

ncnw
commitment | unity | self reliance

**Community-Based Sections, National Affiliates
and State Organizations
handbook**



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National Headquarters
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October 31, 2017

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November 13, 2017

TO: All NCNW Members

It gives me great pleasure to distribute NCNW's Membership Handbook to you. As you know, for the past several years, we have been in the process of strengthening our organization by updating our defining documents. We started by fulfilling a pledge I made to the 56th National Convention to adopt revised bylaws. The Membership Handbook provides a more detailed description of the privileges and responsibilities of membership in NCNW. I hope that Affiliates, Sections, Guilds and State Organizations will all find it a useful tool. This handbook is the result of the stellar work of our National Membership Committee, which is so ably chaired by Ms. Diane Larché. I am grateful to everyone who worked tirelessly to accomplish this goal, including the members of the National Membership Committee: Ms. Sarah Dean, Ms. Arion Jamerson, Dr. Helena Johnson and Ms. Willease N. Williams.

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1.0 Our Rich Heritage- What is the National Council of Negro Women, Inc.?

In December 1935, distinguished educator, Mary McLeod Bethune brought together eminent women leaders to discuss the need for united planning and concerted action by women's organizations. Mrs. Bethune described "the need for a united organization of women to open doors for our young women, united, so that when it speaks its full power will be felt."

The consortium of women saw the need for uniting Negro women in social planning and action -- nationally and internationally. Their discussion, which centered on the needs and problems faced by Negro women, resulted in the creation of the National Council of Negro Women (NCNW). NCNW is an organization of organizations. It serves as a clearinghouse on women's issues – facilitating networking and coalition-building, and advocating the use of collective power on issues affecting women, their families and communities. Read the full history of NCNW at www.ncnw.org.

Since it was founded, the National Council of Negro Women, Inc. (NCNW) has continued to grow exponentially. Today, it includes local and state community-based sections, university/collegiate sections, youth sections, Life Member guilds, and organizational affiliates as well as individual members. Through its members and member organizations, African American women – and men who are associate members – contribute to strategies to resolve national and international issues of human rights, education, social welfare and economic well-being.

NCNW pledges 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 her people regardless of race, creed, color, or national origin, into her spiritual, social, cultural and civil life and aiding her to achieve the glorious destiny of a true and unfettered democracy.

2.0 NCNW Organizational Framework

2.1 NCNW Mission

To lead, advocate for and empower women of African descent, their families and communities

NCNW fulfills its mission through research, advocacy, and national and community-based services and programs on issues of health, education and economic empowerment in the United States and Africa.

2.2 NCNW Goals

The goals of NCNW change from time to time to remain relevant to current issues;

however, the goals are always aligned with the purpose of NCNW:

- Unite not-for-profit national organizations of women in a council of national organizations primarily concerned with the welfare of women of African descent;
- Promote unity among women's national organizations and among all women and girls in matters affecting the educational, cultural, economic, social, and civic life in America;
- Build a common fellowship of women devoted to the task of fostering social and economic justice among people at home and abroad; and
- Serve as a clearinghouse for the dissemination of information concerning the activities of organized women.

The work of NCNW focuses on:

- Extending the collective power and leadership of African American women by continuing the vision of Founder, Mary McLeod Bethune
- Working through and with diverse cooperating agencies and organizations in both public and private sectors to provide leadership, support, and outreach
- Strengthening the economic and social position of African American women and their families
- Advocating for and providing services to families
- Advancing civil rights with special concern for women's rights, voter education and registration, economic opportunity and healthcare

2.3 Bylaws

NCNW is governed according to its Bylaws which may be found at www.ncnw.org.

2.4 Not-for-Profit Status

The National Council of Negro Women was incorporated as an organization on June 3, 1936 in the District of Columbia.

NCNW is a tax-exempt, charitable organization organized under Section 501 (c)(3) of the Internal Revenue Code.

The 501(c)(3) status provides certain benefits to the national organization:

- Exemption from federal and/or state corporate income taxes
- Tax deductible contributions
- Possible exemption from state sales and property taxes
- Eligibility for certain grants
- Potentially higher thresholds before incurring federal and/or state unemployment tax liabilities

- Discounts on US Postal bulk-mail rates and other services

Under this designation, NCNW operations must be confined to educational and charitable purposes. NCNW cannot support or participate in partisan political campaigns.

2.5 United Nations Accredited Status

In 1946, NCNW was accredited by the United Nations as a nongovernmental organization (NGO), which qualifies it to participate in issue briefings hosted by the United Nations.

2.6 Membership

The value of NCNW is in its combined strength of members and member organizations, its communication of ideas, and its work with women of diverse interests and backgrounds. There is a place in NCNW for anyone who desires to serve by contributing time and talent to NCNW programs and initiatives

There is no initiation procedure associated with membership in NCNW.

Through the years there has been growing appreciation and recognition of the value of a unified voice in the corridors of power in Washington, DC. Since its founding, NCNW has developed programs designed to ameliorate the pressing problems which affect the quality of life of women, the African American community, and disadvantaged persons of all origins.

Each membership helps NCNW to:

- Reach out to women nationally and internationally
- Strengthen family life and build better communities for our children
- Develop and sponsor educational projects for all ages
- Work toward economic empowerment of all African American women
- Achieve equality of opportunity and eliminate prejudice and discrimination based upon race, creed, color, sex, or national origin
- Develop and maintain archives of, and disseminate information about, the talents and contributions of women in national and world affairs
- Develop and participate in area, municipal, regional and national dialogue for the mutual exchange of ideas and experiences
- Advocate for issues impacting human welfare, civil rights and economic empowerment

2.7 NCNW Website

The official website of the National Council of Negro Women, Inc. is www.ncnw.org.

The website should be consulted frequently for the most current information on NCNW mission, vision, goals, programs, Bylaws, and membership.

State and local Sections may also have websites. All State and local websites must be linked to the national website.

2.8 Stationery and Official Publications

The official publications and stationery of the National Council of Negro Women, Inc. are required to carry the name of the Founder: Mary McLeod Bethune, the first Chair Emerita Dr. Dorothy I. Height and the current National Chair.

2.9 RESERVED FOR LOGOS AND COLORS

3.0 NCNW National Governance and Organizational Structure

This section offers a summary of national governance structure and organizational structure of NCNW. The NCNW Bylaws provide detail on national governance and organizational structure and should always be consulted regarding decisions and actions of NCNW.

3.1 Fiscal Year

NCNW's fiscal year begins on October 1st and ends on September 30th of the following year.

3.2 NCNW Executive Leadership and the National Board of Directors

Leadership of NCNW resides in its President/National Chair of the Board and the Board of Directors, elected every two (2) years at the Biennial National Convention.

The NCNW National Board of Directors provides governance and direction to NCNW. It is comprised of the officers elected at the NCNW Biennial National Convention and the officers appointed by the President/National Chair, and the elected heads of the National Affiliate Organizations.

The NCNW President/National Chair presides over all meetings of the Board.

The day-to day operations of NCNW are managed by an Executive Director hired by the Board of Directors upon recommendation by the President/National Chair. The Executive Director reports to the President/National Chair of NCNW.

3.3 Role of the Board, Officers and the Executive Committee

The role of the Board of Directors is described in the NCNW Bylaws which may be found at www.ncnw.org. The Bylaws also delineate the duties of the national NCNW Officers and appointed officers which include:

- President
- Four Vice Presidents

- Recording Secretary
- Assistant Recording Secretary
- Treasurer
- Assistant Treasurer
- Historian
- General Counsel
- Parliamentarian
- Chaplain

The Executive Committee consists of the elected officers, seven members elected at-large by the Biennial Convention, and Chairs of the Standing Committees, directs the business affairs of NCNW in the interim between meetings of the Board of Directors.

