NATIONAL COUNCIL OF NEGRO WOMEN, INC.
CHICAGO - CENTRAL SECTION
POLICIES AND PROCEDURES

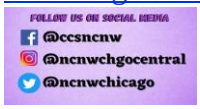
Article I – Name and Address of Organization

A. Name:
National Council of Negro Woman, Inc. ("NCNW") – Chicago Central Section ("Section")

B. Address:
P.O. Box 438614 Chicago, Illinois 60643

C. Email:
info@chgocentralncnw.org

D, Website and Social Media:
www.chgocentralncnw.org



Article II – Organizational Structure

A. Elected Officers – Elected by Membership:
1. President
2. First Vice President
3. Second Vice President
4. Third Vice President
5. Recording Secretary
6. Assistant Recording Secretary
7. Treasurer
8. Financial Secretary

B. Appointed Officers – Appointed by President:
1. Historian
2. Parliamentarian
3. Chaplain
4. General Counsel
5. Election

C. Committees:
1. Budget and Finance
2. Cares
3. Community Service & Outreach
4. Economic Empowerment & Entrepreneurship Election

5. Election
6. Fundraising
7. Health & Wellness
8. Internal Audit
9. Membership
10. Mentoring & Education
11. Nominating
12. Policies and Procedures
13. Social Action & Advocacy
14. Social & Hospitality
15. Technology
16. Youth & Young Adult

D. Elected Committees:

1.
2. Nominating

Article III – Business Conduct

A. Dress Code for Section meetings and outside events:

1. Section Meetings – Business Casual. No jogging or sweat suits should be worn.

Outside Events – All members should wear Section paraphernalia, name badges, uniform and/or Section colors, or black, at official NCNW events if representing NCNW at any event or activity, or other attire as noted for the event.

B. Meetings (Time and Date)

1. The Executive Board meeting will be held the 2nd Tuesday of the month at 6:30pm.

2. Section meetings will be held the 4th Tuesday of the month at 7:00pm.

3. Meetings may be in person, virtual or electronic, at the discretion of the Section President.

4. Permanent changes to the Executive Board meeting dates and times may be made by a majority vote of the Executive Board.

5. Permanent changes to Section meeting dates and times must be approved by a majority vote of the membership.

6. Any temporary change to either the Executive Board or general membership meeting dates must be noticed at least 30 days in advance.

7. Emergency meetings may be called by the President, or a majority of the Executive Board, as necessary, with a 48-hour notice.

8. All meetings (including committee meetings) must be conducted in accordance with the Section Bylaws, Policies and Procedures and Robert's Rules of Order. See a summary of Robert's Rules of Order attached as Exhibit A.

9. The Section will have an annual meeting or retreat prior to the first meeting of the fiscal year.

C. Budgets and Calendars:

1. All committees needing funds for the year must submit an annual budget for approval.

2. Proposed committee budgets and the annual calendar will be presented during the annual meeting or retreat.

3. All committee budgets and the annual calendar will be presented to and approved by the Executive Board at the first Executive Board meeting of the Section year and presented to and approved by the general membership at the first meeting of the Section year.

D. Attendance:

1. Executive Board members and Committee Chairs are required to attend at least 80% of all Executive and Section Meetings.

2. Elected Officers who fail to meet this attendance may face removal from the position by a majority vote of the Executive Board.

3. Appointed officers and Committee Chairs who fail to meet this attendance requirement may face removal by the President.

4. To remain in good standing, members need to attend at least 50% of the meetings and activities.

E. Agenda/Reports:

1. All committees must have a written agenda when conducting committee meetings.

2. Each Committee chair must submit a written Committee Report (Exhibit B) to the First Vice President by the first Wednesday of the month if the committee desires to present at the Executive Board Meeting and/or the Section meeting.

3. Any committee that does not submit a written report at the Executive Board Meeting will not be placed on the agenda (Exhibit C) for the Section meeting and will not present a report.

4. Committee items not discussed at the Executive Board meeting will not be discussed at the Section meeting.

5. Committee Chairs are required to submit an end of the year report to the First Vice President for presentation at the May Executive Board and general membership meetings.

