



ncnw

san gabriel valley section



Bylaws

**San Gabriel Valley Section
The National Council of Negro Women, Inc.**

P.O. Box 413

Walnut, CA 91788

909-598-5539

email sgvncnw@gmail.com

website <https://www.sgvncnw.com/>

Effective November 6, 2021

San Gabriel Valley Section
National Council of Negro Women, Inc.

BYLAWS

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**NATIONAL COUNCIL OF NEGRO
WOMEN, INC. (NCNW)**

**(The National Organization)
Organized in New York City, NY
December 5, 1935**

**SAN GABRIEL VALLEY SECTION (SGV)
Chartered in La Puente, CA June 6, 1990**

*****THE PLEDGE*****

It is our pledge to make a lasting contribution to all that is finest and best in America, to cherish and enrich her heritage of freedom and progress by working for the integration of all her people, regardless of race, creed, or national origin, into her spiritual, social, cultural, and civic life, and thus aid her to achieve the glorious destiny of a true and unfettered democracy.

*****THE LEGACY*****

I leave you love.

I leave you hope.

I leave you the challenge of developing confidence in one another.

I leave you a thirst for education.

I leave you a respect for the uses of power.

I leave you faith.

I leave you racial dignity.

I leave you a desire to live harmoniously with your fellow men.

I leave you finally a responsibility to our young people.

The masses of our young people are still underprivileged, ill housed, impoverished and victimized by discrimination.

The freedom gates are half ajar. We must pry them fully open... (for) a world of peace, progress, brotherhood, and love. *Dr. Mary McLeod Bethune, Founder*

**San Gabriel Valley Section
National Council of Negro Women, Inc.
(SGV-NCNW)**

SGV-NCNW MISSION

The San Gabriel Valley Section of the National Council of Negro Women, Inc. is a volunteer service organization. Our mission is to educate, empower, and advocate for women of African descent, their families, and the communities we serve.

VISION STATEMENT

SGV-NCNW is committed to serving the community. We will sponsor and support programs that provide human care, health, and educational services to African Americans and other underserved persons. We will implement programs that reflect cultural and ethnic diversity and respond to the social needs of families. SGV-NCNW is committed to sustaining a volunteer program that maximizes our members' capacity to be loving, caring, creative, morally, and spiritually sensitive to all persons.

**BYLAWS OF
San Gabriel Valley Section
National Council of Negro Women, Inc.
(SGV-NCNW)**

**ARTICLE I
NAME AND AREA**

- Section 1. The name of this organization shall be San Gabriel Valley section, National Council of Negro Women, Inc. herein referred to as SGV-NCNW.
- Section 2. SGV-NCNW encompasses, but is not limited to, the communities of: Azusa, Baldwin Park, Covina, Diamond Bar, Hacienda Heights, La Puente, Pasadena/Altadena, Rowland Heights, Valinda, Walnut, and West Covina.

ARTICLE II PURPOSE

- Section 1. To promote and support National's programs.
- Section 2. To carry out the mission of SGV-NCNW.
- Section 3. To promote unity among women's organizations and among all women and girls in matters affecting the educational, cultural, economic, social, and spiritual life in America.
- Section 4. To provide training and experience that promotes growth and development of leadership.
- Section 5. To promote cultural awareness in our youth.
- Section 6. To work in partnership with community organizations to offer alternatives for families in conflict.
- Section 7. To promote the empowerment of women and girls in all facets of life.
- Section 8. To compile and preserve historical contributions of African American women, individually and collectively.

ARTICLE III

TYPES OF MEMBERSHIP AND FEES

SGV-NCNW section shall consist of and maintain at least thirty-five (35) members to maintain its NCNW national charter.

SGV-NCNW youth sections shall operate under the supervision of SGV-NCNW section in good standing and consist of and maintain at least ten (10) members to maintain its charter.

The Annual National Membership fee is determined by National Headquarter and covers a period of one (1) year, renewable at the beginning of each fiscal year (October 1).

As required by the National organization, SGV-NCNW section shall include an official representative of at least three (3) national affiliates. This requirement shall be maintained at all times and without any exception whatsoever.

Section Members: Section Members are individuals accepted by the section who join and renew their membership each year. The fee required for annual membership shall be determined by the section per year and shall be renewed annually at the beginning of each fiscal year (October 1).