The responsibilities of the Executive Committee are fully described in the Bylaws.

The Bylaws also detail the purpose of the NCNW Standing Committees which, in addition to the Executive Committee, include:

- Bylaws
- Election
- Budget and Finance
- Membership
- National Affiliates
- National Headquarters
- Nominating
- Personnel
- Program Resource Development
- Social Justice Committee

The Board of Directors, Executive Committee, Standing Committees, and Special Committees are authorized to meet by telephone or Web conference or through other electronic communications so long as all of the members can simultaneously hear each other and participate during the electronic meeting.

4.0 National Affiliate Organizations

This section describes the relationship of National Affiliate Organizations to NCNW.

4.1 Purpose

NCNW Affiliates are national organizations of women, whose purpose, goals and standards are consistent with those of NCNW. Through NCNW, an Affiliate becomes part of the national and international movement.

NCNW local Sections and State organizations should make every effort to communicate and collaborate with local and state branches of NCNW Affiliates.

4.2 Becoming an Affiliate

To become an affiliate of NCNW, an organization must submit an application in writing to the NCNW Board of Directors. The application must include a copy of the organization's charter, constitution and list of current officers. The NCNW Board reviews the application and makes a determination on whether to include the organization as a National Affiliate of NCNW.

4.3 Responsibilities of an Affiliate

Once, designated as a National Affiliate, the presiding head of the NCNW Affiliate serves on the NCNW Board of Directors.

Each National Affiliate is then expected to appoint a liaison living in the Metropolitan Washington, DC area to represent their organization in joint planning for the NCNW National Biennial National Convention and NCNW Biennial Affiliate Assembly.

NCNW, affiliate dues are based on membership. Dues are set from time to time by the Board of Directors, generally ranging from \$500 - \$1000 per year, based on the number of members in the Affiliate organization.

4.4 Biennial Affiliates Assembly

An Affiliates Assembly convenes every two years in a designated location to exchange ideas and to jointly plan future NCNW efforts. The heads of the NCNW Affiliates and their officers, NCNW Board Members, and invited guests may attend the Biennial Affiliates Assembly.

4.5 National Affiliate Organizations

A current list of NCNW National Affiliates may be found at www.ncnw.org.

5.0 NCNW Biennial National Convention

The direction of NCNW is set at its Biennial National Convention.

Sections and State Organizations should consult the NCNW Bylaws for additional information about the National Convention.

5.1 Purpose

Unless otherwise ordered for catastrophic conditions by the Executive Committee, a Biennial National Convention of the full membership is held every two years.

In alternate years, there is a meeting of the National Affiliate Assembly.

The NCNW Biennial National Convention is a legislative assembly convened to:

- Review national issues and concerns in local communities
- Elect national officers
- Amend national Bylaws as needed
- Conduct official business as requested by the Board of Directors

The President/National Chair of NCNW presides over the Biennial Convention with the assistance of the Board of Directors.

5.2 Eligibility to Attend the NCNW Biennial National Convention

All members of NCNW in good standing, elected and appointed officers of community and collegiate-based Sections, elected officers of NCNW Affiliate organizations, and invited guests may attend the NCNW Biennial National Convention.

To attend, members and invited guests must register in advance.

5.3 NCNW Biennial National Convention Quorum and Vote Allocations

This section provides a summary of quorum requirements and vote allocation of the Biennial Convention. Sections and State Organizations should consult the NCNW By-Laws for detailed information about National Convention protocols and procedures as they may change from time to time.

Quorum

The Quorum of the Biennial National Convention is met when there are:

- Five (5) national officers
- Five (5) chairs of standing committee
- Representatives of five (5) National Affiliates
- Ten (10) sections represented
- (10) Life members

Vote Allocation

To assure an orderly voting process with adequate representation across the NCNW structure, the following votes shall be allotted by category.

NCNW Board of Directors	One full vote per board member
NCNW Section Delegates Each community- based section with thirty-five (35) members may send three (3) voting delegates to the Biennial National Convention. Each Section delegate must be in good standing to be eligible to vote.	One full vote per delegate
National Affiliates Each affiliate organization in good standing may send five (5) voting delegates to the Biennial National Convention	One full vote per Affiliate Delegate
Life and Legacy Life Members Life members and Legacy Life members must be fully paid and in good standing to be eligible to vote.	One full vote per Life/Life Legacy member

5.4 Nominations and Voting Standards

As a leadership organization, a high caliber of individuals must be chosen to serve as National Officers for NCNW. Care should be given to make wise nominations and in voting.

Officers elected to a national, or local, position in NCNW should have the requisite aptitudes, experiences, and dedicated willingness to serve. The membership should be aware of the character, personality, ability, reputations, and integrity of each candidate for office. Elected leaders are expected to assume their responsibility with mature judgment.

Officers and members of NCNW National Board of Directors should exhibit the following characteristics:

- Enjoy and respect each other and NCNW
- Ability and willingness to assist in the financial growth of NCNW
- Capable of making decisions on the merits of the issues
- Ability to delegate responsibility

- Willingness to volunteer to develop and lead a project when asked
- Commitment to maintain confidentiality
- Mentally, physically, and energetically alert
- Emotionally mature
- Articulate and capable of speaking before small groups and large audiences

5.5 Procedures of the Nominating Committee

Detailed procedures guiding the functions of the Nominating Committee may be found in the NCNW Bylaws.

The Nominating Committee consists of seven (7) members, elected by the delegates of the Biennial National Convention. Nominating Committee members serve no more than two (2) consecutive two (2) - year terms.

The Chair of the Nominating Committee is appointed by the President/National Chair of the Board of Directors from the individuals elected to the Committee.

The Committee is responsible for securing nominations for the elected officers of NCNW and ensuring that all candidates for the elected office meet the minimum requirements for election contained in the Standing Rules of NCNW. The Standing Rules may be found at www.ncnw.org.

The report of the Nominating Committee is made at a designated business session on the first day of the National Biennial National Convention. Additional nominations may be made from the floor.

No person may stand as a candidate for office unless national dues are current, she is in good standing in the Section in which she is a member and/or in good standing with the National Affiliate of which she is a member.

5.6 The Elections Committee

Detailed procedures guiding the functions of the Elections Committee may be found in the NCNW Bylaws.

The Elections Committee consists of seven (7) members who are elected at the National Biennial National Convention.

Candidates for office are not eligible to serve on the Election Committee.

The Elections Committee will:

- Set the place, time, and requirements for voting
- Prepare the printed ballots containing the names of persons nominated

- Check credentials of voters
- Oversee voting materials and ballots
- Secure voting results at the conclusion of the voting and keep the results secured until such time as the votes are counted
- Report the voting results at the Biennial National Convention

5.7 Procedures for Delegate Voting

The following are the procedures for delegate voting:

- Voting at the Biennial Convention is by secret ballot
- Ballots must be uniform and indicate the names of persons and the offices for which they are running
- Voting procedures must comply with Convention Standing Rules adopted at the Convention
- Members entitled to vote will obtain their ballots from the Election Committee at a stated location and time
- Voting delegates must be certified as delegates and in good financial standing prior to voting at the Biennial National Biennial National Convention

5.8 Resolutions Passed by the Biennial National Convention

Resolutions passed at NCNW Biennial National Conventions are expected to become part of local and national program work charted for the community-based Sections and State organizations for two years following the Convention. Resolutions should be used as a point of reference immediately after the conclusion of the Biennial National Convention.