6. The President, with assistance of the Recording Secretary, will formulate the monthly Section meeting agenda.

7. The Corresponding Secretary will email the prior month's meeting minutes, the current month's agenda, and any committee and financial reports to all financial Section members at least three days prior to the next Section or Executive Board meeting.

8. All non-budgeted and approved L activities must be presented to the Executive Board and the membership prior to implementation by the Section or a committee.

F. **Financial Protocol**

1. **Bank Account**. The President, 1st Vice President, and Treasurer will be the only persons named on the account. The statements are to be sent to the President and the Treasurer.

2. **Check Writing**. Two signatures are required for every check written. The signature of both the President and the Treasurer is preferred. In the absence of either officer, the First Vice President is authorized to sign checks.

3. **Cash**. Cash withdrawals using the debit or credit card are strictly prohibited.

4**. Expenses**.

   a. The Section's preference is that payment for activities and events be made directly to businesses or vendors via check.

   b. In the event that a business will not accept a check, the Treasurer, with the approval of the President, may make the payment to the business directly using the credit or debit card.

5**. Advances**.

   a. Advances for pre-approved purchases and activities can be requested by a committee chair.

   b. All vouchers, check requests, and advances must be approved and signed by the President and signed by the respective committee chair.

   c. A request for an advance must be submitted along with a detailed explanation for the advance (date of event, purpose of the funds, etc.).

   d. All advances, vouchers or reimbursement requests shall be submitted in duplicate, with the original kept by the Treasurer and the other one returned to the committee chair.

6. **Reimbursements**.

    a. Individuals will be reimbursed for all PRE-APPROVED business-related purchases via check or approved electronic means.

    b. Supporting documentation and proof of payment is required for ALL reimbursement requests within thirty (30) days of purchase. NO reimbursements will be considered without proper receipts. Reimbursements will be issued within 10 business days.

7. **Payments**

    a. Debit Card. NCNW approves one debit card connected to the Section's bank account. The debit card shall be in the name of the Section, and it shall be kept by the Treasurer for the sole use of Section business that cannot be conducted with a check. Any use of the debit card must be for expenses pre-approved by the general membership or the Executive Board.

    b. Electronic Payments. PayPal and other Executive Board approved electronic payment methods can be used for the collection and distribution of payments (e.g., dues, fees, ticket costs, etc.) for Section business.

8. **Returned Check Policy**. A returned check fee of $35 may be charged for any check dishonored by the drawee's bank. The amount of the returned check, plus the $35 returned check fee, must be paid by cash, a cashier's check, or money order within ten (10) business days of notification. If full payment is not received within ten (10) business days, a bad check crime report may be filed with the Cook County State's Attorney Bad Check Restitution Program. If two checks are returned, check writing privileges will be revoked.

9. **Reconciliation**.

    a. The Treasurer must present monthly reconciliation and financials (e.g., P/L and cash flow statements) at each Executive Board meeting to be distributed to the financial Section members prior to the general meeting, for approval.

    b. The Financial Secretary will present a monthly report to the Executive Board and general membership that details all monthly income and distributions by category and shall reconcile the accounts with the Treasurer.

10. **Notification in an Election Year**. In an election year, the bank, and all other necessary businesses and organizations with whom the Section conducts business, shall be notified of the change in officers effective September 1 of that year.

11. **Bonding**. All financial officers, the President, and the First Vice President shall be bonded.

12. **Finance Table**. The finance table shall be in the same room as any meetings that are being held.

E. Audits.

The Internal Audit Committee shall perform an internal audit as of February 28th and September 30th of each year. The report shall be presented to the Executive Board and the general membership at the April and November meetings, respectively. An external audit shall be performed at the end of each fiscal year by a Certified Public Accountant. If the previous year's auditor is unavailable or determined to be unacceptable to the membership, then a new auditor shall be selected by the President, the Recording Secretary, and the Financial Secretary, after receiving three (3) bids/quotes for the service.

F. **Member Rights**

1. **References**. A Section Member may ask for a letter of reference or recommendation after 1full service year in the Section. At the time of the request, the Section Member must be an active member on at least one committee, have attended at least 50% of the meetings or activities, and be financial both locally and nationally. Such requests must be submitted to the President and the President is the only person allowed to provide and sign such requests.