Associate Members: Men interested in supporting the purposes and programs of National Council Negro Women, Inc. become Associates and shall pay as determined by National Headquarters annually to National Headquarters, renewable annually at the beginning of each fiscal year (October 1). Associate Members cannot hold offices in the organization at either the local or national levels, nor do they have voting rights. To be active in a section, Associate Members must pay section dues.

Student: Young women who are in secondary school or are enrolled in a program of higher education shall pay an amount determined by National Headquarters annually to National and shall be renewed annually at the beginning of each fiscal year (October 1). To be active in a section, student members must pay section dues.

Life Member: The Life Membership fee is determined by National policy

Associate Life Member: Men who desire to pledge a life-long support of the National Council of Negro Women, Inc.'s programs pay an Associate Life Membership determined by National.

Legacy Life Member: Individuals who make a very special contribution of as determined by National to support the work of the National Organization.

ARTICLE IV OFFICERS

Executive Committee shall consist of President, First Vice President, Second Vice President, Third Vice President, Treasurer, Financial Secretary, Recording Secretary, and Corresponding Secretary)

Appointed Officers are Parliamentarian, Historian, Chaplin, Resource Advisor, Youth Director, Health Director, Assistant Recording Secretary.

Executive Board shall consist of the Elected Officers, Appointed Officer and Committee Chairs.

Elections Eligibility Criteria

- Section 1. At the March General Body Meeting in an election year, a Nominating Committee shall be created and consist of (5) qualified General Body members. Members running for office may not serve on the Nominating Committee. Members of the Committee must be in good financial standing. The Nominating Committee at the April General Body Meeting shall present a slate of candidates.
- Section 2. Only members in good financial standing, whose dues are current, are eligible to vote.
- Section 3. Any member in good financial standing that has attended at least eight (8) General Body meetings during the current fiscal year and has held a prior office and/or served as chairperson of a Standing Committee shall be eligible to run for the office of President.
- Section 4. Any member in good financial standing that has attended at least six (6) General Body meetings during the current fiscal year and has actively served on a committee shall be eligible to run for all elected offices.

- Section 5. Officers shall be elected for a term of two (2) years. Officers shall not serve more than two consecutive terms in the same position.
- Section 6. Election shall be by written or electronic ballot at the May General Body Meeting and shall be tallied by the Parliamentarian.

THE PRESIDENT (Elected):

- A. Shall chair all General Body, Executive Committee and Executive Board meetings of SGV-NCNW.
- B. Shall enforce and uphold the Bylaws of the organization.
- C. Shall appoint chairpersons and/or officers as necessary, subject to approval by the Executive Committee.
- D. Shall have the power to make an interim appointment should an officer resign during her term of office, subject to approval by the Executive Committee.
- E. Shall work cooperatively with the Executive Committee in representing the programs and policies of SGV-NCNW. [The President must have prior approval by the Executive Committee and the General Body before going forward in representing SGV-NCNW.]
- F. Shall co-sign checks with the Treasurer.
- G. In an emergency, the President is authorized to spend up to **\$100** for organizational expenditures, with a valid receipt, without prior approval of the Executive Committee and/or General Body.
- H. Shall be an ex-officio member of all committees, except the Nominating Committee.
- I. Shall disseminate to the General Body all information received from National Headquarters.
- J. Shall appoint assistant officers as needed.
- K. Shall serve as the spokesperson for the section.

- L. Shall work with other organizations to maintain cooperative relationships.
- M. The President shall have the authority to establish Ad Hoc Committees to address a specific issue or conduct a specific task.

THE FIRST VICE PRESIDENT (Elected):

- A. Shall be vested with the power to perform Presidential duties in the absence of the President.
- B. Shall assume the President's power in the event the President is not upholding or abiding by the Bylaws, subject to approval by the Executive Committee and General Body.
- C. Shall be chairperson of the Programs Committee and serve as counsel on all ongoing programs, Finance and Audit Committees.

THE SECOND VICE PRESIDENT (Elected):

- A. Shall be vested with the power to perform Presidential and First Vice Presidential duties in the absence of the President and first Vice President.
- B. Shall be Chairperson of the Bylaws Committee.
- C. Shall be Chairperson of the Membership Committee and shall keep a financial record for each member of all National and Local Dues paid.
- D. Shall notify members of delinquent (90 days) dues.
- E. Shall, as a member of the Membership Committee, update the Membership Roster and notify National Headquarters of any members who should be dropped from the roll.
- F. Shall inform the President of members who are not in good financial standing.

