scheduled Executive Board meeting. The resignation shall be communicated to the full membership at the next general meeting by the President.

Section 5 – Vacancies. A vacancy in any elected office because of death, resignation, removal, or otherwise, shall be filled by the President for the remainder of the unexpired portion of the term.

Section 6 – Fiscal Year. The fiscal year shall be from October 1 through September 30, consistent with the National Bylaws.

Section 7 – Section Year. The Section Year shall be from September 1 through August 31, consistent with the National Bylaws.

Article VI – Duties of Officers

Section 1 - President:

A. Oversees the work of the Section and serves as the liaison between the National Headquarters and the Section.

B. Ensures that all policies, regulations, and procedures are followed.

C. Presides at all meetings of the membership and the Executive Board.

D. Appoints committee chairpersons, the Election committee.

E. Serves as ex-officio member of all committees, except the Nominating Committee and Election Committee.

F. Serves as the official representative and spokesperson of the Section.

G. Prepares and presents a quarterly report of the Section's progress to the general membership. The report shall include, but not be limited to: membership growth, financial support, progress on the goals set at the Section retreat, etc.

Section 2 - First Vice President (Programs):

A. Assumes the responsibilities of the President in her absence.

B. Develops, implements, and oversees the Section's programming committees and activities.

C. Responsible for preparing the annual Section calendar.

D. Works with the Treasurer and Financial Secretary to prepare the budget.

E. Performs duties assigned by the President.

Section 3 - Second Vice President (Membership):

A. Oversees the membership recruitment, retention and reclamation activities and committees.

B. Works with the National Member Services Office and the membership fulfillment agency to ensure that membership enrollment forms and payments were promptly transmitted.

C. Reconciles the monthly section membership roster printout and sends changes and revisions to the national organization.

D. Notifies NCNW National Member Services Office of changes of address, transfers, or deaths.

E. Performs duties assigned by the President.

Section 4 - Third Vice President (39 & under):

A. Encourages, recruits, and focuses on the participation of young women under 39 years of age, to join the Section.

B. Provides a monthly report of activities.

C. Performs duties assigned by the President.

Section 5 - Recording Secretary:

A. Maintains accurate minutes of the proceedings of all Section, Executive Board, and special meetings in a permanent record.

B. Maintains the current official records and documents of the Section.

Section 6 - Assistant Recording Secretary:

A. Assumes the responsibilities of the Recording Secretary in her absence.

B. Assists the Recording Secretary, as necessary

Section 7 - Corresponding Secretary:

A. Issues meeting and election reminders and related documents.

B. Writes such letters as requested by the President or Executive Board.

Section 8 – Treasurer:

A. Receives monthly bank statement and reconciles same and prepares monthly reports.

B. Maintains all Section credit or debit cards.

C. Deposits section funds in the bank immediately upon receipt from the Financial Secretary.

D. Issues checks for payment upon proper documentation and approval.

E. Cosigns, with President, on all checks issued by the Section.

F. Provides all required documents for internal or external audits and works with such auditors.

G. Safeguards the recordkeeping; works with the Financial Secretary in preparing and filing all required fiscal reporting for federal, state and local governments.

H. Submits financial reports to the national organization, as required.

I. Prepares a draft of Section budget in conjunction with the Budget and Finance Committee.

J. Works with the Financial Secretary to prepare and present to the Section the annual end of the year fiscal report for the period of October 1st through September 30th.

Section 9 - Financial Secretary:

A. Receives and properly receipts ALL funds received by the Section.

B. Maintains financial records.

C. Works with the Treasurer in preparing all fiscal reporting documents as detailed above.

D. Prepares and presents a monthly financial report of monies at the Executive Board and general meetings.

E. Issues pre-numbered receipts for monies received.

F. Accounts for and transfers all monies received to the Treasurer for deposit

G. Prepares electronic report of monies received.

H. Records all receipts and disbursements on the proper books of account.

I. Works with the Treasurer to prepare the annual fiscal year report for the period of October 1st through September 30th.

Section 10 - Historian:

A. Keeps a record or history of activities and achievements for the year.

B. Takes pictures at projects, socials and special events making sure that they are labeled and dated.

C. Compiles and preserves and presents a written annual report of Section activities, awards and accomplishments.

Section 11 – Parliamentarian:

A. Ensures that Section business is conducted according to the bylaws of the national organization, Section Bylaws and Policies and Procedures

B. Uses Robert's Rules of Order as the authority in meetings and in matters not covered by the Section Bylaws or Policies and Procedures.

