



ARTICLE I – NAME

The name of this organization shall be the Southern California Coalition-National Council of Negro Women, Incorporated, hereinafter referred to as "SCC- NCNW."

ARTICLE II – PURPOSE

The purpose of the Southern California Coalition-National Council of Negro Women, Inc. (SCC-NCNW) is to unite non-profit national organizations of women in a council of national organizations primarily concerned with the welfare of Negro women; promote unity among women's national organizations and all women and girls in matters affecting the educational, cultural, economic, social, and spiritual life in America; build a common fellowship of women devoted to the task of developing creative relations among people at home and abroad; and serve as a clearinghouse for the dissemination of information concerning the activities of organized women.

ARTICLE III – ORGANIZATIONAL STRUCTURE

SCC-NCNW shall consist of the President, 1st Vice President (Programs) and 2nd Vice President (Membership), 3rd Vice President of YACA (Young Adult & Collegiate Affairs), Recording Secretary, Corresponding Secretary, Financial Secretary and Treasurer, who shall be elected by the members of SCC-NCNW. The President shall appoint the Historian, Parliamentarian, and Chaplain. These officers shall be deemed the Board of Directors.

ARTICLE IV – MEMBERSHIP

Section 1. Member. A person may be eligible for membership regardless of race, color, creed, national origin, sexual orientation, or economic status.

Section 2. National Member. A National member shall be a woman who has paid the annual membership fee to NCNW for the current fiscal year. A National member who chooses to become a Community or Collegiate Section member must pay the local dues and any approved assessment of the Section joined.

Section 3. Life Member. A Life member shall be a woman who has met the financial requirements of such status. A Life Member who chooses to become a Community or a Collegiate section member must pay the local dues, and any approved assessment of the Section joined.

Section 4. Legacy Life Member. A Legacy Life Member shall be a woman who has met the financial requirements of such status. A Legacy Life Member who chooses to become a Community or a



Collegiate section member must pay the local dues and any approved assessment of the Section joined.

Section 5. Collegiate Member. A Collegiate (Student) member shall be a woman enrolled at an accredited college, university, community college, or vocational or technical school. Members enrolled in a Graduate Program at the college or university are ineligible for collegiate section membership.

Section 6. Youth Member. A Youth member shall be a young girl attending middle or high school.

Section 7. Section Membership Limitations. No member may hold membership in more than one Section at a time.

Section 8. Non-Partisan Status. No member may involve the name or organization of NCNW or engage in any partisan political campaign on behalf of (or in opposition to) any candidate for public office. NCNW affiliates, members, and sections may advocate for or against public policy issues.

ARTICLE V – FINANCIAL

Section 1. The fiscal year of NCNW shall be October 1 through September 30 of each year.

Section 2. Annual dues and membership fees (including per capita fees for Life and Legacy Life Members) shall be payable between January 1 and May 31 for the ensuing fiscal year. Members whose dues and fees are not paid by May 31 will receive notice that they are delinquent and assessed a ten (\$10.00) dollar late fee. If the dues and fees are unpaid by September 30, the members will lose their membership.

ARTICLE VI - OFFICERS

Section 1. Terms of Office

1. The Elected Officers term of office shall be for two (2) years and serve no more than two (2) consecutive terms, and decided by an election of the local SCC-NCNW Sections.
2. No SCC-NCNW officer, except the President and the Treasurer, may serve more than three (3) consecutive terms.

Section 2. Community-based Sections and Collegiate University-based Officers

1. SCC-NCNW Community-based Sections and Collegiate University-based Officers elections shall be conducted in May of even years or following individual section elections. Those elected shall assume office on September 30th of the same year.

Section 3. Duties of Elected Officers.



A. The President will:

1. Perform such duties as directed by National Headquarters
2. Appoint Standing Committees and other committees as necessary for the implementation of the organization's programs
3. Serve as the President of the SCC-NCNW
4. Serve as the spokesperson for the SCC-NCNW
5. Perform such ceremonies as necessary
6. Work with each Section, Affiliates, and other organizations to maintain relationships
7. Conduct the Executive Board meetings
8. Serve as an ex-officio member of all committees
9. Approve disbursements presented by the Treasurer
10. Have the authority to sign legal documents on behalf of SCC-NCNW
11. Request a written and oral report from the Section Presidents

B. The 1st Vice President shall:

1. Serve as a member of the SCC-NCNW facilitate programs and projects
2. Perform duties assigned by the President
3. Serve as a member of the Board of Directors and Executive Committee

C. The 2nd Vice President shall:

1. Serve as a member of the SCC-NCNW facilitate membership and work with BHRP committee as required
2. Perform duties assigned by the President
3. Serve as a member of the Board of Directors and Executive Committee

D. The 3rd Vice President shall:

1. Chair Young Adult and Collegiate Affairs (YACA) committee
2. Encourage, recruit and focus on participation of young women who are 25-39 years of age
3. Enhance the impact of the youth, collegiate, and young adult members of SCC-NCNW and provide perspectives on national programs, initiatives, and events
4. Serve as a member of the Board of Directors and Executive Committee

E. The Recording Secretary shall:

1. Be responsible for the written and electronic documentation of all SCC-NCNW meetings
2. Submit to the President a copy of the minutes of all SCC-NCNW meetings ten (10) days after the adjournments
3. Serve as a member of the Board of Directors and Executive Committee.

F. The Corresponding Secretary shall:



1. Notify members of Area meetings
2. Send correspondence electronically and/or hardcopy to the members upon request (for example National emails, all announcements, etc.)
3. Keep an updated membership roster by working closely with the Section Membership Chair.
4. Assist the Recording Secretary and assume responsibility of the Recording Secretary in her absence
5. Serve as a member of the Board of Directors and Executive Committee.