THE THIRD VICE PRESIDENT (Elected):

- A. Shall be vested with the power to perform Presidential and First and Second Vice Presidential duties in the absence of the President and the 1st and 2nd Vice Presidents.
- B. Shall develop Youth programs and recruit young adult women from the community to become members of SGV-NCNW.
- C. Must be between the ages of 25 and 39.

THE TREASURER (Elected):

- A. Shall manage SGV-NCNW financial assets, and make sure SGV-NCNW complies with federal and state financial reporting requirements.
- B. Shall keep a record of all financial transactions and be responsible for depositing all monies received for SGV-NCNW in SGV-NCNW's bank account on a timely basis.
- C. Shall be one of the authorized check Signors, subject to approval by the Executive Committee and the General Body.
- D. Shall co-sign checks, and approve electronic funds transfer payments, subject to approval by the Executive Committee and General Body.
- E. Shall remit funds upon receipt of the proper authorized Transaction Request and/or Invoice.
- F. Shall prepare a monthly financial statement to submit at the monthly General Body Meeting.
- G. Shall conduct a monthly checking account bank reconciliation and maintain a record thereof.
- H. Shall be bonded.
- I. Shall at the expiration of her elected term of office, relinquish the permanent financial records of SGV-NCNW saved by the best methods currently in use, to her successor.

THE FINANCIAL SECRETARY (Elected):

- A. Shall be responsible for setting up the books to record receipts and disbursements.
- B. Shall receive all revenue receipts and maintain a record thereof. Shall total all revenue receipts and turn over to the Treasurer to deposit.
- C. Shall receive all checks and electronic payments for SGV-NCNW. All checks received and electronic payments must be deposited with the Treasurer.
- D. Shall keep a financial record for each member of all dues and assessments paid.
- E. Shall receive and record all monies received from committee chairpersons submitted with the proper Funds Register Form and supporting documentation.
- F. Shall keep a record of the funds available for each committee.
- G. Shall prepare a financial report to be submitted at the monthly Executive Committee meeting.
- H. Shall prepare all reports required by an independent auditor, in conjunction with the Treasurer.
- I. Shall at the expiration of her elected term of office, relinquish the permanent financial records of SGV-NCNW, saved by the best methods currently in use, to her successor.
- J. Shall be bonded.

THE RECORDING SECRETARY (Elected):

- A. Shall be responsible for keeping accurate records/minutes of the General Body and Executive Committee meetings.
- B. Shall maintain the minutes.
- C. Shall provide a printable copy of the minutes the previous meeting.
- D. Shall keep an attendance register of all members.
- E. Shall at the expiration of her elected term of office, relinquish the permanent records of SGV-NCNW, saved by the best methods currently in use, to the successor.

THE CORRESPONDING SECRETARY (Elected):

- A. Shall attend to all official incoming and outgoing correspondence and/or communications.
- B. Shall maintain file of all incoming and outgoing letters as the President or Executive Committee may designate.
- C. Shall issue all calls or notices of meetings as directed by the President.
- D. Shall at the expiration of her elected term of office, relinquish the permanent records of SGV-NCNW, saved by the best methods currently in use, to her successor.

THE HISTORIAN (Appointed):

- A. Shall be responsible for compiling a complete history of SGV-NCNW, supplemented by copies of printed material published by National. Shall collect still, videos, and recordings of SGV-NCNW work and accomplishments, and of SGV-NCNW participation in activities related to SGV-NCNW interests.
- B. Shall be responsible for the preservation of this material by utilizing the best methods currently in use.

- C. Shall provide SGV-NCNW historical information to National Headquarters, as required.
- D. Shall at the expiration of her elected term of office, relinquish the permanent records of SGV-NCNW, saved by the best methods currently in use, to her successor.

THE PARLIAMENTARIAN (Appointed):

- A. Shall keep order at all meetings, according to Roberts Rules of Order.
- B. Shall tally votes on motions and give the tally results to the President and General Body, as directed by the President.
- C. Shall provide procedural advice to the Chair and General Body, and if needed, serve as a counselor.
- D. Shall call the attention of the Chair to any error in the meeting's proceedings.

