

**Inland Empire Section
National Council of Negro Women, Inc.
Bylaws**



April 2018
(Revised June 2020)

ARTICLE I

Inland Empire Section National Council of Negro Women

The name of this organization shall be the Inland Empire Section, National Council of Negro Women, Incorporated. Hereinafter referred to as "IE NCNW."

ARTICLE II

Purpose

The purpose of the IE NCNW is to:

Promote unity and partnership throughout the IE NCNW and its Affiliates to reduce duplication of efforts so that our shared resources can produce more successful outcomes, especially in matters concerning women and the educational, cultural, economic, social, and spiritual life in the Inland Empire; as such efforts so align with the NCNW's national policies and programs.

- Recruit members committed to achieving the goals of the IE NCNW and assuring its future growth and sustainability.
- Support its membership by fostering a creative, encouraging social culture that provides training and mentoring opportunities, including leadership skill development, to increase IE NCNW's visibility in and service to the community as well as its image as an innovative, efficient, and effective volunteer organization.

ARTICLE III

Membership

Section 1 Membership

Membership is open to all residents in the Inland Empire, neighboring cities, and Southern California Area NCNW (SCA NCNW) members in good standing.

Membership requires maintaining annual dues, and encourages active participation in various Section activities.

ARTICLE IV
Officers

Section 1 Inland Empire Section Officers

- A. The officers of the IE NCNW shall consist of President, 1st Vice President, 2nd Vice President, 3rd Vice President (a position designated for a young adult between the ages of 25 and 39 years), Recording Secretary, Corresponding Secretary, Financial Secretary, Parliamentarian, and Treasurer shall be elected by the members of IE NCNW. Historian and Chaplain are both positions appointed by the Chair. This will be deemed the Executive Board.

Section 2 Term of Office

- A. The officers of the IE NCNW should be elected by a majority vote of the membership for a term of two (2) years. No IE NCNW officer may serve more than three (3) consecutive terms in one elected position.

Section 3 Duties of Officers and Chair

- A. It shall be the duties of the President to:
1. Perform such duties as directed by National.
 2. Appoint standing committees and such other committees as are necessary for the implementation of the organization's program.
 3. Enforce compliance of National and IE NCNW bylaws.
 4. Serve as the spokesperson for the IE NCNW.
 5. Perform such ceremonies as may be necessary for IE NCNW.
 6. Work with local organizations and affiliates to maintain cooperative relationships.
 7. Conduct the Executive Board meetings and IE NCNW general membership meetings.
 8. Act as an ex-officio member of all IE NCNW committees.
 9. Approve and sign all vouchers presented by the Treasurer for the payment of all bills.
 10. Is authorized to spend up to a stipulated amount for IE NCNW business transactions.
 11. She shall require all committees to function and secure a written report of their activities.
 12. Shall appoint title positions, as deemed necessary to execute the Section's mission and goals, with majority approval by the general body.

- B. 1st Vice President (Programs). It shall be the duties of the 1st Vice President to:
1. Serve as a member of the Executive Board and perform duties assigned by the President.
 2. Serve as the chair of Programs.
 3. Perform duties in the absence of the President
 4. Should President vacate seat during term, 1st Vice President will fill the responsibilities until term ends.
- C. 2nd Vice President (Membership). It shall be the duties of the 2nd Vice President to:
1. Serve as a member of the Executive Board and perform duties assigned by the President
 2. Oversee membership, renewal, recruitment, including affiliates.
- D. Recording Secretary. It shall be the duties of the Recording Secretary to:
1. Record the proceedings of the IE NCNW regular meetings and special meetings of the Section.
 2. Forward to the membership a copy of the minutes of IE NCNW regular or special meetings.
 3. Maintain all minutes (including corrected versions) and present such bound copies (via hard copy or electronic means) on an annual basis for filing.
- E. Corresponding Secretary. It shall be the duties of the Corresponding Secretary to:
1. Assist the Recording Secretary and assume the responsibility of the Recording Secretary in her absence.
 2. Notify members of the meetings.
 3. Send out correspondence to the members. (for example National emails, all announcements, etc.)
 4. Work closely with the Membership Chair to keep an updated membership roster.
- F. Treasurer. It shall be the duties of the Treasurer to:
1. Be responsible for the receipt of all money transmitted to IE NCNW;
 2. Deposit all monies received by the IE NCNW into designated bank account(s) within 48 hours.
 3. Pay upon receipt warrants signed by the President.
 4. Keep and itemized report of all monies received and disbursed, and provide a financial report at each regular membership meeting.
 5. Submit all financial documents to the auditor at the end of the fiscal year.

G. Financial Secretary. It shall be the duties of the Financial Secretary to:

1. Financial Secretary shall give a receipt for all monies received for the Council and turn funds over to the Treasurer for deposit in the Council's bank account within 48 hours.
2. Keep an accurate record of all receipts and payment authorizations for the treasurer's financial records; collect and keep accurate records.
3. Provides monthly written summary of financial reports.
4. Maintains current alphabetical list of all financial members.
5. Perform other duties as may be assigned.
6. Serves as a member of the Executive Board.

*To be a candidate for Financial Secretary a candidate shall certify that she has not been sanctioned (1) legally or (2) internally by another organization for misappropriation of funds.

H. Historian. It shall be the duties of the Historian to:

1. Ensure that all records, archives, and memorabilia are stored in a secure area approved and identified by the IE NCNW.

