



SACRAMENTO VALLEY SECTION

Bettye O. Williams, President Emeritus

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NATIONAL COUNCIL OF NEGRO WOMEN, INC.

Dr. Mary McLeod Bethune, Founder

Ingrid Sanders Jones, Chair of Board of Directors

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www.ncnw.org

By-Laws

THE PLEDGE

“It is our pledge to make a lasting contribution to all that is finest and best in America, so that her heritage of freedom and progress will be infinitely enriched by the integration of all the people regardless of race, creed, or national origin, into the economic, social cultural, civic and political life of their country and thus achieve the glorious destiny of a true and unfettered democracy.”

THE LEGACY

By Dr. Mary McLeod Bethune

- 1. I leave you love.**
- 2. I leave you hope.**
- 3. I leave you the challenge of developing confidence in one another.**
- 4. I leave you a thirst for education.**
- 5. I leave you a respect for the use of power**
- 6. I leave you faith.**
- 7. I leave you racial dignity.**
- 8. I leave you a desire to live harmoniously with your fellow man.**
- 9. I leave you, finally, a responsibility to our young people...the masses of our 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.**

BY-LAWS

OF THE

SACRAMENTO VALLEY SECTION

NATIONAL COUNCIL OF NEGRO WOMEN, INC.

ARTICLE I

NAME

Section 1. The name of this organization shall be the Sacramento Valley Section (SVS) of the National Council of Negro Women, Inc., (NCNW), hereinafter referred to as “The Section”.

ARTICLE II

PURPOSE

The Section exists exclusively for educational and charitable purposes and to promote and to support the local and national programs of the NCNW as set fort in these bylaws.

The mission of the National Council of Negro Women, Inc. is to advance opportunities and improve the quality of life for African American women, their families and communities. NCNW fulfills this mission through research, advocacy, national and community-based services and programs in the United States of America and African countries.

NCNW has been a tax exempt 501(c)(3) organization Since December 1, 1965 by **Dr. Dorothy I. Height. Sacramento Valley on July 21, 1998 By Tommie R. Whitlow.**

To promote unity of action among all women in matters affecting educational, cultural, economic, social and civil life. To develop and maintain archives of, and share information about the talents and contributions of women in local, national and world affairs.

Section 2.1 NATIONAL AFFILIATES INCLUDE:

American Federation of Teachers, Human Rights & Community Relations	National Back Nurses Association, Inc.
Alpha Kappa Alpha Sorority, Inc.	National Coalition of 100 Black Women, Inc.
Chi Eta Phi Sorority, Inc.	National Delciodos, Inc.
Chums, Inc	National Sorority of Phi Delta Kappa, Inc.
Iota Phi Lambda Sorority, Inc.	Order of Eastern Star, Nation Supreme Council
Knights of Peter Claver, Ladies Auxiliary	Sigma Gamma Rho Sorority, Inc.
Lambda Kappa Mu Sorority, Inc.	Swing Phi Swing, social Fellowship, Inc.
Las Amigas, Incorporated	Tau Gamma Delta Sorority
Les Germmes, Inc.	The Charmetters, Inc.
National Association of Negro Business & Professional Women’s Clubs	The Links, Incorporated & the Links Foundation, Incorporated
National Association of University Women	Top Ladies of Distinctions, Inc.
National Bar Association, Women Lawyers Division	Women’s Home & Overseas Missionary Society, AME Zion

Women's Missionary Council, CME Church	Women's Missionary Society, AME Church
Zeta Phi Beta Sorority, Inc.	

To achieve equality of opportunity and eliminate prejudice and discrimination based upon race, creed, color, sex or national origin.

To reduce neighborhood tensions and build bridges of understanding and cooperation among people of different races, creeds, color, national origin and background.

To strengthen family life

To relieve human suffering among the aged and poverty stricken.

To eradicate blight and deterioration in housing and in neighborhoods.

To combat juvenile delinquency.