THE CHAPLAIN (Appointed):

- A. Shall conduct the religious functions of SGV-NCNW.
- B. Shall offer a brief religious and/or inspirational message at the beginning and closing of each meeting.
- C. When necessary, shall visit sick and bereaved members, and members experiencing hardships to extend support, guidance, or comfort (or designate another member of the Hospitality Committee in her absence).
- D. Shall serve on the Hospitality Committee.

THE RESOURCE ADVISOR (Appointed):

- A. Shall be the SGV-NCNW community liaison.
- B. Shall analyze the feasibility of becoming involved with other community organizations and agencies and determine if such community organizations and agencies are in accord with the mission of SGV-NCNW.
- C. Shall coordinate SGV-NCNW networking efforts.
- D. Shall work with the Public Relations Committee.
- E. Shall at the expiration of her appointed term of office, relinquish the permanent records of SGV-NCNW, saved by the best methods currently in use, to her successor.

THE ASSISTANT RECORDING SECRETARY (Appointed):

- A. Shall maintain the minutes in the absence of the Recording Secretary.

THE DIRECTOR OF THE YOUTH SECTION (Appointed):

Directs the activities and programs of the Youth Section herein after referred to as the (Young Legends), to empower these youth to develop their innate assets and leadership skills. Duties include the following:

- A. Assists the youth with learning about NCNW, its mission and programs and how they can carry on its legacy.
- B. Serves as advisory to the Youth Section and its officers.
- C. Chairs the Youth Section Coordination committee consisting of youths and adult volunteers.
- D. Chairs the Youth Section Coordination committee to plan programs, youth activities, develop yearly budgets, and recruit new youth members.

- E. Ensures that the SGV-NCNW President and Executive Board are kept informed of all youth activities.
- F. Promotes the goals and programs of NCNW and ensures youth participation as appropriate.

THE DIRECTOR OF HEALTH (Appointed):

Directs the activities and health programs to empower SGV-NCNW with knowledge and information to develop, maintain, and live healthy lifestyles. The focus is on physical, mental, and environmental health and well-being through disease prevention and health promotion.

- A. Provides leadership and direction in planning health programs.
- B. Collaborates with healthcare providers to co-ordinate seminars.
- C. Promotes the health goals and programs of SGV-NCNW.
- D. Serves as health advisor to SGV-NCNW General Body and Executive Board as appropriate.
- E. Ensures SGV-NCNW President and Executive Board are kept abreast of all health-related activities.
- F. Develops and monitors SGV-NCNW annual health budget. Determines priorities and seeks alternative source of funding.
- G. Coordinates the Fit for Life Program

ARTICLE V MEETINGS

- Section 1. General Body meetings shall be held in person or electronically on the first Saturday of each month at 9:30 A.M., unless otherwise advised.
- Section 2. Twenty percent (20%) of the membership in good financial standing shall constitute a quorum at a General Body meeting.
- Section 3. Executive Board meetings shall be held once a month, prior to the General Body meeting, at a time convenient for two-thirds of the Executive Committee members.
- Section 4. Two-thirds of the officers in attendance shall constitute a quorum at the Executive Board meetings.
- Section 5. The Executive Board shall meet as necessary relating to matters of confidentiality.
- Section 6. Special Meetings (Call Meetings). Such meetings may be called by the President or Executive Board with a ten days' notice. Only the business specified in the notice may be transacted at the meeting.

ARTICLE VI

EXECUTIVE BOARD (Board of Directors) AND EXECUTIVE COMMITTEE

- Section 1. Executive Committee**
 - A. The Executive Committee shall consist of the elected officers.
 - B. It shall have the power to call an emergency meeting to handle matters of confidentiality relating to membership and auditing.

- C. It shall consider and determine appropriate action for all grievances, including those that may be of a disciplinary nature, and shall report its findings and actions to the Executive Board and the General Body.
- D. It shall present the annual budget to the General Body for approval and acceptance.

Section 2. Executive Board

- A. The Executive Board shall consist of the elected and appointed officers, and chairpersons of all Standing Committees.
- B. It shall have the general power to administer SGV-NCNW affairs and shall report its actions to the General Body.
- C. It shall formulate plans for interpreting and carrying out the policies and programs of SGV-NCNW as adopted by the members at the National Convention and SGV-NCNW itself.
- D. It shall establish additional special committees and task forces.
- E. It shall review all Financial Reports submitted by Finance Committee.
- F. Shall ensure that the General and Accepted Accounting Principles (GAAP) are adhered to.

