

**BYLAWS**  
**DELAWARE VALLEY SECTION**  
**NATIONAL COUNCIL OF NEGRO WOMEN INCORPORATED**  
**BYLAWS**

**Article I**  
**Name**

Section 1. The name of this organization shall be the Delaware Valley 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. The Delaware Valley Section, hereinafter referred as “the Section” shall serve the geographic area encompassing, Bucks, Chester, Delaware, Montgomery, and Philadelphia Counties.

**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 financial 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 \$50.00
- 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 and Corresponding Secretary.
- Section 2. Appointed officers shall be Assistant Recording Secretary, Historian, Parliamentarian and Chaplain.

**Article VI  
Duties of Officers**

- Section 1. The President shall
1. Supervise the work of the Section and serve as the liaison between the national office and the Section;
  2. Serve as the official representative of the Section;
  3. Ensure that all policies, bylaws, and procedures are followed;
  4. Preside at all meetings of the membership and the executive committee and be responsible for the agenda at such meetings;
  5. Appoint non-elected officers and committee chairpersons subject to the approval of the Executive Committee;
  6. Appoint special committees as needed subject to the approval of the Executive Committee;
  7. Serve as ex-officio member of all committees except the nominating committee;
  8. If the President has served two terms and is outgoing, the incoming President shall represent the section at the upcoming national convention;
  9. Prepare quarterly reports stating the Section's progress;

- Section 2. The First Vice President shall
1. Assume the responsibilities of the President in her absence;
  2. Serve as the Program Committee Chair;
  3. Serve as coordinator of National and Section programs that respond to community needs; and
  4. Prepare quarterly reports in collaboration with the President on the Section's programs and progress.
- Section 3. The Second Vice President shall
1. Oversee membership recruitment, retention and reclamation activities;
  2. Serve as the Membership Committee Chair;
  3. Work with the national membership office and the membership committee to ensure that new and renewal enrollment forms and payments are promptly transmitted;
  4. Reconcile the quarterly Section membership roster and sends changes/revisions to the membership committee;
  5. Notify NCNW national member services office of changes of address, transfers and deaths;
  6. Assume the responsibilities of the 1<sup>st</sup> Vice President in her absence; and
  7. Assume the responsibilities of the President in the absence of both the President and 1<sup>st</sup> Vice President.
- Section 4. The Third Vice President shall
1. Be 39 years of age or younger to focus on engaging and recruiting young women between the ages of 25 and 39 to join and actively participate in the Section; and
  2. Serve as the Membership Committee Vice-Chair.
- Section 5. The Recording Secretary shall
1. Maintain accurate minutes of the proceedings of all regular Section meetings and special meetings in a permanent record;
  2. Maintain the current official records and documents of the Section; and
  3. Provide a copy of the monthly minutes to all members.
- Section 6. The Treasurer shall
1. Be responsible for the receipt of all monies received by the Section;
  2. Deposit Section funds in the bank upon receipt from the Financial Secretary within seven (7) business days;
  3. Issue checks for payment upon proper documentation and approval by the Executive Committee;
  4. Co-sign all checks issued by the Section upon approval by the Executive Committee;

5. Participate in all internal and external audits;
6. Serve as the Budget and Finance Committee Chair;
7. Produce records of monies received and expended within 48 hours upon the written or oral request of the President or Executive Committee;
8. Submit monthly report of income and disbursements to the Membership of the Section;
9. Prepare and submit annual fiscal year end IRS Annual Section Reporting;
10. Prepare and submit annual fiscal year end Pennsylvania Department of Revenue;
11. Maintain the section electronic accounts; and
12. Be bonded.

- Section 7. The Financial Secretary shall
1. Receive and properly receipt all funds received by the Section;
  2. Maintain financial records;
  3. Assist the Treasurer in preparing monthly reports;
  4. Assist the Treasurer in preparing the end of year fiscal Pennsylvania Department of Revenue and IRS Annual Section Reporting to be submitted when requested by the NCNW National Office;
  5. Shall be the Budget and Finance Committee Vice-Chair; and
  6. Be bonded.