6.0 NCNW at the State and Community Level

All Sections must be chartered by the Executive Committee of the National Board of Directors in accordance with the rules as outlined in the NCNW Bylaws.

6.1 Purpose of NCNW Community-Based Sections

Community-based sections are the backbone of NCNW. NCNW Community-based Sections address local needs while impacting communities nationwide. Through their volunteer efforts, they lead, develop and advocate for women of African descent as they support their families and communities.

6.2 Organizing a Community-Based and Collegiate Sections

NCNW recognizes a Section as a subordinate group of the National Council of Negro Women with rights, privileges, and responsibilities to operate for educational and charitable purposes, that is tax-exempt within Section 501 (c)(3) of the Internal Revenue Code.

Groups or individuals may organize a Community-based Section in their area, with approval from the national NCNW Executive Committee.

Guidance for chartering a Section may be found herein. The detailed process for chartering a Section is provided to interested parties by the NCNW Membership Department.

Collegiate Sections may also be organized at the local level. Collegiate Sections consist of members on college and university campuses. Collegiate sections must meet all requirements of the college or university for becoming an official organization of the college or university, and must have an advisor, who is at least 25 years of age who is also an NCNW member.

Community-based and Collegiate Sections will be chartered by Sections of NCNW National Headquarters when all organizational and financial requirements have been met.

6.3 Section Name

Each Section adopts the community or area where it is based as its name. If more than one Section exists in a particular geographic area, the National Board of Directors may approve another name.

6.4 Rights and Privileges of a Chartered NCNW Community or Collegiate-Based Section

Each chartered Community-based and Collegiate-based section of NCNW has the following rights:

- To be identified with the National Council of Negro Women, Inc. and to use this as part of its name and the official logo of the organization
- To use the name and tax-exempt status of the national body to raise funds from the public
- To establish programs and services within its local community that accomplish the mission and goals of NCNW
- To receive services from the National Headquarters office
- To participate in the business of NCNW at the Biennial National Convention, i.e., assist in establishing policies and program direction and elect national officers

6.5 Obligations of a Chartered NCNW Community or Collegiate-Based Section

Community-based and Collegiate-based Sections chartered by NCNW must abide and be governed by the NCNW Bylaws, the Section Handbook, and policies and procedures periodically promulgated by NCNW.

Sections must meet and remain in compliance with all certification requirements. The National NCNW Office will periodically review compliance to assure continued certification. Failure to be compliant may result in the loss of the Section Charter.

Each chartered Section of NCNW has the following obligations to the national body:

- To operate as a chartered section in accordance with the purpose, NCNW Constitution, NCNW Bylaws and NCNW policies and procedures
- To comply with all the requirements of NCNW related to: Section structure, governance, and programs
- Fiscal and legal responsibilities, including accurate record-keeping and annual filing of 990 tax return
- Maintenance of membership roster and related data
- Reporting requirements

6.7 Categories of NCNW Sections and Associated Membership Fees

NCNW Categories and Fees/Dues:

- Community-based Sections in urban and suburban areas must maintain at least thirty-five (35) members to maintain an NCNW charter. The annual membership fee of fifty dollars (\$50.00) for Community-based Sections must be renewed annually at the beginning of each fiscal year (October 1) for a member to remain in good standing.
- Fair Share (Section Fees) must be paid by every Community-based Section each year. Section Fair Share dues are assessed by the National Office based on membership. Dues currently range from \$350.00 to \$750.00.
- Community-based Sections in rural areas must maintain at least thirty (30) members to maintain an NCNW charter. The annual membership fee of fifty dollars (\$50.00) for Community-based Sections must be renewed annually at the beginning of each fiscal year (October 1) for a member to remain in good standing.
- Collegiate-based Sections serve to encourage and nurture young women, ages 18-25, to take part in the rich NCNW legacy on college campuses. Collegiate Sections must maintain at least twenty (20) members and be recognized as an official student activity by the college or university to maintain an NCNW charter. The membership fee for Collegiate/University-based student membership is ten dollars (\$10.00) per year and must be renewed annually at the beginning of each fiscal year (October 1) for a member to remain in good standing.
- Youth Sections are middle and high school girls, organized through an existing NCNW section who serves as mentors and advisors. Youth Sections shall operate under the supervision of a recognized Community-based Section in good standing and consist of and maintain at least ten

(10) members to maintain its charter. The membership fee for youth membership shall be five dollars (\$5.00) per year and must be renewed annually at the beginning of each fiscal year (October 1) for a member to remain in good standing.

- Life Member Guilds shall be comprised exclusively of financial Life Members and financial Legacy Life Members, and shall be authorized by the Executive Committee.
 - Life/Legacy and Life Members may be active in a Community-based Section and must pay the annual membership fee for that Section.
 - The fee for Life membership shall be five hundred dollars (\$500.00), which may be paid in four installments of one hundred and Twenty-five dollars (\$125.00) each over a twelve (12) month period.
 - The fee for Legacy Life membership is one thousand dollars (\$1,000.00), which may be paid in four installments of Two Hundred and Fifty dollars (\$250.00) each over a twelve (12) month period.
- Life and Legacy Life Membership becomes effective when the member has paid the fees in full.

Fully paid Life and Legacy Life Members do not pay national annual membership fees. However, they must pay local dues as determined by the section or Life Members Guild of which they are a member.

Life Member Guilds carry out the following activities:

- Recruit individuals to become Life Members
- Continue to develop an interest and participate in NCNW programs
- Involve Life Members in community services and activities
- Encourage partial paid Life Members to become fully paid
- Assist in the finance of NCNW programs and operations

Associate Member status provides an opportunity for men to work collectively to support the mission of NCNW in their local communities. Associate memberships also help finance other NCNW operations, programs, and services.

Males may join NCNW as Associate Members at any membership level including Life and Legacy Life Member). Membership fees for Associate Members at every level shall be the same as for all other members.

- The fee required for annual membership for Associate Members is fifty dollars (\$50) per year and must be renewed annually at the beginning of each fiscal year (October 1) for a member to remain in good standing.
- The fee required for annual membership for Associate Members at the Collegiate level is ten (\$10) per year and may be renewed annually at the beginning of each fiscal year (October 1) for a member to remain in good standing.

- The fee required for Associate Life Membership shall be five hundred dollars (\$500.00), which may be paid in four installments of one hundred twenty-five dollars (\$125.00) each over a twelve (12) month period and becomes effective when fees are paid in full.
- The fee for Associate Legacy Life Membership shall be one thousand dollars (\$1,000.00), which may be paid in four installments of two hundred and fifty dollars (\$250.00) each over a twelve (12) month period and becomes effective when fees are paid in full.

6.8 Youth Sections

The NCNW Youth Sections are groups organized to provide adolescent women of African descent with information about life issues, prepare them for leadership roles, help them develop a strong sense of self, resiliency, and social skills, thus empowering them to make positive choices for their futures and reduce the risk of life-threatening behavior. This is done through teaching, modeling, and leadership activities.

All local NCNW Community-based Sections nationwide are encouraged to sponsor a Youth Section. Girls of African descent in middle and high schools should be recruited to participate in NCNW Youth Sections.