To educate the public generally to a sense of better citizenship. To initiate and promote educational and charitable programs that exhibit the contributions of African Americans and to promote public appreciation of those contributions. To maintain an archive of and disseminate information of African American History.

To provide cultural enrichment for youth and adults. To elevate and strengthen a sense of human dignity, personal and community pride through the medium of music and the arts.

To foster basic adult education and the continued education of children and youth. to formulate, sponsor and conduct educational programs promoting the personal development and leadership qualities of women and girls, in order to enable them to more effectively fulfill their roles in the home, family church, work place, community and national life.

To develop and participate in area, municipal, regional and national conferences for mutual exchange of ideas and experiences in furtherance of the purposes set forth in these BYLAWS.

ARTICLE III

MEMBERSHIP

TYPES OF MEMBERSHIP

Section 1. Individual Members – shall be recruited for membership regardless of race, creed, color, and national origin. Annual membership dues paid to National are \$30 per year.

Section 2. Associated Member – A man interested in supporting the purposes of the NCNW may become an associate by paying the associate dues. An Associate member may

not hold an office in the organization at either the local or national level. An associate does not have voting rights. Annual membership dues paid to National are \$30 per year.

- Section 3.** Associate Life Members – A man who desires to pledge life long support of NCNW programs shall pay \$500 will be recognized as an Associate Life Member.
- Section 4. Life Members – is established by the National Office and shall pay \$500.00 in four (4) installments. To be active in SVS, a life member must pay local dues.
- Section 5.** Legacy Life Member – Recognizing that the national organization is the primary vehicle for fulfillment of the legacy of Dr. Mary McLeod Bethune, an individual who makes a special contribution of at least \$1,000.00 shall be recognized as a Legacy Life Member. The \$1,000.00 may be paid in a one-time fee or four (4) consecutive installments of \$250.00. To be active in SVS, legacy life members must pay local dues of \$25 per year.
- Section 6.** Student Member – Young women who are in secondary school or who are enrolled in a program of higher education shall pay \$10.00 per annual dues.
- Section 7.** Group Membership – A church or organizational member shall pay a one-time fee of \$750.00 or four consecutive installments of \$187.50.
- Section 8.** Direct Affiliate – Because NCNW is an organization of affiliated organizations; individuals may become direct members through a nation affiliate organization. Membership fee of \$30.00 annually which is paid directly to the National Office of NCNW. To be active in SVS, local dues must be paid annually.
- Section 9.** Members-at-Large – is any woman who lives outside the immediately vicinity of this Section, but who wants to be affiliated with the National Council of Negro Women, Inc. because she shares a belief in its purposes and programs. Members at large may desire to pay local dues, \$25 per year.

ARTICLE IV

FEES AND DUES

- Section 1.** The local annual membership fee shall be determined by a 2/3 vote of the members at the first meeting of the newly elected officers in September of each year. The new annual membership fee will become effective the following January.
- Section 2.** Life Members and Legacy Life Members shall pay only local dues annually.
- Section 3.** A Fair Share of the local dues shall be paid to National annually as requested by National Headquarters upon the income budget.
- Section 4.** The Youth Section shall pay a faire share of \$30 per year minimum.

Section 5. Sacramento Valley Section shall pay 10% of any profit from fundraising events to the National Headquarters.

ARTICLE V

OFFICERS AND THEIR DUTIES

Section 1. Officers: The elected officers of the Sacramento Valley Section shall be: President, First Vice President, Second Vice President, Third Vice President, Recording Secretary, Corresponding Secretary, Treasurer, Financial Secretary, and Nominating Committee Members. The appointed officers shall be: Parliamentarian, Chaplain, Historian, and committee chairs.

Section 2. Duties of the President:

The President shall be the Chief Executive Office of the Section. As such, she Presides over general meetings of the membership in accordance with Robert's Rules of Order and ensures that all business of the Section is carried out in compliance with these BYLAWS.

