

SECTION BYLAWS 2020

Northern Virginia Section ~NCNW
P.O. Box 119 Merrifield, VA 22116
Mid-Atlantic Region * SVA-003

NORTHERN VIRGINIA SECTION
BYLAWS

Article I
Name

- Section 1. The name of this organization shall be the Northern Virginia (NoVA) Section, National Council of Negro Women, Incorporated.

Article II
Purposes

- Section 1. To promote and support the national program of the NCNW.
Section 2. To carry out the purpose of NCNW in relation to the needs of women of African descent, their families and communities.
Section 3. To promote unity of action among all women in matters affecting educational, cultural, economic, social and civic life.
Section 4. To develop leadership and promote personal growth,
Section 5. To build a common fellowship among members,
Section 6. To concentrate on the needs of children, youth and aged,
Section 7. To work to achieve equality of opportunity in a society free of discrimination and segregation based on race, creed, color, sex or national origin,
Section 8. To collaborate and cooperate with other organizations in achieving the above goals.
Section 9. The Section shall serve the geographic area encompassing Falls Church, Fairfax, Arlington and Alexandria areas in Virginia

Article III
Membership

- Section 1. Membership in NoVA Section hereinafter referred as “the Section.” Women may be members of the Section without regard for race, color, creed, national origin, sexual orientation or economic status.
Section 2. Women who join NCNW as a Direct Member through a national affiliated organization who choose to participate in the Section and pay the Section dues.
Section 3. All Section members must be in good financial status with the National Office.
Section 4. The Membership Committee shall be responsible for providing all new members with copies of the NCNW pledge and the Bylaws of the NoVA Section.
Section 5. Active members are those who are in good financial standing (national and section dues current) and who have attended at least fifty percent (50%) or four (4) of the meetings of the Section at any point during the fiscal year.
Section 6. Inactive members are those who are in good financial standing (national and section dues are current), but have attended less than fifty percent (50%) or four (4) of the meetings of the Section at any point during the fiscal year.
Section 7. Men who support NCNW are an Associate Member.
Section 8. Youth ages 12-18 (middle or high school), organized by the Section.

**Article IV
Dues and Fees**

- Section 1. The annual dues for the Section shall be twenty dollars (\$20.00).
- Section 2. Life Members and Legacy Life Members shall be required to pay Section dues.
- Section 3. Excluding Life Members and Legacy Life Members, all Section members must pay national NCNW membership dues annually.

**Article V
Officers**

- Section 1. Elected officers shall be President, First Vice President, Second Vice President, Third Vice President (Young Adult), Recording Secretary, Treasurer, Financial Secretary, Corresponding Secretary.
- Section 2. Elections shall be conducted in May. Elected officers shall assume office September 1st of the same year.
- Section 3. Section officers shall be elected for a term of two-years or until their successors are elected, and shall not serve more than two consecutive terms in the same office.
- Section 4. Appointed officers shall be Assistant Recording Secretary, Historian, Parliamentarian and Chaplain.

**Article VI
Duties of Elected Officers**

Section 1. The President shall:

- (a) Perform such duties as usually performed in this office and shall serve as the Chief Executive Officer,
- (b) Appoint the chairperson of standing committees and the chairpersons of such other committees, as deemed necessary, for the implementation of the Section's programs,
- (c) Be responsible for the development, implementation and execution of the programs and policies of the Section, in accordance with NCNW's National programs and policies,
- (d) Be responsible, with the Executive Board, for the enforcement of the Section's Bylaws,
- (e) Attend and/or provide section representation at Presidents RoundTable, Bethune-Height Recognition Committee and other related mandatory NCNW events, as deem necessary,
- (f) Arrange replacement, when unable to attend any meetings,
- (g) Review all section officers and committee activities prior to Section Meetings,
- (h) Sign all contractual agreements on behalf of the section,
- (i) Approve all section disbursements from the section's treasury,
- (j) Be the counter and sign all approved section checks,
- (k) Call all special meetings as deemed necessary,
- (l) Appoints the following officers: Assistant Recording Secretary, Historian, Parliamentarian and Chaplain and all committee chairs,
- (m) Appoint a member to fulfill a vacated position until an election can be held, if applicable.