6.9 Direct Memberships

Direct Members are at-large members who join through the National Organization. The fee required for annual membership is fifty dollars (\$50) per year and must be renewed annually at the beginning of each fiscal year (October 1).

Direct Members who choose to become members of NCNW Community-based or University/Collegiate Sections, after paying the national membership fee, are required to pay the local dues of the Section joined.

7.0 Section Structure and Management

7.1 Program Focus

The success of a Community-based NCNW Section lies in its collaborative advocacy, volunteerism, service and leadership.

NCNW policy and program directions are set at the national Biennial National Convention. It is within this framework that Community-based Sections, Collegiate Sections, Youth Sections, Life Member Guilds, Affiliates and national and regional staff take action on specific issues affecting women and their families.

NCNW's program goals are to enhance the quality of life for African American women, their families and communities:

1. Improve the economic stability of African Americans women and their communities
2. Increase awareness of the importance of STEM education and careers and lifelong learning
3. Improve health outcomes and reduce health disparities, especially among communities of color
4. Promote respect for sound public policy and traditional values such as education, faith, family and civic engagement

Planning and execution of community programs and activities should be achieved through working committees of the Section.

7.2 Section Bylaws

Once a section is organized, the Section must adopt Section Bylaws.

The Section Bylaws must be consistent with the NCNW National Bylaws, policies, and procedures. Bylaws of new Sections and amended Section Bylaws must be approved by the NCNW National Parliamentarian.

7.3 Section Election of Officers

Community-based Section elections shall be conducted in May of each year.

- Community-based Section officers shall be elected for a term of two years and shall not serve more than two consecutive terms in the same position.
- Collegiate Section officers shall be elected for a term of one year and shall not serve more than two consecutive terms in the same position.

A member must be in good financial standing prior to the election of Section Officers to vote in Section elections or pursue an elective office.

7.4 Transition to Newly Elected Officers

It is the responsibility of the out-going officers of a Section to provide an opportunity for a smooth transition of Section leadership and records to the new officers. This transition opportunity should occur no later than one week prior to the installation of the new officers.

In order to maintain the continuity of programs, responsibilities and other project initiatives, out-going officers of the Section are expected to work with the newly elected officers to ensure the continued success of the work of the previous administration. Immediately after the election of officers, outgoing and incoming officers will meet to transfer Section documents and plan an efficient transition.

Section documents which should be passed to newly elected officers include, but are not limited to, the following:

- Employer Identification Number (EIN) (IRS 990)
- Tax ID, State incorporation files and dates for renewal
- Previous Year's Audit
- Bank statements and any financial documents and reports
- Signature cards for changing Bank /Credit Union/Checking, Savings access and approved signatures
- Post Office Box Key(s)
- Current Membership Roster
- Copy of Letter of Official Membership Renewals, including fee changes
- Copies of National and Section Bylaws
- All official documents requiring official national and Section signatures
- A list of correspondence, websites, and/or social media accounts requiring name changes

During the transition planning, clarification of each officer's duties should be communicated to newly elected officers.

Sections will determine the installation date of newly elected officers which shall occur prior to the Section's September Meeting.

By the September meeting all documents and transitional information should be transferred or communicated.

Those elected shall assume office and duties at the first official meeting of September.

7.5 Role and Responsibilities of Community-Based Section Officers

The following is a general guideline for the roles and responsibilities of Section officers. Each Section shall define, in its discretion, its structure and the roles and responsibilities of its officers.

The President, Vice President, Secretary, Assistant Secretary, Treasurer and Assistant Treasurer are elected officers.

The Section President, in her discretion may appoint the remaining listed officers.

President

- Oversees the work of the Section and serves as the liaison between the National Headquarters Office and the Section
- Appoints Chairpersons of all Committees and, if created by the Section, a Chaplain, Parliamentarian, Historian

- Officially represents the Section, either personally or through her representative
- 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 a quarterly report of the Section's progress
- Enforces, with the Executive Committee, the NCNW Constitution and By-Laws
- 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

1st Vice President- Program

- Assumes the responsibilities of the President in her absence
- Develops and implements Section programs and activities

2nd Vice President- Membership

- Oversees 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 membership fulfillment agency
- Notifies NCNW National Membership Services Offices of changes of address, transfers, or deaths of members

3rd Vice President-Young Adults

- Encourage, recruits, and focuses on the participation of young women, who must be under thirty-nine (39) years of age and under, to join the community-based Section for growth and leadership in the Section
- Must be between the ages of 25 and 39

Recording Secretary

- Maintains accurate minutes of the proceedings of all Section meetings in a permanent record
- Maintains the current official records and documents of the Section
- Provides the seal and signature on official documents

Corresponding Secretary

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

Financial Secretary

- Sets up books to record the cash receipts and disbursements
- Receives and properly receipts ALL funds received by the Section
- Maintains financial records, prepares monthly reports
- Assists in preparing the end of the fiscal year Internal Revenue Service Annual Section Reporting to be submitted when requested by the National Headquarters Office
- Furnishes books, records, and all supporting documents for internal and external audit
- Issues pre-numbered receipts for monies received
- 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

Treasurer

- Receives monthly bank statement and reconciles same
- Deposits Section funds in the bank immediately upon receipt from the financial secretary
- Issues checks for payment upon proper documentation and approval
- Co-signs, with Section president, all checks issued by this section
- Participates in providing documents for internal or external audits
- Complies with federal or state reporting requirements of the Internal Revenue Service
- Prepares draft section budget for approval by the third Section meeting
- Safeguards and manages the Section's financial assets
- Supervises the recordkeeping; prepares for financial statements; and files that all tax returns and federal; reports as required by the NCNW National Headquarters Office
- The Treasurer shall be bonded according to the Section Bylaws

Parliamentarian

- Ensures that Section business is conducted according to the Bylaws of the national organization
- Uses Robert's Rules of Order as the authority in the conduct of meetings and in matters not covered by Section Bylaws

Chaplain

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

Historian

- Compiles and preserves a history of the Section with pictures and other regalia of the Section's work and accomplishments
- Preserves this material using the best methods currently in use

- Presents a summary of the year's activities at the September meeting

7.6 Election of Officers Reporting Form

The names and positions of newly elected officers of Sections are to be reported to National on an Election of Officers Reporting form supplied by the NCNW National Headquarters Office. The forms will be sent to the Section president by April 15th each year.

The completed Election of Officers Reporting Form must be returned to the National Headquarters Office, immediately following elections, but not later than June 30.

(See Appendix A-1 for sample Election of Officers Reporting form)

7.8 Inactive Sections

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.

7.9 Section Fair Share (Annual Dues) Owed to National

As provided in the NCNW Bylaws, each NCNW Section is assigned a portion of the income budget by the Finance Committee of the National Board of Directors, and is known as the Section's Fair Share. A Section's Fair Share dues or fees are to be paid to National.

The annual minimum Fair Share for Community-based Sections is \$350.00 and the maximum is seven hundred fifty (\$750).

The annual fair share for Collegiate and Youth Sections is thirty dollars (\$30.00).

The Section Fair Share may be paid in full by September 30th of each year, or in quarterly installments. Each quarter, the National Headquarters Office will send an invoice indicating the current amount due, if any. Quarterly payments of Fair Share are to be made on December 31st, March 31st, June 30th, and September 30th.

All Fair Share payments are to be sent to the National Headquarters Office, 633 Pennsylvania Avenue, NW, Washington, DC 20004.

7.10 Section Audits

Each Section is required to conduct an annual audit. The Section President initiates the audit process through the Audit Committee.