- a. Immediately following this Section's election of officers, she shall submit in writing the names of elected officers and committee chairpersons to the NCNW National Office
- b. She shall use the next general meeting after the election to establish and plan a yearly calendar and budget for this Section.
- c. She shall be responsible for an annual written report to the NCNW National Office on the programs of the Section.
- d. She shall ensure that treasurer and financial secretary file the 990 forms with the IRS by February 15th of each year. If for some reason it is not filed by February 15th, a request for extension will be requested by May 15th. There are NO exceptions.**
- e. She shall be Chairperson of the Executive Committee. She shall work cooperatively with the Executive Committee in carrying out the program and policies of this Section as defined in these BYLAWS.
- f. She is an ex-officio member of all committees, except the nominating committee. As an ex-officio member, the President has the right, but not the obligation, to participate in the proceedings of the committees, and she is not counted in the quorum.
- g. She shall be responsible for the executing the programs and policies in accordance with NCNW National guidelines, and for enforcing these BYLAWS.
- h. She shall appoint all Standing Committees and other such committees as are necessary for the implementation of NCNW programs. She shall notify all Chairpersons of her appointments, explain the duties of committees and ensure that committees function to carry out programs.

Section 3. Duties of the First Vice President

- a. She shall discharge the duties of the President when the President is unable to serve.
- b. She shall serve as the Program Coordinator for this Section.
- c. She shall perform other duties as the President may direct.

Section 4. Duties of the Second Vice President

- a. She shall take charge in the absence of the President and the First VP.
- b. She shall serve as Chairperson of the Membership Committee.
- c. She shall prepare and give to the Financial Secretary, completed forms on all new and/or renewing members for submission to the NCNW National Office.
- e. She shall perform such other duties as the President directs.

Section 5. Duties of the Third Vice President

- a. She shall be 35 or younger
- b. She shall discharge the duties of the President in the absence of the First VP and Second VP.
- c. She shall be the adviser of college sections.
- d. She shall coordinate the activities of the teens (13-19) who are not on college campuses.
- e. She shall perform such duties as the President directs.

Section 6. Duties of the Recording Secretary

- a. She shall keep or cause to be kept: (1) accurate minutes of the general membership meetings and any special meetings of the section in a permanent record book, either typed or written in ink; (2) copies of all committee reports; and (3) reports from all officers.
- b. She shall keep this Section's Official Membership Roll and shall call the roll when it is required.
- c. She shall be responsible for reading the minutes of a previous meeting. She shall make the minutes and any official records available to members upon request.
- d. She shall furnish committees with those documents required for the performance of their duties and shall have on hand at each meeting a list of all existing committees and their members.
- e. She shall maintain record book(s) in which the BYLAWS, special rules of order, standing rules and minutes are entered, including any amendments and corrections. Record books should be on hand at every meeting of the membership.
- f. She shall perform other duties as the President shall direct.

Section 7. Duties of the Corresponding Secretary

- a. She shall conduct the general correspondence of the Section that includes receiving, sending and reading all of the correspondence excluding correspondence for officers or the committees.
- b. She shall issue all calls or notices of meetings, as directed by the President. She shall prepare an agenda prior to each meeting for use by the presiding officer showing the exact order of business with all headings in their order. She shall coordinate the agenda with the presiding officer to determine the

- correct headings.
- c. She shall write such letters as the President or Executive Committee may direct.
- d. She shall be responsible for reporting to the NCNW National Office the addresses of current members, changes of addresses, and transfers of members from one locale to another
- e. She shall notify a section in the new community when a member of this Section moves out of town.
- f. She shall assume the duties of the Recording Secretary in her absence and give assistance when called upon.
- g. **Her minutes shall reflect the date that the 990 IRS forms are signed and mailed.**
- h.. She shall perform other duties as the President may direct.