Section 2. The First Vice President shall:

- (a) Perform all duties assigned by the President,
- (b) In the absence of the President, the First Vice President shall assume all duties of the President.
- (c) Shall assist the President in developing, implementing and executing the Section's programs and policies, in accordance with NCNW's National programs and policies,
- (d) Preside at meetings of the Section and Executive Board in the absence of the President.
- (e) Submit a written report of the Vice President's activities to the membership at the Annual Retreat or Summer formation Meeting,
- (f) Provide oversight responsibility for the Special Projects committee, which includes:
 - 1. identifying and approving Chairs for each special project,
 - 2. ensuring implementation of special projects,
 - 3. providing assistance, direction, and support for each special project,
 - 4. obtaining oral and written reports periodically from the respective special project chairs,
 - 5. assist the President in developing, implementing and executing the Section's programs and policies in accordance with NCNW's National programs and projects.

Section 3. The Second Vice President shall:

- (a) Preside at meeting of the Section and Executive Board in the absence of the President and the First Vice President,
- (b) Serves as the Chair of the Membership Committee,
- (c) Promotes and recruits section membership: Annual, Life, Legacy Life, Affiliate, Youth and organization partnering,
- (d) Maintain the "Listing of attendance of Financial Members" and make it available to the President, Nominating Committee, Corresponding Secretary, and Membership Chair for the fulfillment of their duties,
- (e) Submit a written report of the Second Vice President's activities to the membership at the Annual Retreat or Summer Formation Meeting,
- (f) Develop and maintain the membership of the Section by:
 - (i). providing information and hospitality packets to new members.
 - (ii) sending notifications to new members acknowledging membership.
 - (iii) providing a membership roster to all members.
 - (iv) informing the newsletter committee chair of all new members.
 - (v) coordinating with the Financial Team in submitting membership payments to the National Office with a check received from the Treasurer and properly drawn from the Section's treasury.

Section 4. The Third Vice President shall:

- (a) Be elected to the position and be between the ages of 25 and 39 years old, assume and adhere to all the rights and privileges as a NoVA Section elected Officer,
- (b) Encourage, recruit and focus on the participation of young women to join the section.
- (c) Responsible for developing and implementing the Section's Youth programs and recruiting the youth.
- (d) Shall assist the President in developing, implementing, and executing the Section's programs and policies, in accordance with NCNW's National programs and policies.
- (e) Submit a written report of the Third Vice President's activities to the membership at the Annual Retreat or Summer Formation Meeting.

Section 5. The Recording Secretary shall:

- (a) Be responsible for written record of the proceeding of regular meetings, and special meetings of the Section and Executive Board,
- (b) Maintain accurate minutes of all meetings of the Section and provide a copy of the minutes to the President and to the Executive Board,
- (c) Keep accurate minutes of the meetings of the Executive Board, including the recommendations and actions of the Executive Board and the minutes of the Annual Retreat,
- (d) File all Section documents, which shall be maintained for a period of at least five years,
- (e) Work with the Second Vice President on maintaining the accurate attendance record,
- (f) Submit a written report of the Recording Secretary's activities to the membership at the Annual Retreat or Summer Formation Meeting.