The Section Treasurer and Financial Secretary may not serve on the Audit Committee appointed to oversee the Section Audit. They must surrender financial documents when requested by the Audit Committee.

The NCNW National Office reserves the right to audit Section books at any time during the fiscal year.

7.11 Property Ownership

All acquisitions of property by NCNW Sections, through gift or purchase, and the leasing, mortgage or sale of property must be approved by the NCNW National Board of Directors and General Counsel.

Applications for purchase or receipt of property must be in writing and must include:

- A description of the property
- The proposed use of the property
- The proposed plan for financing of the purchase
- An audited financial statement of the Section
- A copy of the minutes of the Section's meeting at which the purchase or gift was authorized
- Proof of applicable state and local laws pertaining to the ownership of property by not-for-profit entities
- A statement of the tax implications of the acquisition

The property title for purchases of building and land must bear the name of the National Council of Negro Women, Inc. in addition to the name of the Section

NCNW National Headquarters Office reserves the right to claim any Section property upon dissolution of the Section or upon direction to do so from the NCNW National Board of Directors.

8.0 Financial and Legal Responsibilities of NCNW Sections

8.1 Tax-Deductible Contributions

NCNW is tax-exempt under the federal income tax laws. Persons giving contributions to NCNW may deduct the contribution to the extent of the law, when computing federal income taxes. Estates have similar tax advantages.

Sections are required to send acknowledgments for all contributions received.

If a contribution is sent directly to the National Office, an acknowledgement will be sent along with a receipt that may be used for income tax purposes.

8.2 Internal Revenue Service (IRS) Regulations and Requirements

NCNW Sections, Life Member Guilds and University/Collegiate Sections are included under the NCNW tax exemption code. To retain this exemption, the national office must be aware of all activities of Community-Based and Collegiate Sections, Life Guilds, and Youth Sections, as well as all monies received and disbursed. These are federal guidelines and any deviation may cause NCNW to lose its tax-exempt status.

NCNW and NCNW Sections or Guilds cannot support, participate or provide funds to political campaigns, nor participate in fund development campaigns for organizations other than NCNW.

Funds raised in the name of the National Council of Negro Women must be used to support the work and programs of the national organization.

Sections are strongly encouraged to conduct independent fundraising campaigns to support the work of the Section. Be sure to follow the Internal Revenue Service guidelines as related to fundraising, paying specific attention to public acknowledgements or notifications.

In addition, each state and county has its own annual reporting requirements. Always check local laws and keep proper accounting records.

NCNW does not have a formal scholarship program; however, sections may establish or fund scholarships (see Appendix B-1 for basic guidelines and parameters).

8.3 Internal Revenue Service (IRS) Group Exemption Requirements

The Internal Revenue Service (IRS) requires the NCNW National office to complete an annual reporting form and sign a group declaration on the financial activities of each NCNW Section or Guild. This requirement triggers certain reporting requirements of the Sections so that National can fulfill this obligation.

The NCNW fiscal year begins October 1st and ends September 30th. NCNW National Headquarters Office will send each Section a “Request for Section Annual Reporting” on March 15th. Several forms are included in the reporting package:

- Letter from Chair requesting annual Section reporting
- Group Tax Exemption Form
- Revenue and Expenditure Report form

It is essential that the annual reporting is completed and returned to the National Headquarters Office by **May 30th of each year**. This allows NCNW to file the Group Exemption Report of Subordinate Units/Sections before June 30th - ninety days before the close of the fiscal year.

8.4 How to Apply for an Employer’s Identification Number (EIN)

NCNW Sections and Life Member Guilds will need to apply to the Internal Revenue Service for their unique Employer Identification Number (EIN) in order to conduct business or to open a bank account within their state in the name of the National Council of Negro Women, Inc. The EIN is also required if the Section applies for grants or receives contributions.

- NCNW Sections and Life Member Guilds cannot use the Employer Identification Number (53-0173054) assigned to the national NCNW Office (the parent organization). The national EIN is for the national organization's identification purposes only.
- Similarly, Section EIN numbers belong to the NCNW Sections and Life Member Guilds that obtained them. They cannot be used by individual members of the Section.

The Section's EIN may be applied for by mail or telephone through a local Internal Revenue Service office. Be sure to provide the NCNW Group Number 1789 (the parent organization) in making an application.

Forms may be secured from IRS.gov, or Sections may apply for an EIN number online.

In addition, all NCNW Sections and Life Member Guilds, must also apply to their individual state to receive exemption from state taxes. Contact your state for procedures, forms and fees.

9.0 Basic Tips on Section Financial Management

9.1 Section Budget

Preparation of a Section budget is a vital part of a Section's annual planning process.

The budget is a financial plan that should define the parameters for spending by the Section. It should:

- Detail the projected income sources, e.g., Section dues, fund raisers, donations
- Identify with specificity, items, programs or activities for which funds are required. Line items, such as "contingency" or "other," should not appear in the budget.
- Be balanced i.e., the income should equal itemized expenditures
- Note any in-kind services or supplies received, e.g. printing, copy paper, professional services such as auditing.

9.2 Documenting Receipt of Funds

To establish internal control over receipts it is to better document the amounts received at the time of the receipt.

- Pre-numbered receipts should be issued for all monies at the time the amount is first received, documenting the payment method of either cash or check and including the check number.
- The original copy of the receipt should be given to the person from whom the money was received; the duplicate copy should be kept permanent in a bound binder.
- If a receipt is “voided” by mistake, both the original and the duplicate, marked “void” should be accounted for and kept on file.
- If the Section receives cash, no part of the cash should be used to pay the bills. All cash should be deposited along with any checks received.
- Checks should be endorsed promptly upon receipt and a list made of all receipts received reported at each meeting. This list should subsequently be compared to the bank deposit slip.

9.3 Expenditures and Check Signatures

With respect to expenditures:

- Payment for all expenditures should be paid using a Section check, Section ATM debit card, or electronically from the Section bank account. This will ensure there will be a record of the total receipts and expenses on the Section’s bank statement.
- Checks under the amount of \$100 require only one signature --Section President or Section Treasurer. The check must be for payments preapproved by the Board, Executive Committee or membership.
- Checks over the amount of \$100 require two signatures – Section President and Section Treasurer. If one of the officers is unavailable, then the Section will determine a third elected officer to be added to the account.
- Check signers should examine and approve the invoices and supporting documents before signing a check for an expenditure. If a check is to be issued to a member of the Section, the person is not permitted to sign a check for themselves.

9.4 Control over Disbursements

In establishing internal controls over disbursements, a Section must ensure that a record of all disbursements is made and that only authorized persons are in a position to withdraw funds.

- There should be no cash withdrawals. A check should be written and cashed for all withdrawals.
- No checks should be made payable to cash. Checks should always be made payable to a specific person, including checks for petty cash disbursement.

- The Section may use the Section ATM debit card to conduct the Section’s business.
- All disbursements should be made by check or ATM debit card with supporting documentation for each disbursement. This control is to ensure that there will be a permanent record of how much and to whom money was paid.
- No credit cards should be opened in the name of the Section.

9.5 State and Local Tax-Exempt Laws

While NCNW is exempt under the United States income tax laws, it is subject to other federal, state, and local taxes, as well as certain regulatory legislation. For instance, laws in many states require organizations to register when soliciting funds from the public for programs. Check with the appropriate authorities in your city and state to assure compliance.