Section 8. Duties of the Treasurer

- a. She serves as the Chairperson of the Finance Committee.
- b. She is the official custodian of all of the funds for this Section, except the Bethune Recognition Program Funds that must be kept separate.
- c. She receives all monies from the Financial Secretary, and immediately upon receipt, she makes all deposits for the Section in the proper bank accounts.
- d. She writes checks for payments of all approved debts. Any and all expenses must have been approved at a general membership meeting.
- e. She prepares a monthly financial report for the membership and an annual report at the end of the fiscal year.
- f. She is generally responsible for budgeting, and shall do all that she can to anticipate financial problems and notify the members.
- g. She is responsible for safeguarding and managing the Section's financial assets.
- h. The Treasurer generally supervises: (1) the financial record keeping of this Section; (2) the preparation of financial statements; (3) seeing that all tax returns and government documents are timely filed by February 15th or an extension is requested by May 15th; and (4) seeing that monthly reports are submitted to the National Office when requested, in a timely manner.

Section 9. Duties of the Financial Secretary

- a. She prepares and files the annual forms for the Internal Revenue Services, and other government reports.
- b. She submits to the NCNW National Office the names and membership fees of new members immediately following a meeting.
- c. She is responsible for setting up books to record all cash receipts and disbursements.
- d. She receives all monies for this Section such as members' dues, charitable contributions, receipts or monies from project chairpersons, and any other cash flowing into the Section. She issues pre-numbered receipts for monies received.
- e. She notifies members of delinquent dues, keeps accurate records of all their payments and turns monies in to the treasurer.
- f. She furnishes her books, records and all supporting documents for audit accountant or CPA at the end of her term of office.

- g. She prepares an annual report to the membership.
- h. She shall receive and reconcile the monthly bank statement.
- i. She shall work with the Treasurer to ensure the integrity of the 990 IRS form to be completed by February 15.

Section 10. Parliamentarian

- a. She shall interpret to the presiding officer, the Executive Committee and the general membership Robert's Rules and guidelines pertaining to NCNW National and Section business.
- b. She shall dispense copies of the National NCNW Disciplinary Procedures as requested.
- c. She shall formulate any BYLAW changes following a 2/3 vote of members, present and voting.
- d. She serves as chairperson of the BYLAWS Standing Committee.

Section 11. Chaplain

- a. She draws upon religious resources to enhance creative relationships and meaning in the Section's meetings and programs. She gives a brief inspirational opening and closing at each general meeting. She visits the sick or unfortunate members of this Section to extend support or give guidance and comfort to them. She sends greeting and condolences to any sick or bereaved member on behalf of the membership.
- b. She advises what amount should be budgeted for the Chaplain's expenses.
- c. She makes a monthly report on the status of members and the amount spent, and submits to the.
- d. Treasurer receipts for all of her budgeted expenses.
- e. The Chaplain may either chair the Hospitality Committee or be an ex-officio member.

Section 11. Historian

- a. She shall compile or cause to be compiled a complete history of the local Section, supplemented by copies of printed material published by the Council.
- b. She shall collect still photographs, moving pictures or whatever material is available of NCNW'S work and accomplishments and of its participation in activities related to its interests.
- c. She shall be responsible for the preservation of historical material by the best methods currently available to the Section.

ARTICLE VI

Section. 1. Regular Meetings

Unless otherwise approved by a majority of the members, general membership meetings will be held on the third Saturday of each month, unless otherwise changed. Insofar as they are regularly scheduled, general meetings require no written notice to the members. **ALL MEMBERS MUST BE NOTIFIED IF A REGULARLY SCHEDULED MEETING IS CANCELLED.**

Section 2. Special Meetings

A special meeting of the membership may be called by the President or any other officer with not less than seven members present to transact the business. A written notice outlining the date, time, place and purpose of the special meeting shall be given to each member, at least five calendar days before the special meeting is held. No other business may be transacted at a special meeting, except that which was stated in the notice.

Section 3. Other Meetings

- a. The Executive Board, composed of all the elected and appointed officers of the Section, shall meet at the call of the President, or at the request of three or more members of the Executive Board. Because the general membership meeting is held monthly, no action should be taken by the Executive Board on behalf of the Section and request reimbursement unless the membership has approved the expenditure and the amount spent.
- b. The Finance Committee, consisting of the Treasurer as Chairperson, the First Vice President and the Financial Secretary shall meet at least four (4) times each year. The first meeting of the newly elected Finance Committee shall take place immediately following the annual election in order to prepare a budget for the coming year.
- c. Committee Meetings, all committee chairpersons will notify the President of any scheduled meeting. Copies of committee reports will be given to the President and the Recording Secretary at the time the report is made.