2. **Eligibility for Office**. A Section Member must have been in the Section for at least 1full service year to be eligible to run for any office, must have served on at least one committee, must have attended at least 50% of the meetings or activities and be financial both locally and nationally.

3. **Spokesperson**. The current President is the spokesperson for the Section. She signs all contracts, reference letters and official documents.

4. **Contracts**.

    a. All expenses for goods and services must be received from a vendor in writing.

    b. Before any vendor contract for goods or services is entered into, three (3) bids for the sought-after goods or services must be obtained.

    c. All bids shall be reviewed by the officers or committee members seeking approval and a final recommendation must be submitted to the Executive Board and the general membership for approval.

    d. All contracts and agreements must be reviewed and approved by legal counsel before execution.

5. **Record Retention**. The outgoing Treasurer is responsible for working with the independent auditor and is responsible for presenting a written final financial report to the Executive Board and the general membership at the November meetings.

6 **Voting**: If no member receives the majority of the vote during a voting process, the two (2) members with the highest number of votes shall participate in a runoff

7. **Transition**. The President shall be responsible for a smooth transaction between any incoming and outgoing officers to ensure that all historical and financial records are property stored and achieved, for ensuring that all relevant information is conveyed to the incoming officers, and that the committees and Section continue to operate in a seamless manner.

8. **Bylaws.**

   a. The Bylaws and Policies and Procedures will be reviewed annually and updated, as necessary.

   b. A form for suggested revisions is attached as Exhibit E.

Article IV – Committees

B. Committee Duties.

1. Budget and Finance shall be responsible for preparing an annual budget, to devise ways to meet the budget and to study the financial operations of the Section to ensure the most beneficial returns for expenditures

2. Cares shall be responsible for the well-being outreach to members.

3. Community Service & Outreach shall be responsible for providing opportunities for the Section to engage in community-based activities.

4. Economic Empowerment & Entrepreneurship shall be responsible for educating the Section about financial matters and opportunities.

5. Election shall be responsible for preparing the ballots, supervising the elections, checking the credentials of voting members, counting the ballots, and reporting the results to the President.

6. Fundraising shall be responsible for planning, coordinating, and implementing all fundraising activities to raise funds to support the operational budget and programs of Chicago-Central NCNW. The committee shall be responsible for developing a fundraising strategy conducive to the needs of the organization being mindful of its goals and mission. The committee shall identify and solicit potential sponsors/donors for various events and activities and oversee all interactions involving said sponsor/donor. This will include but not be limited to obtaining funds or in-kind donations, thanking donors/sponsors in all proper venues as well as in writing and turning over all monetary donations to the Treasurer. All fundraising activities will be submitted to the Executive Board with a proposed budget for approval.

7 Health & Wellness shall be responsible for providing health information and programing activities to the Section and the community.

8. Internal Audit shall and consist of three members. One member shall be appointed by the President and each of the vice presidents. It shall be the duty of this committee to perform two yearly internal audits to be submitted to the Executive Board and the general membership within 30 days of completion.

9 Membership shall handle recruitment and retention of NCNW members and assist in keeping accurate, current, and complete records of NCNW members. The Second Vice President, along with committee members, shall solicit member updates and communicate member information to National Headquarters, welcome and introduce new members, encourage retention, and work with the Technology Committee to produce and distribute NCNW information to prospective members, produce or maintain an annual membership directory, and solicit new members.

10. Mentoring & Education shall provide leadership, guidance and education program and activities to the community youth.

11. Nominating shall be elected by the general membership and shall consist of a Chairperson and four members. It shall be the duty of this committee to secure nominations for the elected officers and to ensure that all candidates for elected office meet the minimum requirements for election to that office.

12. Policy and Procedures shall receive and consider all proposed amendments to the bylaws and policies and procedures and update the documents, as necessary and receive all amendment request and report to the Executive Board as necessary.

13. Social Action shall serve as the Section's primary resource and catalyst for the community and civic work regarding equality, inclusion and diversity.

14. Social & Hospitality shall be responsible for planning activities and programs to promote comradery among the Section members.