Exemption from federal taxes does not necessarily include exemption from a different tax levied by the state or country. Separate applications for exemption from state or local organizations may be required, or there may be no exemption to charitable organizations. Again, check with the appropriate authorities in your city and state.

9.6 Fidelity Insurance

It is strongly recommended that Sections carry fidelity insurance to ensure that the Section can recover a loss due to theft should one occur. As with all insurance policies, it is important to understand the limitations and exclusions of your fidelity policy in order to adequately protect the Section.

10.0 State Organizations

Each state may organize on a statewide basis in whatever manner that is adopted by the members in that state.

No state shall organize or operate, however, in a manner that conflict with the National Bylaws, policies and procedures.

10.1 Purpose

State Organizations are the coordinating bodies through which the NCNW Sections, Affiliates, Guilds and members within a state are drawn together to work collectively on issues of concern to African American women, families and communities. State Organizations serve as the coordinating and convening body through which the resources, talents and skills of NCNW members in the state are channeled and focused for maximum impact.

State Organizations (including state coalitions, convener teams and state mechanisms) all serve the same function -- to maximize NCNW's strength by coalescing Community-based Sections, Collegiate Sections, Guilds, Affiliates and individuals within a particular state to catalyze, influence or create change to the benefit of African American women, families and communities.

10.2 State Formation Requirements and Duties

A State Organization may be formed in states where there are three or more Community-based Sections, Collegiate Sections or Life Member Guilds.

States must notify the National NCNW Membership Department of the intention to organize, and provide the following:

- Existence of a critical mass of NCNW members who favor forming a State Organization or evidence of a consensus opinion among members that the state should organize
- Evidence that all Sections within the state have been consulted
- Date, time and place of the state-wide convening called for the purpose of forming an NCNW state level organization

The NCNW Executive Committee shall review the submitted information and notify the organization seeking status as a State Organization of NCNW of approval to organize, or the need for additional information or effort before a decision can be made.

10.3 Duties and Responsibilities of the State Organization

The primary functions of a State Organization include:

- Implementation of NCNW's national programs to aid women of African descent, their families and communities
- Recruitment, retention, renewal and reclamation of NCNW members
- Dissemination of information about NCNW's history, programs, Bylaws, policies and procedures
- Encouragement for state level support of NCNW programs
- Resolution of issues and problems encountered by local Sections
- Assistance to Sections in remaining in compliance with NCNW Bylaws and policies and other state regulations
- Execution of National programs which are the responsibility of the State organization, e.g., The Bethune-Height Recognition Program

State Organizations are responsible for:

- Assuring that Bethune-Height-Recognition Program (BHRP) is hosted within the state, consistent with the BHRP guidelines (See BHRP Handbook)
- Convening NCNW Sections within the state

- Holding joint meetings with Sections, local Affiliates and associated groups in the state
- Increasing membership
- Identifying issues affecting communities, women and their families in the state
- Building coalitions across the state
- Involving Affiliates in the work of NCNW
- Developing funding and resources to support the work of NCNW
- Structuring state programs
- Submitting information ceded by the national office

10.4 Election and Terms of State Leadership

- The State President or Convener, and all other officers of a State Organization, shall be elected by vote of a majority of the members of NCNW in the state who attend a duly-called state membership meeting for the purpose of electing officers
- States approved by the NCNW Executive Committee to organize, shall elect such officers as they deem appropriate for leadership consistent with the duties and responsibilities outlined herein.
- State Presidents or Conveners may serve an unlimited number of two-year terms.
 - The practice of the NCNW National Office appointing state officers has been discontinued. Conveners appointed under previous rules and practices will continue to serve until such time as state officers are elected. Conveners are eligible to run for election as state officers; however, in this period of transition to elected officers, this provision shall not be applied to displace any previously appointed Convener.
 - No person should hold more than one state-wide office simultaneously.

10.5 Responsibilities of State NCNW Leaders

- Plan and convene state conferences
- Attend meetings of community-based Sections
- Review programs and activity plans of Sections to ensure that there are no conflicts with NCNW Bylaws, policies or programs.
- Work with Section leaders as needed to accomplish the mission and goals of NCNW
- Work to organize new Sections and reactivate inactive Sections
- Coordinate the work in the state on behalf of the national organization
- State officers are expected to provide information and updates to Section officers to assure consistency, quality and continuity across the NCNW organization.

State officers are encouraged to attend the NCNW Biennial National Convention and other national assemblies and conferences as called by the NCNW President/National Chair of the Board.

11.0 National Membership Department

11.1 Purpose

The National NCNW Membership Department, located at the National Headquarters Office, provides information and services related to membership to leaders and members NCNW Sections, Guilds, State Organizations, and Affiliate Organizations.

11.2 Inquiries to NCNW Membership Department

When making inquiries regarding member issues or requesting membership applications it is helpful to first visit the NCNW website at www.ncnw.org. The website provides membership information, including the official membership application.

In addition, the NCNW website includes an inquiry form to be used to answer questions members or Sections may have about membership. Sections with questions regarding membership are asked to download the form, complete it and email the inquiry back to the Membership Department at membership@ncnw.org. This will allow the National office to track and share inquiries and help the staff in preparing an appropriate response to your inquiry.

Written inquiries may also be sent to:

The Member Department
National Council of Negro Women, Inc.,
633 Pennsylvania Avenue, NW
Washington, DC 20004

11.3 Technical Assistance

The National Membership Department provides technical assistance to state and local NCNW leaders and individuals to:

- Help advance the NCNW's work at the community level
- Help assure a consistent message about NCNW and its efforts on behalf of African American women and their families
- Assist individuals interested in joining NCNW
- Guide persons and groups interested in forming an NCNW Section or Guild

The National Membership Department maintains NCNW's digital and online platforms, which are important sources of information about NCNW. These include:

- NCNW website - www.ncnw.org.

- Social media posts on Facebook, YouTube, Twitter and Instagram
- The NCNW membership database

11.4 Membership Booth at Conventions and Community-Based Events

- The Membership Department hosts a membership booth at NCNW National Biennial Conventions.
- Upon request and staff availability, the Membership Department will host an NCNW membership booth at significant Community-based activities of Sections seeking to recruit members and educate the public about NCNW.

12.0 New Member Applications, Renewals and Payment of Fees

12.1 Membership Fees

Membership fees are defined in the National Bylaws and may change from time to time. Currently the fees associated with membership are:

- Annual Fee: \$50.00
- Student: \$10.00
- Youth: \$5.00
- Associate: \$50.00
- Affiliate: \$500.00-1,000.00
- Life: \$500.00
- Legacy Life Member: \$1000
- Group Life: \$750.00 Group Life Membership is available to a business, corporation, church or agency – not a group of individuals.

12.2 The Membership Application and Payment of Membership Fees

- Prospective new members must complete the NCNW Membership Application, which can be downloaded from the NCNW Web site at www.ncnw.org, and pay the requisite membership fees before they are considered official NCNW members.

This form should be used exclusively for new members.

Sections and members are encouraged to use the online payment system at www.ncnw.org. This is a secure, convenient method of joining NCNW. If electronic submission is not possible, the NCNW application and dues should be mailed to:

National Council of Negro Women, Inc.,
633 Pennsylvania Avenue, NW
Washington, DC 20004
Attn: Membership

- All memberships (except Life and Legacy/Life) expire on October 1st. Members will be reminded of the time to renew memberships and are expected to pay fees upon issuance of the notification. No individual notices of renewal will be sent. When making payment of membership fees, current members should indicate their member number, if known, to avoid creation of duplicate member profiles. A late fee will be assessed for fees not paid by January 31st of the following year.
- Life members do not pay a national annual fee.
- The Second Vice President oversees the business of membership of the Sections. She communicates with the NCNW National Headquarters Office and the Member Services Office about membership concerns within the Section.