Section 4. QUORUM

In order to take action on any of the business of this Section, a quorum must be present. A quorum shall consist of at least seven members, in good standing, provided that an elected official is present at the meeting. A meeting in which a quorum is initially present may continue to transact business, even with the withdrawal of some members. Any action must be approved by at least a majority vote of those present for the quorum, unless otherwise state in these BYLAWS.

Section. Voting

When there is a quorum, a majority of the members in good standing, present and voting constitute the necessary vote for the transaction of the business of the Section, unless otherwise stated in these BYLAWS.

- a. Each member in good standing is entitled to one vote.
- b. There shall be NO vote by proxy.
- c. SVS'S officers shall be elected for a term of two years and shall NOT serve more than two consecutive terms in the same office/position.

ARTICLE VII

NOMINATION AND ELECTIONS

Section 1. The Nominating Committee

- a. The Nominating Committee shall consist of an odd number of members, at least three members or no more than five. The chairperson and one or two other members will be elected. The President will appoint the remaining member. In the case of five persons on the committee, the President may appoint two other members. The term of office of those appointed shall expire concurrently with the term of office of the elected members. Any vacancy occurring on this committee shall be filled by a majority vote of the membership.
- b. Members of the Nominating Committee must be in good standing at the time of their election or appointment. All dues must be current.
- c. The names of the chairperson and others to be elected on the Nominating Committee will appear on the same slate as candidates for the office of President, First, Second and Third Vice Presidents, Recording Secretary, Corresponding Secretary, Treasurer, and Financial Secretary.
- d. The Nominating Committee report, including the slate of officers, shall be presented at the general membership meeting in April. The election of officers will be held in May, and the installation of Officers will be held in August every other year.
- e. The Committee shall prepare a ballot reflecting the entire slate officers, making sufficient copies for all current dues paying members to vote by secret ballot. Space should be provided on the ballot for "write-in" candidates.

Section 3. Voting

Voting shall be by secret ballot at the regularly scheduled meeting of the membership in May every two years.

- a. Only members in good financial standing may vote. The financial secretary shall verify that everyone receiving a ballot is in good standing. (A member in good standing is defined as one who is up-to-date on payment of all dues, who regularly attends general membership meeting, and who supports the Section financially and by giving her time and talents to NCNW sponsored activities.)
 1. Candidates for office on the ballot shall not tally the vote.
 2. The candidate who has a majority vote shall be declared the winner. In the case of a tie, candidates will draw straws. The winner will be declared by the longest straw drawn.
 3. **SVS'S Officers shall be elected for a two year term and may only serve two consecutive terms in the same office/position.**

Section 4. Installation of Officers

Officers shall be installed in the month of August.

ARTICLE VIII

STANDING COMMITTEES

Section 1. There shall be eight (8) Standing Committees, namely: Bethune Recognition Program Team Leader; Bylaws; Finance; Membership; Nominating; Audit; and Ways and Means.