15. Technology shall be responsible for providing the technology needs of the Section.

16. Youth & Young Adult shall plan activities and programs for the youth and young adult Section members.

B. Other Committees. The President may designate and appoint Special and Ad Hoc Committees as consistent with the purposes of NCNW.

Article V – Annual Fees and Dues and Fund-Raising Assessment

A. National Dues:

1. Annual $50
2. Youth/Collegiate $10
3. Partner $50
4. Advocate $75
5. Leadership Circle $150
6. Life Membership $500

7. Associate Membership $500
8. Group Life $750
9. Legacy Life $1,000
10. Direct Membership $50

B. Section Dues:

1. Annual $100
2. Youth Dues $10
3. Collegiate $15

C. Payment Date:

1. All local and national dues are to be paid by the May meeting for the upcoming Section year.
2. A late fee of $10.00 will be charged for active members for any payments received after July 1st.

D. Fundraising **Assessment:**

1. Every member will be assessed $300.00 per year. The assessment will be offset by the sale of tickets totaling $300.00 or more for the Signature Fundraiser. If a member sells $300.00 or more in tickets for the Signature Fundraiser, that member's assessment shall have been paid in full.

2. However, if a member fails to sell $300.00 worth of tickets to the Signature Fundraiser, that member shall be assessed $300.00, to be paid in full, on or before the May 1st following the Signature Fundraiser. Until all money is paid, that member shall not be allowed to pay dues for the upcoming Section year and shall not be a member in good standing.

3. Signature Fundraiser Event is the Fundraising event voted on and named by the general body.

4. If a member does not sell the minimum # of tickets in paragraph one (1) above, that member shall donate $250.00 ("Monetary Contribution") to the Section by May 1st. Partial payments can be made until the payment is fully paid.

5. If a member fails to sell their required tickets or pay the Monetary Contribution, that member shall not be allowed to pay their dues for the upcoming Section Year

Article VI – National Convention

A. Attendance:

1. The Section may send the maximum number of delegates allowed pursuant to the national Bylaws of NCNW.

2. The President shall be the first delegate to represent the Section.

3. In addition to the registration fee, the Section will assume the responsibility of reasonable hotel accommodations, airfare, and transportation for the President.

4. The First Vice President shall be the Section's second delegate.

5. The Section shall pay for the First Vice President's registration fee.

6. Any active, financial Section member may attend the convention as the Section's third delegate.

7. If more than one Section member express an interest, the Section shall vote as to whom to send as the third delegate.

8. The Section shall pay for the registration fee of a third delegate.

9. Should funds be available in the treasury, the Section may assume the responsibility of reasonable hotel accommodations, airfare, and transportation for the two (2) additional delegates.

10. Notwithstanding anything stated above, should the organization have limited resources to assume any of the expenses above, a lesser amount may be approved by recommendation of the Executive Board and presented to the body for a final vote.

B. Reporting:

1. A convention report shall be completed by the President and each delegate and presented at the first Executive Board and Section meeting immediately following the convention.

2. A report template will be provided by the Executive Board to the delegates.

Exhibit A
Robert's Rules of Order - Motions Chart

Based on Robert's Rules of Order Newly Revised (10th Edition)
§ indicates the section from Robert's Rules.

Part 1, Main Motions. These motions are listed in order of precedence. A motion can be introduced if it is higher on the chart than the pending motion.

§	PURPOSE:	YOU SAY:	INTERRUPT:	2ND:	DEBATE:	AMEND:	VOTE:
§21	Close meeting	I move to adjourn	No	Yes	No	No	Majority
§20	Take break	I move to recess for	No	Yes	No	Yes	Majority
§19	Register complaint	I rise to a question of privilege	Yes	No	No	No	None
§18	Make follow agenda	I call for the orders of the day	Yes	No	No	No	None
§17	Lay aside temporarily	I move to lay the question on the table	No	Yes	No	No	Majority
§16	Close debate	I move the previous question	No	Yes	No	No	2/3
§15	Limit or extend debate	I move that debate be limited to	No	Yes	No	Yes	2/3
§14	Postpone to a certain time	I move to postpone the motion to	No	Yes	Yes	Yes	Majority
§13	Refer to committee	I move to refer the motion to	No	Yes	Yes	Yes	Majority
§12	Modify wording of	I move to amend the motion by	No	Yes	Yes	Yes	Majority
§11	Kill main motion	I move that the motion be postponed indefinitely	No	Yes	Yes	No	Majority
§10	Bring business before assembly (a main motion)	I move that [or "to"]	No	Yes	Yes	Yes	Majority

Part 2, Incidental Motions. No order of precedence. These motions arise incidentally and are decided immediately.