12.3 Membership Card

Membership cards are mailed four to six weeks after the receipt of the membership fee. Life and Legacy Life Membership cards are mailed only after the membership fee is paid in full.

A membership card will be issued to a member in good standing. A person is not a financial member in good standing until the membership fee is received by the NCNW Membership Department. Standing is important in determining the voting status or eligibility to hold an office.

12.4 Membership Fees

Sections may opt to collect national member fees from section members and submit the proceeds in a batch to the National Office. The fees may be submitted online, or by mail. Fees submitted in this way should clearly identify the name, address, email address and telephone number of the members for whom national fees are being remitted. Fee payments submitted from the Section are not considered paid until actually received and processed by the National Office. Whenever possible, the list of members should be submitted via Microsoft Excel spreadsheet, for ease of processing.

National fees collected by the Section should be remitted promptly to headquarters.

12.5 Section (local) Dues

- Sections may require Section dues to support the work of the local Section
- Section dues of individual members should not be sent to the National Headquarters Office. Each member will pay local dues to the Section that the Section will retain to support the local work of the Section.
- If a Life member joins a community-based Section, the local dues are paid directly to the Section.

12.6 Change of Address/ Deceased Notice

Occasionally current members may need to update their membership file.

Members who experience a change of address should download the Change of Address from the NCNW web site at www.ncnw.org and submit the change of address form to the National Membership Department of NCNW, preferably electronically at membership@ncnw.org.

Similarly, Sections who lose members because of a death should download the appropriate notification form from the website and submit it electronically to Membership@ncnw.org.

12.7 Verification of the Section Membership Roster

Each Section is responsible for reviewing their membership roster and verifying that the information contained in the roster is correct.

The Section Membership Roster is sent on request from a Section. It is no longer an automatic process. Sections may request a roster online at the NCNW website or email the request to the National Headquarters Office. The roster will be sent electronically.

If there are changes or corrections, it is the responsibility of the Section to submit them to the National Membership Department. Sections may make changes directly on the Section Roster and return it to National, or download, complete and mail the changes to:

National Council of Negro Women, Inc.
633 Pennsylvania Avenue, NW

Washington, DC 20004

13.0 Site Visits

- Periodically, a member of the National Board may conduct a site visit of a Section or State Organization. The purpose of a site visit is to encourage the good work of Sections, assure compliance with NCNW Bylaws, procedures and best practices, and to learn about local issues and concerns.
- Site visits are also used to verify that a Section is meeting requirements for Certification.

14.0 Certification of NCNW Community-Based Sections and Guilds

Each NCNW chartered Section is expected to periodically examine and assess its operations as a requirement for maintaining its Section charter.

14.1 Purpose

All Community-based Sections are required to participate in the Certification process, which is conducted every three years. The Certification process assures that the operations of NCNW Sections and Guilds are aligned with the vision, mission and values of NCNW.

Undertaken jointly by the National Headquarters and each Community-based sections and Guilds, Certification reinforces the purpose, policies and practices that define NCNW. The certification process requires that Community-based and Collegiate Section officers and members examine and report on certain aspects of their operations, including:

- Internal Revenue Service Compliance
- Financial Management
- Election of Officers
- Membership Data
- National Programs
- Fundraising Efforts
- Community Outreach
- Bylaws Compliance

14.2 Certification Process

NCNW Community-based sections submit data as requested on the Certification Reporting Forms. Section data is reviewed for compliance and Sections are classified as either “ACTIVE” or “INACTIVE” based on the Certification review. Sections must then take corrective actions to be reconsidered for active status.

A site visit may be conducted as a part of the process to assure compliance with NCNW By- Laws, procedures and best practices, learn about local issues and concerns and provide technical assistance to assure on-going compliance with NCNW requirements and standards.

15.0 National Bethune-Height Recognition Program

In 1974, Dr. Dorothy I. Height, then President and Chair of the NCNW Board, and Section members in New York, New Jersey and Connecticut established the Bethune Recognition Program as a national fundraiser to provide annual financial support to NCNW. At the 37th Biennial National Convention, by a majority vote, NCNW members agreed to make the Mary McLeod Bethune Recognition Program a National NCNW Program. Subsequently renamed to honor both NCNW founder Mary McLeod Bethune and former President and Chair of the Board, Dorothy Irene Height, the Bethune-Height Recognition Program (BHRP) salutes and recognizes all who exemplify the Bethune tradition of providing services to those who are less fortunate.

The Bethune-Height Recognition Program is not simply another luncheon or dinner to which tickets are sold, it is a recognition occasion for individual or group achievement. It honors Bethune Achievers, new Life Members and new Legacy Life Members. It also provides an opportunity for recognition of supporters and contributors in the Bethune tradition.

Every state is encouraged to host a Bethune-Height Recognition Program annually. NCNW Sections and Guilds within a state are expected to join together and to provide leadership in planning the Bethune Recognition Program in their local communities.

Detailed information about organizing and hosting the Bethune-Height Recognition Program may be found in the Bethune-Height Recognition Program Guidelines, available from the National Office.

Appendix A

**ELECTION OF SECTION/GUILD
OFFICERS REPORT FORM**

National Council of Negro Women, Inc.
"OFFICIAL" ELECTION OF SECTION/GUILD OFFICERS REPORT FORM
FOR FISCAL YEARS 20__ thru 20__
(This document must be returned to Headquarters by June 30)

The Bylaws were amended at the 52nd National Convention in December 2005. Article IV, Section II reads as follows:

- A. Community-based Section Officers shall be elected for a term of two years and shall not serve more than two consecutive terms in the same position.
College/University-based Section Officers shall be elected for a term of one year and shall not serve more than two consecutive terms in the same position.
- B. Section Elections shall be conducted in May. Those elected shall assume office September 1.

PLEASE PRINT & USE THIS FORM WHEN REPORTING FOR THE FISCAL YEAR ABOVE
(Please make sure that all spaces are filled in.)

DATE OF ELECTION: _____

NAME OF SECTION or GUILD: _____ SECTION FIVE DIGIT CODE: _____
(Example: DC001)

Mailing Address: _____

City: _____ State: _____ Zip: _____

PRESIDENT: _____ Membership ID# _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Area Code/Telephone

Home: _____ Business: _____

Fax: _____ E-Mail: _____

Occupation: _____

Date elected/appointed: _____ If re-elected to this position, date of first term: _____

FIRST VICE PRESIDENT: _____ Membership ID# _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Area Code/Telephone

Home: _____ Business: _____

Fax: _____ E-Mail: _____

Occupation: _____

Date elected: _____ If re-elected to this position, date of first term: _____

National Chair: Ingrid Saunders Jones

Founder: Dr. Mary McLeod Bethune
Chair Emerita: Dr. Dorothy I. Height

Executive Director: Janice L. Mathis, Esq.