C. Advises the President and Section members regarding Robert's Rules of Order, Policies and Procedures, and the bylaws.

D. Serves as the chair of the Policies and Procedures Committee.

Section 13 – Chaplain:

A. Draws upon spiritual resources to enhance creative relationships and meaning in the work of Chicago-Central NCNW.

B. Prepares resolutions for members or members who have lost immediate family members (e.g., spouse, parents, siblings and children).

C. Orders plants/flowers for deceased family members or hospitalized members, as the budget allows.

D. Corresponds with ill members by sending get-well cards, etc. and providing a report to the Executive Board.

E. Serves as the chair for the Cares Committee.

F. Open and closes each meeting and activity with prayer.

Article VII – Quorum

Section 1 - Executive Board Meeting: One- third of the Executive Board members must be in attendance at any duly called Executive Board meeting to constitute a quorum.

Section 2 - General Meeting: One- third of the paid Section members must be in attendance at any duly called general meeting to constitute a quorum.

Article VIII – Meetings

Section 1 - General Meetings.

A. Meeting shall be held at least once monthly. The dates of these meetings and any other meetings will be set by the Executive Board.

B. All meetings are open to members or other interested persons. The membership shall be encouraged to attend the regular meetings.

C. An annual meeting or retreat for the total membership shall be held. The location, date, time shall be presented to and approved by the general membership.

Section 2 - Special Meetings. When a critical event occurs and it requires urgent attention, a special meeting shall be called by the President or by a majority vote of the Executive Board.

Section 3 - Notice of Special Meeting. Notice of any meeting shall by either U.S. mail, overnight courier, facsimile, electronic mail, or other mode of written transmittal, not less than two (2) days before the time set for such a meeting, and must include the time, date, and place of such meeting.

Section 4 - Teleconferencing. Meetings may be conducted by teleconference, conference call, or other electronic means, provided that all persons can communicate with one another, and all persons are otherwise able to fully participate in the meeting. Votes received in such manner shall have the same force and effect as votes at a meeting at which the members are physically congregated.

Section 5 - Voting. Voting may be in person or by electronic ballot. Proxy voting is prohibited. A Section member must be in good financial standing, locally and nationally, to vote. Each Section member shall have one (1) vote. The President shall vote in ballot elections only and in the case of a tie.

Article IX – Elections

Section 1 - Timing. Elections are held on even years for all positions except Treasurer and Recording Secretary which are held on odd years.

Section 2 - Nominations: Nominations for vacant offices shall be made at the March general meeting.

Section 3 - Eligibility. Eligibility. Only persons who have consented to serve, if elected, and who are in good financial standing shall be eligible for nomination to office either by the Nominating Committee or from the floor. Members of the Elections Committee and the Nominating Committee shall not be eligible to run for office.

Section 4 - Nominations from the Floor. Additional nominations from any Section member in good financial standing may be made from the floor at the April meeting.

Section 5 - Slate. Slate. The Nominating Committee shall present the slated candidates at the April meeting. The committee shall encourage recommendations of nominees from Section members. Elections are held on even years for all positions except Treasurer and Recording Secretary which are held on odd years.

Section 6 - Campaigning. Campaigning rules shall be established by the Nominating Committee and presented at the April Meeting.

Section 7 - Voting: Elections shall be held in person by ballot or electronic vote during the May meeting and determined by majority vote, except in the case there is only one (1) nominee for any office; then, upon motion from the floor, the elections may be by voice.

Section 8 - Notification: Notification in writing by U.S. mail, overnight courier, facsimile electronic mail, or other mode of written transmittal of the date of the elections and the names of the nominees for office shall be provided to the membership at least ten (10) days prior to the May general meeting.

Section 9 - Election Results. Names of the newly elected officers will be announced at the end of the May general meeting and elected officers shall assume office September 1 of the same year.

Article X- – Annual Reporting

Section 1 - Procedure. On an annual basis, an annual report, a list of the upcoming year's plan of activities, and list of the new Executive Board will be submitted to the national NCNW office for the purpose of gaining the renewal of the Chicago – Central NCNW charter.

Section 2 - External Audit. By September 1st of every year, the Budget and Finance Committee will secure an independent auditor to perform a full audit for the fiscal year ending September 30th. Such findings shall be reported and presented to the Executive Board and general membership in the November meetings, respectively.

Article XI – Amendments

Amendments: These Bylaws may be altered, amended, or repealed and new bylaws may be adopted by three-fourths (3/4/) approving vote of Section Members present and voting. All proposed changes to this document must first be submitted at least three (3) weeks in advance of a meeting.

Last Amended: [February 2023]