- a. The Bethune Recognition Team Leader will perform such duties as outlined in the NCNW National Bethune Recognition Program.
- b. The Bylaws Committee will consist of not less than three persons. It shall receive and consider all proposed amendments to the Bylaws and, after discussion with the Executive Committee, shall be responsible for sending notice of such proposed amendments to the membership in the manner prescribed in these Bylaws. **The Parliamentarian shall chair this committee.**
- c. The Finance Committee consists of the **Treasurer, as Chair, the Financial Secretary, First Vice President** and such other members as deemed necessary. It shall be the responsibility of the committee to devise a budget, to recommend ways and means of meeting the budget and to oversee the financial viability of this Section. This committee recommends to the President and the membership fund developments and cost cutting ideas.
- d. The Membership Committee is chaired by the Second Vice President, with no limit as to the number of members on the committee. Recognizing that actively involved membership is the lifeblood of this Section, it is the responsibility of all members to recruit new members and refer them to the Membership Committee for training and involvement. **This committee shall hold a new member orientation at least once a year.**
- e. The Nominating Committee is defined in Article VII, Section of these BYLAWS.
- f. The Program Committee is chaired by the First Vice President, with no limit as to the number of members on this committee. Its responsibility should propose programs, study, and analyze and evaluate on a continuing basis the overall program of this Section in order to insure maximum effectiveness in light of the purposes of NCNW. This committee shall keep records of all program activities and make a monthly report to the membership.

ARTICLE IX

POLICIES

Section 1. Soliciting Funds

No individual or group may solicit funds or raise money in the name of this Section or the National Council of Negro Women, Inc. unless given authorization by the National Office or by vote of the general membership of this Section.

Section 2. Public Speaking on Behalf of NCNW

No individual or group may represent this Section or the National Council of Negro Women, Inc. at public meetings or make statements to the press unless give prior authorization by the NCNW National Office or by vote of the general membership of this Section.

Section 3. Non Partisan Election

The Section members through the First Vice President may invite political candidates to speak before the section if and only if all candidates running for that office are notified and/or invited to speak.

ARTICLE X

AMENDMENTS TO BYLAWS

Section 1. Amendments to These BYLAWS

- a. Proposed amendments must first be submitted to the BYLAWS Standing Committee before consideration by the membership
- b. Proposed amendments may be made by the Executive Committee or by 20% of the total membership present and voting and sent to the Bylaws Committee.
- c. This Section's BYLAWS will be amended as a result of National BYLAW Amendments.
- d. The BYLAWS Committee presents all proposed amendments, in writing, to the membership at least one month prior to the vote on the proposal. The BYLAWS Committee may voice an opposing opinion; but must present the proposed amendments as submitted.

Section 2. Passage of a Proposed Amendment

- a. Not less than a 2/3 vote of the members present and voting, in good standing, at a regularly scheduled membership meeting is required to pass an Amendment to these BYLAWS, or
 - a. At a special meeting in which at least 20 percent of the members, in good standing, are present, and a 2/3 vote is in favor of the proposed amendment.

ARTICLE XI

PARLIAMENTARY AUTHORITY

Section 1. Rules of Order

Respectively revised and resubmitted on this 20th day of July, 1997 to Sacramento Section NCNW President Doris J. Coates and the membership by:

The 1997 BYLAWS Committee

Lula M. Jones

Marion H. Lewis

Dalila Lulu

Tommie R. Whitlow

Bettye O. Williams, President Emeritus

Doris J. Coates, Ex-Officio

Respectively revised and resubmitted on this 20th day of July, 2003 to Sacramento Section NCNW President Tommie R. Whitlow and the membership by:

The 2003 BYLAWS Committee

Marion H. Lewis

Mary Hill

Tommie R. Whitlow, Ex-Officio

Respectively revised and resubmitted on this 15th day of April 2006 to Sacramento Section NCNW President L. DeVonne Moore and the membership by:

Doris J. Coates

Tommie R. Whitlow

L. DeVonne Moore, Ex-Officio

Respectively revises and resubmitted on this 18st day of August 2010 to Sacramento Valley Section NCNW President Morlene Anderson and the membership by:

Debra L. Finch

Morlene Anderson, Ex-Officio

Tommie R. Whitlow

Doris Wright

Robert's Rules of Order, newly revised, and shall be the authority on matters not covered by these BYLAWS or by the rules of order established by NCNW National Office.

Respectively revised and resubmitted on this 16th day of October, 2010 to Sacramento Section NCNW

President Morlene Anderson and the membership by:

The 2010 BYLAWS Committee
DelVonne Moore
Tommie R. Whitlow
Bettye O. Williams, President Emeritus
Morlene Anderson, Ex-Officio