Section 6. The Treasurer shall:

- (a) Be responsible for the receipt of all monies transmitted to the Section,
- (b) Deposit or cause to be deposited in such bank (s) or other financial institution (s) as determined by the Executive Board, all monies received by the Section's Financial Secretary,
- (c) produce or cause to be produced all records of monies received and expended upon the request of the National NCNW, the President, Executive Board or the Membership,
- (d) Provide a monthly financial report to the Section, provide all necessary information to the Financial secretary for the production of required financial reports,
- (e) Be the required authorized cosigner: one of two signatures on all checks with Section President on all checks issued by the Section President,
- (f) Pay all bills/invoices authorized/approved by the established voucher process,
- (g) Provide all necessary information to the Financial secretary for the production of required financial reports,
- (h) Send membership dues, applications upon receipt,
- (i) Submit Fair Share and other financial documents to the National Headquarters, when due,
- (j) Provide a monthly financial report to the Section,
- (k) Furnish books, records and all supporting documents for internal and external audits,
- (l) Work with Budget and/or Finance Chair and Financial Secretary on Section's Budget,
- (m) Prepare and submit in February of each year IRS Form 990 and submit copies of submittal to Section President and Financial Secretary,
- (n) Arrange audit during office transition,
- (o) Be bonded.

Section 7. The Financial Secretary shall:

- (a) Be responsible for collecting and reporting all finances of the Section,
- (b) Continue the process of collecting funds, issue receipts, use the voucher system for reimbursements,
- (c) Review voucher requests for fund availability using the approved budget,
- (d) Turn over to the Treasurer all monies received by the Section in the agreeable time,
- (e) Document and account the amount submitted to Treasurer,
- (f) Maintain accurate financial records and submit a monthly report to the section,
- (g) Furnishes, books, records and all supporting documents for internal and external audits,
- (h) Be bonded.

Section 8. The Corresponding Secretary shall:

- (a) Assume responsibility for the official correspondence of the Section via the United States Postal Service and/or Electronically,
- (b) Notify and provide information to the Section members about changes in scheduled meetings or any activities,
- (c) File all payments, invoices, vouchers, and correspondence of the Section,
- (d) Provide oversight responsibility for the Section's newsletter.

**Article VII
Duties of Appointed Officers**

Section 1. The Historian shall:

- (a) Obtain history of NCNW, supplemented by copies of printed material published by NCNW. They shall collect still and moving pictures and recordings of NCNW's work and accomplishments and of its participation in activities related to its interest,
- (b) Compile or cause to be compiled a complete history of the Section, supplemented by copies of printed material published by National,
- (c) Collect still and moving pictures and recordings of the Section's work and accomplishments and of its participation in activities which relate to its interests,
- (d) Be responsible for the preservation of this material by the best methods currently in use.

Section 2. The Parliamentarian shall interpret the rules of the Section to the membership and the Executive Board, according to the National and Section Bylaws and Robert's Rules of Order.

Section 3. The Chaplain shall pursuant to the request of the presiding official; the Chaplain shall recite or lead invocations and benedictions at the opening and closing of Section meetings or other events and meetings of the Section.

Section 4. The Assistant Recording Secretary shall:

- (a) In the event of the absence or impending absence of the Recording Secretary the Assistant Recording Secretary shall assume all duties of the Recording Secretary,
- (b) Be responsible for all of the tasks for written record of the proceeding of regular meetings, and special meetings of the Section and Executive Board,
- (c) Maintain accurate minutes of all meetings of the Section and provide a copy of the minutes to the President and to the Executive Board,
- (d) Keep accurate minutes of the meetings of the Executive Board, including the recommendations and actions of the Executive Board and the minutes of the Annual Retreat,
- (e) File all Section documents, which shall be maintained for a period of at least five years,
- (f) Work with the Second Vice President on maintaining the accurate attendance record,
- (g) Submit a written report of the Recording Secretary's activities to the membership at the Annual Retreat or Summer Formation Meeting.