I. Parliamentarian. It shall be the duties of the Parliamentarian to:

1. Interpret for the rules governing the transaction of business of the IE NCNW for Presiding Officers, the membership of the IE NCNW, and members of the Executive Board.

J. Chaplain. The Chaplain shall draw upon religious resources to enhance creative relationships and meaning in the work of the IE NCNW.

Section 4 Vacancies

A. With direction from the IE NCNW membership the President shall fill a vacancy in any office for the unexpired term.

ARTICLE V
Meetings

Section 1 Inland Empire Section NCNW

- A. There shall be regular IE NCNW meetings of the full membership every fourth Monday of each month.
- B. IE NCNW is entitled to send up to five (5) qualified voting members to the SCA-NCNW meetings.
- C. The IE NCNW shall meet no less than ten (10) times each year.
- D. Electronic Meetings. The IE NCNW and special committees are authorized to meet by telephone or web conference.
- E. The IE NCNW is entitled to send (2) delegates to the National Convention.

Section 2 Quorum

The Quorum of the IE NCNW shall consist of no less than twelve (12) Section members being present, of which three (3) members should (or must) be Executive Board members.

ARTICLE VI
Executive Officers

Section 1 The Officers of the IE NCNW shall consist of the President, and Officers of IE NCNW.

Section 2 The Executive Committee of the SCA-NCNW shall consist of Section President, 1st Vice President, 2nd Vice President, Recording Secretary, Corresponding Secretary, and Treasurer.

ARTICLE VII
Committees

The Standing Committees shall be:

Section 1 *The Executive Board* shall consist of six (6) officers. It shall be responsible for notifying of meeting notices, set agenda for regular general membership meetings, take action in between meetings, authorize to approve expenditures.

Section 2 *The Program Committee* shall be chaired by the 1st Vice President and shall consist of six (6) IE NCNW members.

The Program Committee initiatives must align with National's priorities. The following committees are under the general Program Committee:

1. Legislative Committee
2. Health & Safety Committee
3. Cultural Arts Committee

Section 3 *The Membership Committee* shall be chaired by the 2nd Vice President. Shall consist of three (3) to five (5) IE NCNW members.

The Membership Committee is responsible for notifying member of membership renewals, reporting membership to National, maintaining a current roster of financial members. The Committee is also responsible for membership recruitment.

Section 4 *The Finance Committee* shall be chaired by the Treasurer, shall consist of three (3) to five (5) IE NCNW officers.

The Finance Committee responsibilities is to receive and deposit funds within forty-eight (48) hours of receipt. Provide a written report at regular monthly general membership meetings; and prepare financial records for annual audit for federal, state, and local reports.

The Ad Hoc Committees shall be:

Section 1 *The Nominating & Bylaws Committee* shall be assembled and utilized as needed. Their membership shall be selected by the President and the Executive Board the presented to the IE NCNW membership for approval.

ARTICLE VIII

Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised (RONR) shall govern IE NCNW in all cases to which they are applicable. They shall not abridge National bylaws.

ARTICLE X
Amendment of Bylaws

They shall be subject to a ten (10) day review by the IE NCNW membership and after the designated review period, voted on at the subsequent general membership meeting.

These bylaws may be amended by the IE NCNW with a two-thirds vote of the members present and voting.

ARTICLE XI
Dissolution

Upon termination or dissolution of the Inland Empire Section, National Council of Negro Women any assets lawfully available for distribution shall be distributed to each IE Section member in good standing with IE NCNW and National NCNW, Inc.

Section A Policies

1. IE NCNW may affiliate with national and international organizations whose goals are in harmony with NCNW purposes. See NCNW, Inc. list of affiliates.
2. No individual or group may solicit funds or raise monies in the name of IE NCNW, without authorization of the IE NCNW Executive Board.
3. In all publications issued by community-based sections, the exact wording of official documents in use shall be employed. In giving purposes of IE NCNW, the purposes as outlined in the Bylaws shall be used and may not be modified, altered or changed. All official stationary shall bear the name of the Founder, President Emerita, and the National Chair.
4. No member may use or involve the name or the organization of Inland Empire Section NCNW or National NCNW, Inc., in partisan political activity of any nature.

Section B Qualifications for Office and Good Standing

- Demonstrated commitment to SCA-NCNW mission;
- Be a Section member in good standing.
- Understands and is committed to IE NCNW's and NCNW's National goals and can take a broad view beyond their own Section;
- Gives of her time, talent and financial support to advance IE NCNW's mission and ongoing operations;
- Takes responsibility for IE NCNW future direction and performance;
- Accepts that she may have some travel at her own expense;
- Possesses significant leadership skill experience that will help IE NCNW fulfill its mission.

- Has experience and a positive, track record leading major change or transformation in the community, or for an organization or institution;
- Has a proven track record relative to soliciting or attracting resources (money, in-kind gifts, etc.) on behalf of an organization or institution (e.g. college, non-profit, religious institution); and
- Has strong functional skills in a critical area (e.g. Finance, Fundraising, Marketing, Research)

STANDING RULES

1. All IE NCNW members must be in good financial standing with National NCNW.
2. IE NCNW members shall attend leadership training session(s) for Officers, committee chairs and other chairs as needed.
3. Printed and electronic information distributed shall be dated with the month and year.