Section 3. Forfeiture of Office

Members of the Executive Board who fail to attend three

Executive Board meetings during the fiscal year shall forfeit their office. Members shall submit in writing a reason for such absences for the Board's consideration. If there is no written statement at the fourth meeting, the position shall be filled by an appointee selected by the President for the unexpired term of office.

Section 4. Termination and Renewal

Disruptive Members can be discipline and/or terminated for injurious behavior towards the members, section, or organization. Only the outcome from disciplinary action is shared. The hearing is confidential.

Section 5. Vacancies

A vacancy of any office shall be filled for the unexpired term by an appointment made by the President, with the approval of the Executive Board. Should the President vacate her office, the First Vice President shall take over the responsibilities of the President. The 2nd VP will assume the position of the 1st VP for the unexpired term of that office.

Section 6. Tenure

All officers shall take office on September 1st. Officers shall not serve more than four (4) years in the same office.

Section 7. Grievances

Grievances or conflict shall be addresses in accordance with the established Grievance Policy.

ARTICLE VII STANDING COMMITTEES

**There shall be seven (7) Standing Committees:
They cannot be added without a bylaw change.**

1. **Programs Committee:** The First Vice President shall chair the Programs Committee, and shall serve as counsel on all ongoing program committees
2. **Membership Committee:** The Second Vice President shall chair the Membership Committee.
3. **Finance Committee:** The Treasurer shall chair the Finance Committee. The Finance committee consists of the Chair, four (4) General Body Members and the First Vice President, as counsel. Should the need arise to take a vote on any matter; the First Vice President shall not have voting rights.
4. **Audit Committee:** The Audit Committee shall conduct an audit in October, their findings to be submitted in writing to the Executive Committee at the November Executive Committee Meeting for review. Upon review and acceptance by the Executive Committee, the Audit Committee shall submit a written report to the General Body at the December General Body Meeting.

The Audit Committee shall also be responsible for selecting an independent Auditor in the year of an election. The independent Auditor shall conduct and complete an audit, submitting its written report for review and approval by or before July 30th. A reasonable honorarium may be given to the Independent Auditor.

5. **Public Relations Committee:** The Public Relations Committee shall be responsible for media coverage of SGV-NCNW.
6. **Hospitality Committee:** The Hospitality Committee shall be responsible for sending greetings for all occasions and assisting with hosting events.

7. **Bylaws Committee:** The Second Vice President shall chair the Bylaws Committee. The Bylaws Committee shall consist of the Second Vice President and four (4) General Body members. The Bylaws Committee shall receive and consider all proposed amendments to the Bylaws. Proposed amendments are to be submitted in writing to the Executive Board for review. Upon review and acceptance by the Executive Board, the proposed amendments shall be submitted in writing to the General Body for review and acceptance. The Bylaws shall be reviewed and amended at least every two (2) years.

ARTICLE VIII FINANCE LOCAL DUES

The fiscal year of SGV-NCNW shall begin October 1st and end September 30th of each year.

SGV-NCNW Local Annual Dues shall as determined by the section. New member's dues will be prorated.

Inactive Member Status:

1. If for any reason a member has not paid local dues after 3 months from due date, the member shall be placed on in-active status.
2. If dues are not paid by the end of the fiscal year, the member is removed from the membership roster.

ARTICLE IX PARLIMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised (RONR) shall govern NCNW in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules or order NCNW may adopt. Each Section of NCNW shall adopt the parliamentary authority of NCNW.

ARTICLE X AMENDMENTS OF BYLAWS

The Bylaws may be amended at any General Body meeting by a 2/3 vote of the members present in good financial standing. A written notice of the proposed amendment must be provided to each member (21) days prior to the General Body meeting.

ARTICLE XI DISSOLUTION

When a Section becomes inactive or is declared inactive by the National Office, the Section's charter, and all official records, including bank statements and other financial records, are to be sent immediately to the National Board of Directors at the NCNW National Headquarters Office.

**San Gabriel Valley Section
National Council of Negro Women, Inc.**