Section 5. The Nominating Committee shall:

- (a) Propose a slate of nominees for election the following term,
- (b) Vet the qualifications of the members, using the information provided by the Second Vice President and Recording Secretary,

- (c) Ensure the member desiring to run for an office is an Active member. An active member is defined as a being financial for the current and ensuing fiscal year (if applicable) and have attended 50% of the Section Business meetings during the current fiscal year,
- (d) Present the slate of officers that have been vetted at the April Section Business meeting. Nominations from the floor at this meeting are conditional; pending the vetting process,
- (e) Close the slate at the April Section Business meeting. No more nominations will be accepted,
- (f) May run for an office, but immediately must be recused from the Nominating Committee,
- (g) Submit to the Elections Chair, the slate after vetting each member listed as a candidate for the offices to vote on,
- (h) Shall not participate as members of the Election Committee. This includes the chair,
- (i) Terminate their positions, until the next election.

Article VII Voting and Elections

- Section 1. All officers shall be elected by ballot for a term of two years and may be re-elected for one consecutive term of two (2) years in the same office.
- Section 2. No officer shall serve in the same office for more than two (2) consecutive terms or a total of four (4) years.
- Section 3. Until their successor has been elected, officers may serve more than four (4) years.
- Section 4. Nominations will be announced at the Section's April Business Meeting and closed.
- Section 5. Officers shall be elected in May. Elected officers shall assume office September 1st of the same year.
- Section 6. Election shall be by ballot; a simple majority vote shall elect.
- Section 7. Any member who is currently in good financial shall be eligible to hold office in the Section.
- Section 8. In order to vote, a Section member must be in good standing with the National Office and the Section.
- Section 9. Elected officers shall be:
 - President,
 - First Vice President,
 - Second Vice President,
 - Third Vice President (age 25-39),
 - Recording Secretary,
 - Treasurer,
 - Financial Secretary and
 - Corresponding Secretary

Article VIII
Vacancy of Elected Offices or Elected Committee Members

- Section 1. A vacancy of an elected office position(s) shall be filled by a special election at the Business meeting following the announcement of the vacancy.
- Section 2. If no one is elected, the president shall make an appointment to fill an officer vacancy with a temporary appointee(s).
- Section 3. The First Vice President shall automatically fill a vacancy in the office of the President for the remainder of the term.
- Section 4. The Executive Board may elect the office of the President if the four (4) year consecutive term has expired and the position has not been filled.

Article IX
Section Meetings

- Section 1. **Business Meetings** of the Section shall be held the second Monday of each month during September to June, unless otherwise ordered by the Section.
- Section 2. **Special Meetings.** Special meetings may be called by the President or by the Executive Board or by the written request of five members of the Section. The purpose of the meeting shall be stated in the call, notice shall be sent to all members at least 3 days before the meeting.
- Section 3. **Quorum.** The attendance to transact business shall consist of 15 financial members to constitute a quorum at a regular Section Meeting.
- Section 4. **Electronic Meetings.** All committees and subcommittees shall be authorized to meet by telephone conference or through other electronic communications media so long as all the members can simultaneously hear each other and participate during the meeting.

Article X
Executive Board

- Section 1. The Executive Board shall consist of the officers of the Section and the chairs of all Standing and Special Committees. All past Section Presidents shall be ex-officio members of the Executive Board.
- Section 2. Executive Board meeting shall be held the one week before the monthly Section Meeting, from September 1 until June 30. If Monday is a holiday, the Section President shall determine the rescheduled meeting date and time, before the Section Meeting.
- Section 3. A majority of the Executive Board shall constitute a quorum.
- Section 4. The Executive Board shall act in the interim between Section meetings and execute the affairs of the Section.

- Section 5. The Executive Board shall appoint a sub-committee to consider and report to the full Board in all grievances.
- Section 6. The Executive Board shall consider all violations of NCNW policy by members and recommend to the Section appropriate action thereon.
- Section 7. Members of the Executive Board that has missed three (3) consecutive meetings, shall be contacted by the Executive Board to discuss her availability to carry out the duties of her office.
- Section 8. Chairs of the standing or special committees will attend Executive Board meetings. Section members may attend Executive Board meetings at the approval of the President.