§	PURPOSE:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
§23	Enforce rules	Point of Order	Yes	No	No	No	None
§24	Submit matter to assembly	I appeal from the decision of the chair	Yes	Yes	Varies	No	Majority
§25	Suspend rules	I move to suspend the rules	No	Yes	No	No	2/3
§26	Avoid main motion altogether	I object to the consideration of the question	Yes	No	No	No	2/3
§27	Divide motion	I move to divide the	No	Yes	No	Yes	Majority
§29	Demand a rising vote	I move for a rising	Yes	No	No	No	None
§33	Parliamentary law	Parliamentary	Yes	No	No	No	None
§33	Request for information	Point of information	Yes	No	No	No	None

Part 3, Motions That Bring a Question Again Before the Assembly. No order of precedence. Introduce only when nothing else is pending.

§	PURPOSE:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
§34	Take matter from table	I move to take from the table ...	No	Yes	No	No	Majority
§35	Cancel previous action	I move to rescind ...	No	Yes	Yes	Yes	2/3 or Majority with notice
§37	Reconsider motion	I move to reconsider	No	Yes	Varies	No	Majority

EXHIBIT B
COMMITTEE REPORT

Date: Committee: Committee Chair: Committee Co-Chair: Report:
Prior Event Updates:
Events to go on Section Calendar:
Upcoming Opportunities for volunteers:
Contact Information:
Other:
Action Items for needing a vote

Exhibit C
Sample Agenda

(Name of the Meeting) (Date & Time of the Meeting)

The Mission of the National Council of Negro Women is to lead, develop, and advocate for women of African descent, as they support their families and communities.

Call to Order

Prayer

Mission Statement

Adoption of Agenda

Adoption of Prior month's minutes

Treasurer Report

Financial Secretary Report

President's Report

1st Vice President's Report
- Committee Reports
- Mentoring & Education Fundraising
- Economic Empowerment & Entrepreneurship
- Health & Wellness
- Community Service & Outreach

2nd Vice President's Report
- Committee Reports
- Membership
- Cares
- Youth & Young Adult
- Social & Hospitality

3rd Vice President Report

Unfinished Business

New Business

Announcements

Adjournment

Exhibit D1-D2

ADVANCE FORM

REIMBURSEMENT FORM

Exhibit E

The Mission of the National Council of Negro Women is to lead, develop, and advocate for women of African descent, as they support their families and communities.

COVER LETTER AND PROPOSED
BY-LAW, POLICY, AND PROCEDURE AMENDMENT FORM

TO: **Executive Board**

FROM: **By-Law/Policy and Procedures Committee**

DATE:

SUBJECT: **Bylaw/Policy and Procedures Amendments**

Your communication regarding an amendment to the National Council of Negro Women Chicago Central Section By-Law/Policies and Procedures was received by _____. (Board member) on _____ (date). To ensure that you are familiar with the By-Law/Policies and Procedures Amendment Process, copies of the NCNW CCS By-Law/Policies and Procedures are enclosed. Also enclosed is a Proposed By-Law/Policies and Procedures Amendment form. Please complete the form and return to the committee by the 15th of every month, keeping in mind the time requirements in the By-laws which relate to notice to the NCNW CCS membership

PROPOSED BY- LAWS, POLICY, and PROCEDURES AMENDMENT

Submitted by: _____

Received by: _____. Date: _____.

After reviewing the enclosed NCNW CCS By-Law/Policies and Procedures, is your proposal to be considered in the:

- ☐ By-Laws
- ☐ Policies and Procedures

Briefly describe the issue or concern to be addressed by this proposed amendment:

What section(s) of the By-Law/Policies and Procedures are affected?

What is the precise wording of your proposed amendment?

What is your proposed modification, change, or deletion?

Signature: _____ Date: _____

Approved: ☐ Denied: ☐ Date: _____