

Riverside Section National Council of Negro Women

BYLAWS

Article I

Section 1. The name of this organization shall be the Riverside Section, National Council of Negro Women, Incorporated.

Article II Purposes

- Section 1. To promote and support the National Program of the National Council of Negro Women (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. The Riverside Section, hereinafter referred as “the Section” shall serve the geographic area encompassing Riverside County.

Article III Membership

- Section 1. 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 financially current with the National Office.
- Section 4. Men who join the Section are Associate Members.
- Section 5. Youth ages 12-18 (middle or high school), organized by the Section.

**Article IV
Fees and Dues**

- Section 1. The annual dues for the Section shall be seventy-five dollars (\$75.00).
- 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 - ages 25 - 39), Recording Secretary, Treasurer, Financial Secretary and Corresponding Secretary.
- Section 2. Appointed officers shall be Assistant Recording Secretary, Historian, Parliamentarian, and Chaplain.

**Article VI
Duties of Officers**

Section 1. President

- Supervises the work of the Section and serves as the liaison between the National Headquarters Office and the Section
- Appoints Chairpersons of all Committees and appointed officers
- Officially represents the Section
- Ensures that all National and local NCNW policies, regulations and procedures are followed
- Presides at all meetings of the membership and the Executive Committee
- Serves as ex-officio member of all committees except the Nominating Committee
- Prepares and presents a quarterly report of the Section's progress
- Enforces, with the Executive Committee, the NCNW and Section Bylaws
- Co-signs, with the Treasurer, checks issued against the Section's Financial accounts according to the Section Bylaws
- Secures bonding if deemed necessary based on the Section needs and/or requirements

Section 2 - First Vice President

- Assumes the responsibilities of the President in her absence
- Chairs, develops and supervises the implementation Section programs and activities

Section 3 - Second Vice President

- Chairs the Membership Committee
- Supervises the Sections membership recruitment, retention and reclamation activities
- Works with the National Member Services Office to ensure that membership enrollment forms and payments are promptly transmitted
- Reconciles the quarterly Section membership roster printout and sends changes and revisions to the National Member Services Office
- Notifies NCNW National Membership Services Offices of change of address, transfers, or deaths of members.

Section 4 - Third Vice President

- Encourages, recruits, and focuses on the participation of young women between the ages of 25 and 39
- Develops programs and for the growth and leadership of young Section members.

Section 5 - Recording Secretary

- Records the proceedings of all Section meetings
- Maintains accurate minutes of the proceedings of the Section and Executive Committee meetings in a permanent record which will be made available upon request of the Executive Committee or General Membership

Section 6 - Assistant Recording Secretary

- Provides assistance to the Recording Secretary.

Section 7 - Corresponding Secretary

- Issues all calls or notices of Section meetings
- Writes letters as designated by the President or Executive Committee

Section 8 - Financial Secretary

- Records the cash receipts and disbursements
- Receives and issues pre-numbered receipts for all monies received by the Section
- Maintains financial records, prepares monthly reports
- Assists in preparing the end of the fiscal year Internal Revenue Service and Annual Section reports
- Furnishes books, records, and all supporting documents for internal and external audit

- Accounts for and transfers all monies received to the Treasurer
- Records all receipts and disbursements on the proper books of account
- Prepares annual fiscal year report, October 1st through September 30th.
- The Financial Secretary shall be bonded

Section 9 - Treasurer

- Receives monthly bank statements and reconciles the same
- Deposits Section funds in the bank within 24-48 hours, upon receipt from the Financial Secretary
- Issues checks for payment upon proper documentation and approval
- Co-signs, with Section President, all checks issued by the Section
- Participates in providing documents for internal or external audits
- Prepares draft Section budget for approval by the October Section Meeting
- Safeguards and manages the Section's financial assets
- Supervises the recordkeeping; prepares for financial statements; and files all tax returns and federal reports as required by the NCNW National Headquarters Office
- The Treasurer shall be bonded.

Section 10 - Parliamentarian

- Advises the President and membership when requested
- Ensure the Section business is conducted according to the NCNW and Section governing documents

Section 11 - Chaplain

- Draws upon spiritual resources to enhance creative relationships and meaning in the work of the Section.

Section 12 - Historian

- Compiles and preserves a history of the Section with pictures and other materials of the Section's work and accomplishments
- Maintains the current official records and documents of the Section
- Preserves the Section's history using the best methods currently in use.
- Presents a summary of the year's activities at the September meeting

**Article VII
Voting and Elections**

- Section 1. All officers shall be elected by ballot for a term of two (2) 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. Officers shall be elected in May.
- Section 4. Election shall be by ballot, a majority vote shall elect.
- Section 5. Any member who is currently financial shall be eligible to hold office in the Section
- Section 6. In order to vote, a Section member must be in good standing with the National Office and the Section.

**Article VIII
Meetings**

- Section 1. **Regular meetings** of the Section shall be held the fourth Thursday of the month unless otherwise ordered.
- Section 2. **Special Meetings.** Special meetings may be called by the President or by the Executive Committee and may be called upon the written request of five (5) members of the Section. The purpose of the meeting shall be stated in the call, which shall be sent to all members at least seven (7) days before the meeting.
- Section 3. **Quorum.** Twelve (12) Members shall 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 IX
Executive Committee**

- Section 1. The Executive Committee shall consist of the officers of the Section and the chairs of all Standing Committees.
- Section 2. Executive Committee meetings shall be held the fourth (4th) Thursday of each month.
- Section 3. A majority of the Executive Committee shall constitute a quorum.
- Section 4. The Executive Committee shall act in the interim between Section meetings and execute the affairs of the Section.
- Section 5. The Executive Committee shall appoint a sub-committee to consider and report to the full committee on all grievances.
- Section 6. The Executive Committee shall consider all violations of NCNW policy by members and recommend to the Section appropriate action thereon.
- Section 7. A member of the Executive Committee who fails to attend at least 9 meetings of the Executive Committee during the year (12 month period) shall automatically forfeit such office.

**Article X
Committees**

- Section 1. The Standing Committees shall be: Bylaws, Finance, Program, Membership, Audit, and Ways and Means.
- Section 2. Special committees may be appointed by the President with the approval of the Section.
- Section 3. The Bylaws Committee shall; write, review and make recommendations for amendments to the Bylaws for the Riverside Section NCNW.
- Section 4. The Finance Committee shall prepare an annual budget for presentation during the September meeting for vote by the Section in October.
- Section 5. The Program Committee develops initiatives and programs that align with National and local priorities.
- Section 6. The Membership Committee is responsible for notifying Section members of membership renewals, reporting membership to National, and maintaining a

current roster of financial members. The Committee is also responsible for membership recruitment.

Section 7. The Ways and Means Committee develops the programs and events to generate revenue for the Section.

Article XI Nominating Committee

Section 1. The Nominating Committee shall be composed of five (5) members. They shall be elected by ballot at the annual meeting held in odd years for a term of two years. The committee shall propose a slate of nominees for election the following term.

Article XII Parliamentary Authority

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

Article XIII Amendment of Bylaws

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

Article XIV Dissolution

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

Section 2. The Riverside 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 be 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: Mary D. Welch July 26, 2021
Section President Date

Approved By: Dr. Judy D. White July 27, 2021
Section Bylaws Chair Date

Approved By: [Signature] 8/9/21
National Parliamentarian Date

Approved By: [Signature] 8-11-21
National Parliamentarian Emeritus Date