Article XI Committees

- Section 1. **The Standing Committees shall be:** Audit, Bethune Height Recognition Program, Bylaws, Cheerio, Community Service Program, Education, Elections, Finance, Health and Nutrition, Membership, Publicity, and Ways and Means shall:
- (a) Make regular reports to the Executive Board and an Annual Report to the membership on the work of the Committee,
 - (b) Submit a detailed budget for the year's activities to the finance committee no later than the first Saturday in August.
- Section 2. The duties of the **Audit Committee** shall:
- (a) Consist of 3 to 5 members (excluding the Financial Secretary and Treasurer),
 - (b) Have members with some knowledge of the section's financial operations,
 - (c) Review the section's records quarterly and submit a written report of its findings to Executive Board (including procedural weakness),
 - (d) Review and propose internal controls,
 - (e) Ensure that corrections are made in a timely manner,
 - (f) Ensure presence of expenditure documentation (receipts, invoices, vouchers, and any other accounts),
 - (g) Ensure adherence to separation of fiduciary responsibilities,
 - (h) Ensure adherence to budget line items,
 - (i) Ensure that revenues are collected and properly accounted,
 - (j) Ensure that assets are safeguarded,
 - (k) Ensure that adequate audit trail is provided,
 - (l) Conduct an annual internal audit and make recommendation for an external audit as needed,
 - (m) Conduct special audits at the direction of the Executive Board. The Executive Board shall notify the committee members in writing with a reason for the audit prior to the start of the audit
- Section 3. The duties of the **Bethune Height Recognition (BHR) Program Committee** shall:
- (a) Be appointed by the President as representative(s) for NoVA Section at the BHR meetings,
 - (b) Report back to the Executive Board and the Section with the details of the upcoming BHR events,
 - (c) Provide the budget for the ensuing year and at a minimum include the cost for an ad in the BHR souvenir journal,

- (d) Encourage section members to become NCNW Life Members, Legacy Life Members and Achievers.

Section 4. The duties of the **Bylaws Committee** shall:

- (a) Be chaired by the Parliamentarian,
- (b) Review and update the Section's Bylaws every two years or at the request of the Executive Board or as directed by Headquarters,
- (c) Receive notice of vote to change and the requested change(s) of the Bylaws at an upcoming Section Meeting from the President,

Section 5. The duties of the **Cheerio Committee** shall:

- (a) Receive oversight from the Chaplain.
- (b) Be responsible for establishing supplemental guidelines putting forth the criteria for the actual handling of the matters shown below:
 1. Death
 2. Illness
 3. Births, adoptions, retirements, and achievements
 4. Recognition of outgoing and incoming officers
 5. Section meeting refreshments
 6. Coordinating special events

Section 6. The duties of the **Community Service Program Committee** shall:

- (a) Receive oversight from the First Vice President
- (b) Implement community outreach programs approved by the Section, with focus on the following areas:
 1. Alexandria
 2. Arlington
 3. Fairfax
 4. Falls Church
- (c) Inform the Section of special social concerns within the community,
- (d) Represent the Section at community meetings where appropriate.

Section 7. The duties of the **Education Committee** shall:

- (a) Monitor and keep the membership abreast of education issues that affect the community,
- (b) Inform the Section and public of programs that stimulate intellectual growth and promote diverse cultural activities,
- (c) Assist other community groups in education programs as assigned by the Section,
- (d) Attend community meetings, school board meetings, and any meeting pertaining to educational issues,
- (e) Obtain information about financial resources for higher education and assist students in using those resources.