- Section 8. The Corresponding Secretary shall
1. Issue calls and notices of meetings;
  2. Write such letters as designated by the President or Executive Committee;
  3. Accept all written grievances;
  4. Serve as the Vice-Chair of the Section's Social Media/Marketing Committee; and
  5. Shall review incoming letters, cards and other notices as approved by the President.

- Section 9. The Assistant Recording Secretary shall
1. Assist the Corresponding Secretary and assume the responsibility of the Corresponding Secretary in her absence.

- Section 10. The Historian shall
1. Compile and maintain properties of the Section, Section's History and printed and published National and Section documents;
  2. Keep the collections of pictures, flyers, pamphlets, posters, etc. for future use; and
  3. Be responsible for the preservation of materials using best methods available to the Section.

- Section 11. The Parliamentarian shall
1. Advise the chair and membership as requested; and

2. Serve as the Bylaws Committee Chair.

Section 12. The Chaplain shall

1. Draw upon religious resources to enhance creative relationships and meaning in the work of NCNW.

## **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. Officers shall be elected in May. Elected officers shall assume office September 1st of the same year

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 Saturday of each month unless, otherwise ordered.

Section 2. **Special Meetings.** Special meetings may be called by the President or by the Executive Committee and shall be called upon the written request of five members of the Section. The purpose of the meeting shall be stated in the call, which shall be sent to all members at least 7 days before the meeting.

Section 3. **Quorum.** 15 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 meeting shall be held the 3<sup>rd</sup> 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. Members of the Executive Committee who fail to attend at least 3 consecutive meetings of the Executive Committee during the year (12-month period) shall automatically forfeit such office. Any officer removed through this procedure shall be informed of the decision at least 15 days in advance of the decision taking effect and given an opportunity to respond.
- Section 8. The Executive Committee Member(s) shall notify the President 24-48 hours prior to the meeting of their inability to attend in person or virtually
- Section 9. If for any reason any an Executive Board Member vacates or resigns from their position the President shall appoint an interim until the next general election. Executive Board members who wish to vacate the position, whether temporarily or permanently, shall present their request in writing.

**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 duties of the Bylaws Committee shall receive and consider all proposed amendments to the Bylaws and shall be responsible for sending the notice of such proposed amendments to the membership in the manner prescribed in the Bylaws. This committee shall consist of a minimum of three (3) members and the Committee Chair shall be the Section Parliamentarian.
- Section 4. The duties of the Finance Committee shall consist of the Treasurer and Financial Secretary and any other members of the section. It shall be the responsibility of this Committee, in collaboration with the President, to submit a budget, to devise ways and means of meeting the Section's goals. The annual budget is due to the membership by the May meeting of each fiscal year for first review. Once the budget has been reviewed at the May meeting it can be summited for vote at the June meeting for approval for the next fiscal and programmatic year that starts September 1.
- Section 5. The duties of the Program Committee shall be to research, analyze and evaluate, on a continuing basis, the needs and issues affecting Black women and the communities for which the section serves. The Chair of the Committee shall be the 1<sup>st</sup> Vice president. All programs that are coordinated must go through this Committee, and fundraising initiatives reviewed and approved by the Budget and Finance Committee.
- Section 6. The duties of the Membership Committee shall be to consist of a minimum of four (4) members. The Chair of the Committee shall be the 2<sup>nd</sup> Vice President and the Vice-Chair shall be the 3<sup>rd</sup> Vice President. The Committee shall develop initiatives to recruit, retain and reclaim members at all levels of NCNW.
- Section 7. The duties of the Ways and Means Committee shall be to review and make recommendations to the executive Committee and or section members of raising revenue for the Section. The Chair of the Committee shall be the Treasurer and the Vice-Chair shall be the Financial Secretary.
- Section 8. The duties of the Audit Committee shall be to audit the Section's financial records within 45 days after the end of the fiscal year and/or at the request of the Executive Committee or as instructed by majority vote of the Section members at a regular meeting.

**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 Section prior to any vote by the Section members or other actions.

Section 2. The Delaware Valley 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: Justin M. Jefferson 8-1-2020  
Section President Date

Approved By: Michelle Khat 8-1-2020  
Section Bylaws Chair Date

Approved By: Tia L. McLeod APRR 8-11-20  
National Parliamentarian Date