Affiliated with: National Council of Women of the United States
International Council of Women/National Assembly for Social Policy and Development
Contributions are tax-deductible

National Council of Negro Women, Inc.
"OFFICIAL" ELECTION OF SECTION/GUILD OFFICERS REPORT FORM
FOR FISCAL YEARS 20__ thru 20__
(This document must be returned to Headquarters by June 30)

SECOND VICE PRESIDENT: _____ **Membership ID#** _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Area Code/Telephone

Home: _____ Business: _____

Fax: _____ E-Mail: _____

Occupation: _____

Date elected: _____ If re-elected to this position, date of first term: _____

***THIRD VICE PRESIDENT:** _____ **Membership ID#** _____

***(Age Thirty-Five or under)**

Mailing Address: _____

City: _____ State: _____ Zip: _____

Area Code/Telephone

Home: _____ Business: _____

Fax: _____ E-Mail: _____

Occupation: _____

Date elected: _____ If re-elected to this position, date of first term: _____

RECORDING SECRETARY: _____ **Membership ID#** _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Area Code/Telephone

Home: _____ Business: _____

Fax: _____ E-Mail: _____

Occupation: _____

Date elected: _____ If re-elected to this position, date of first term: _____

National Chair: Ingrid Saunders Jones

Founder: Dr. Mary McLeod Bethune
Chair Emerita: Dr. Dorothy I. Height

Executive Director: Janice L. Mathis, Esq.

Affiliated with: National Council of Women of the United States
International Council of Women/National Assembly for Social Policy and Development
Contributions are tax-deductible

National Council of Negro Women, Inc.
"OFFICIAL" ELECTION OF SECTION/GUILD OFFICERS REPORT FORM
FOR FISCAL YEARS 20__ thru 20__
(This document must be returned to Headquarters by June 30)

CORRESPONDING SECRETARY: _____ **Membership ID#** _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Area Code/Telephone

Home: _____ Business: _____

Fax: _____ E-Mail: _____

Occupation: _____

Date elected: _____ If re-elected to this position, date of first term: _____

FINANCIAL SECRETARY: _____ **Membership ID#** _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Area Code/Telephone

Home: _____ Business: _____

Fax: _____ E-Mail: _____

Occupation: _____

Date elected: _____ If re-elected to this position, date of first term: _____

TREASURER: _____ **Membership ID#** _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Area Code/Telephone

Home: _____ Business: _____

Fax: _____ E-Mail: _____

Occupation: _____

Date elected: _____ If re-elected to this position, date of first term: _____

National Chair: Ingrid Saunders Jones

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(This document must be returned to Headquarters by June 30)

PARLIAMENTARIAN: _____ **Membership ID#** _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Area Code/Telephone

Home: _____ Business: _____

Fax: _____ E-Mail: _____

Occupation: _____

Date appointed: _____ If re-appointed to this position, date of first term: _____

HISTORIAN: _____ **Membership ID#** _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Area Code/Telephone

Home: _____ Business: _____

Fax: _____ E-Mail: _____

Occupation: _____

Date appointed: _____ If re-appointed to this position, date of first term: _____

CHAPLAIN: _____ **Membership ID#** _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Area Code/Telephone

Home: _____ Business: _____

Fax: _____ E-Mail: _____

Occupation: _____

Date appointed: _____ If re-appointed to this position, date of first term: _____

National Chair: Ingrid Saunders Jones

Founder: Dr. Mary McLeod Bethune
Chair Emerita: Dr. Dorothy I. Height

Executive Director: Janice L. Mathis, Esq.

Affiliated with: National Council of Women of the United States
International Council of Women/National Assembly for Social Policy and Development
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Appendix B

SCHOLARSHIPS/SCHOLARSHIP FUNDS

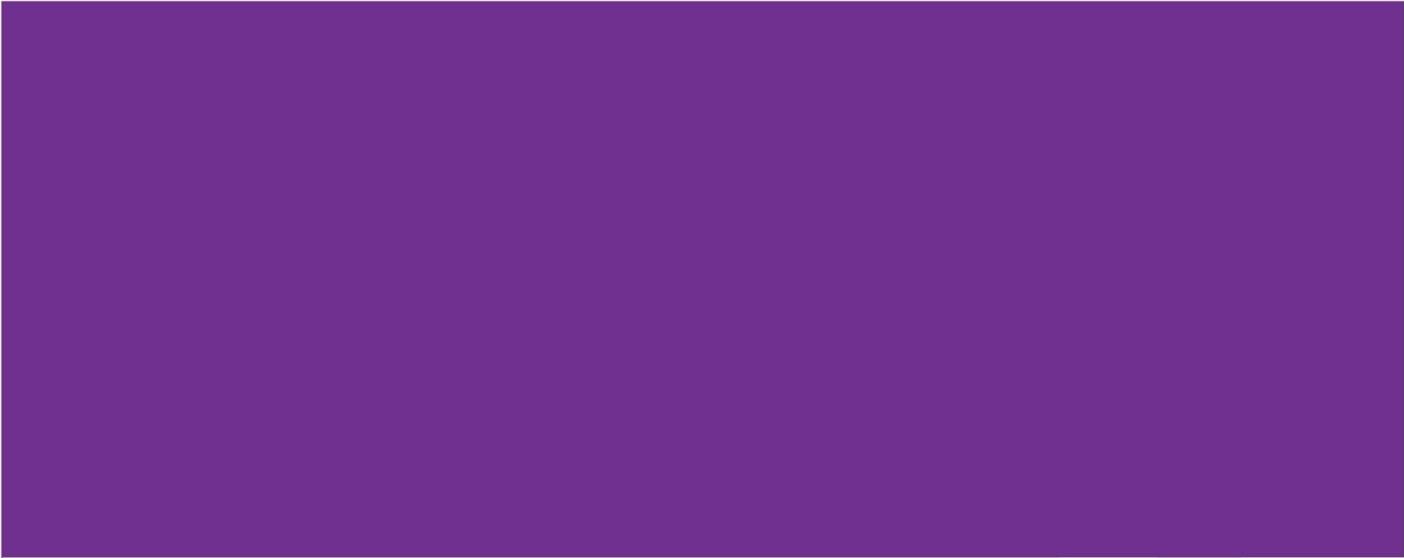


Subject: Scholarships/Scholarship Funds

Does NCNW offer or fund scholarships? NCNW does not have a formal scholarship program.

NCNW's articles of incorporation and 501(c)(3) do not prohibit Sections from establishing or contributing to scholarships or scholarship funds. With that said, here are the basic guidelines and parameters when considering establishing or funding a scholarship:

1. Clarity of Purpose – Given NCNWs “Four for the Future” national programmatic thrusts, I recommend that any scholarship(s) be focused on Education.
2. Clarity of Participants – Who is the scholarship program for? For example, do applicants have to be female? A certain age or grade in school? Do they have to have an affiliation with NCNW or can anyone apply? Is anyone ineligible?
3. Clarity of Criteria – Beyond defining parameters for participants, on what basis will the applications be reviewed? For example, academic scholarships typically have cumulative GPA, workload (e.g., Advanced Placement), SAT scores, etc. as criteria. Others also target students pursuing a particular course of study (e.g. Science, Technology, Engineering)
4. Clarity of Process – Application process (e.g., Will there be an interview? Are letters of reference required? Etc.) Is this a one-time award or will the applicant receive support for a longer period of time? Does the applicant have to do anything (e.g., Attend an event; send their grades, etc. after the award is made? How will the decision be made and by whom? Are there any circumstances in which the scholarship can be rescinded?
5. Clarity of Maintenance – It is important to understand the section's commitment--how often will the scholarship be offered? How is it to be funded and maintained? The clearer your criteria and process, the more likely the program will be successful.
6. Finally, provide the entire package, including the actual application, to National before launching publicly.





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