Section 8. The duties of the **Elections Committee** shall:

- (a) Develop and announce the process of voting prior to and at the Section's May Business Meeting,
- (b) Receive the slate from the Nominating Chair after the Section's April Business Meeting and prepare the ballots,
- (c) Organize the ballot provided in order of positions and the names in alphabetical order,
- (d) Present the ballot to the Parliamentarian, prior to the Section's May Business Meeting for review. If the nominee is on the ballot for an elected office the ballot will be given to a Past President for review,

- (e) Provide a designated area for voting and the counting of ballots,
- (f) Positions of Elections Committee are terminated,
- (g) Maintain and have the list of members eligible to vote, as provided by the Second Vice President,
- (h) Members listed will either sign or initial next to their name in order to receive a ballot
- (i) Report the results during the Section's May Business Meeting,

Section 9. The duties of the **Finance Committee** shall:

- (a) Obtain information from the National Office regarding the Section's "Fair Share" quota,
- (b) Be Co-Chaired by the Treasurer and Financial Secretary,
- (c) Study the budgets from previous years and make recommendations based on previous budgets and current needs,
- (d) Present a proposed budget to the Executive Board, and upon approval, present the same to the Section first Section meeting in September,
- (e) Provide budget request forms to be completed by each committee chair and/or officer, beginning in April. This is to be completed by the current chair/officer and may be amended by the new chair/officer,
- (f) Make regular reports to the Executive Board and an Annual Report to the membership on the work of the Committee.

Section 10. The duties of the **Health and Nutrition Committee** shall:

- (a) Provide health and healthcare awareness topics of discussion for the membership as a whole,
- (b) Keep the membership updated with the healthcare seminars and other pertinent health information affecting our communities.

Section 11. The duties of the **Membership Committee** shall:

- (a) Receive oversight from the Second Vice President,
- (b) Receive all applications for membership,
- (c) Take the roll at Section meetings and contact members absent for three (3) consecutive meetings.
- (d) Maintain membership quotas,
- (e) Make regular reports to the Executive Board and an Annual Report to the membership on the work of the Committee,
- (f) Maintain the section roster and distribute it to all Section members,
- (g) Obtain copies of the Bylaws from the Parliamentarian and distribute them to new members,
- (h) Submit a detailed budget for this year's activities to the Finance Committee no later than the first Saturday in August.

Section 13. The duties of the **Ways and Means Committee** shall:

- (a) Receive guidance from the Section President as to the goals of the Section,
- (b) Ascertain for the Finance Committee the financial need for the ensuing year,
- (c) Meet to formulate the ideas and propose fund raising activities for the purpose of achieving the financial needs of the Section,
- (d) Present such ideas to the Executive Board first and once approval is met, present the ideas to the Section.

Section 14. **Special committees** may be appointed by the President with the approval of the Section.

Article XI
Parliamentary Authority

Section 1. The current edition of Robert's Rules of Order shall be the authority on matters not covered in these Bylaws.

Article XII
Amendment of Bylaws

Section 1. The Section Bylaws may be amended at any regular meeting by a two-thirds (2/3) of a vote of the members present and voting, provided notice has been sent with the call to the meeting.

Article XIII
Dissolution

Section 1. The National office shall approve the dissolution of the Section prior to any vote by the Section members or other actions.

Section 2. The Northern Virginia (NoVA) Section National Council of Negro Women, Incorporated operates under the Internal Revenue Service (IRS) code governing 501(C)(3) entities, therefore a Resolution to dissolve the Section shall approved by the Section's Executive Committee.

Section 3. The Resolution to dissolve the Section and official notice of the meeting at which the vote is to occur shall be sent to all members who are eligible to vote at least forty-five (45) days prior to the vote.

Section 4. The Resolution to Dissolve the Section shall be by two-thirds (2/3) vote of members present who are entitled to vote.

Section 5. The Section shall be dissolved in accordance with all applicable local, state and/or federal regulations.

Section 6. All Section debts or liabilities shall be retired prior to dissolution.

Section 7. The official legal Notice of Dissolution, all Section property, historical records and/or remaining cash balances shall be surrendered to the National Council of Negro Women, Incorporated.

Approved By: _____
Section President

Date

Approved By: _____
Section Bylaws Committee Chair

Date

Approved By: _____
Parliamentarian

Date

PEN AND INK CHANGES

Article/Section#	Proposed Change	Purpose	Date