G. The Financial Secretary shall:

1. Keep an itemized report of monies received
2. Issue a receipt to the members for all monies received
3. Assist Treasurer as assigned
4. Serve as a member of the Board of Directors and Executive Committee
5. Be bonded

H. The Treasurer shall:

1. Be responsible for the receipt of all money transmitted to SCC-NCNW
2. Deposit all monies received by SCC-NCNW into a designated bank account(s)
3. Prepare records of monies received, and expended without delay upon the written or verbal request of the SCC-NCNW Board of Directors
4. Receive documentation of goods, money, or services to be paid upon receipt signed by the President
5. Submit a quarterly report on income and disbursements
6. Submit all financial documents to the auditor at the end of the fiscal year
7. Serve as a member of the Board of Directors and Executive Committee.
8. Be bonded

Section 4 Duties of Appointed Officers. Appointed Officers shall perform the duties prescribed by these bylaws and the parliamentary authority adopted by the SCC-NCNW.

A. The Historian shall:

1. Maintain that all records, archives, and memorabilia are stored in a secure area approved and identified by the SCC-NCNW Board.
2. Be responsible for preserving historical materials
3. Serve as a member of the Board of Directors and Executive Committee

B The Parliamentarian shall:

1. Interpret the rules governing the transaction of business of SCC-NCNW (see Article XV)
2. Serve as a member of the Board of Directors and Executive Committee



3. Serve as a non-voting member on the Board of Directors and Executive Committee.

C. The Chaplain shall:

1. Draw upon spiritual resources to enhance creative relationships and meaningful work of SCC-NCNW.
2. Recite or lead the meditation, invocation, and inspirational expressions for SCC-NCNW.
3. Serve as a member of the Board of Directors and Executive Committee

D. Vacancies.

1. The President shall fill a vacancy in any office for the unexpired term.

ARTICLE VII - NOMINATING COMMITTEE

Section 1. The Nominating Committee shall consist of five (5) members from different Sections, selected by the members of the SCC-NCNW. The chair of the Nominating Committee shall be appointed by the members selected to the Nominating Committee. The committee is responsible for securing nominations for the elected officers and ensuring that all candidates for the elected offices meet the minimum requirements of each position for election as defined in Robert's Rules of Order. The Committee shall submit a slate of officers consisting of at least one name for each office to be elected. No name may be placed in nomination without the written consent of the nominee. The report of the Nominating Committee shall be presented in April, and the election will be held in May, or as necessary. No nominations may be made from the floor. No person may be a candidate for a local section unless in good standing in the Section.

ARTICLE VIII - MEETINGS

Section 1. SCC-NCNW Area

- A. There shall be regular SCC-NCNW meetings of Section members every fourth Saturday quarterly
- B. The Board of Directors meetings will be held before the membership meeting or as required by a call meeting

Section 2. The Quorum of the SCC-NCNW shall consist of no less than (8) eight sections present

Section 3. SCC-NCNW shall meet no less than four (4) times each fiscal year.

Section 4. Electronic Meetings



SCC-NCNW members, board of directors, executive committee, standing committees, and special committees are authorized to meet using electronic known platforms as long as members are engaging and interacting during the meeting.

ARTICLE IX - BOARD OF DIRECTORS

The Board of Directors shall consist of the elected SCC-NCNW President, Section Presidents, Committee Chairs, and Elected and Appointed Officers

ARTICLE X - EXECUTIVE COMMITTEE

The Executive Committee shall consist of the Elected President and Officers of SCC-NCNW

ARTICLE XI - COMMITTEES

The Standing Committees shall be:

Section 1. The Bylaws Committee

- A. Shall consist of five (5) Section members.
- B. The Committee shall receive and consider all proposed amendments to the Bylaws.
- C. Shall be responsible for sending the notice of such proposed amendments to the SCC-NCNW Presidents within 30 days of receipt in a manner prescribed in the Bylaws.
- D. Shall report on the proposed amendments to all SCC-NCNW members.

Section 2. The Finance/Audit Committee

- A. Shall consist of the Chair of the Finance/Audit Committee, the Treasurer, and such other members as deemed necessary
- B. It will be the responsibility of the committee in collaboration with the SCC-NCNW Executive Committee to submit a budget and devise ways of meeting the budget
- C. The committee consults with the auditor and reports the audit to the Executive Committee and the Board of Directors.

Section 3. 2nd Vice President Membership Committee

- A. Shall consist of all section 2nd Vice President working with Membership.

Section 4. The Program Committee

- A. Shall continuously work towards the mission of NCNW's Inc. Core 4: Health Equity, Education, Economic Empowerment, and Social Justice.



Section 5. The Ways and Means Committee

- A. Shall solicit sources of funds from individuals, foundations, government, and other organizations.

Section 6. The Compliance Committee

- A. Has the responsibility for ensuring the NCNW Inc. Compliance Program and Code of Conduct are followed.

ARTICLE XII - DISCIPLINARY ACTION

The NCNW Code of Conduct is to be referenced to safeguard the integrity and effectiveness of our organization and is to be used when disciplinary action is required.

ARTICLE XIII - PROPERTY

Section 1. Said property is held in trust by the SCC-NCNW Inc. and shall be used and maintained as a place of community outreach, program development, and information clearinghouse for the use of the community and subject to the provisions of the Articles of Incorporation, Bylaws, and Policies and Procedures of SCC-NCNW Inc.

ARTICLE XIV - INDEMNIFICATION INSURANCE

SCC-NCNW shall purchase and maintain liability insurance, naming Southern California Area NCNW, its Officers, and Directors as agents as insured.

ARTICLE XV- PARLIAMENTARY AUTHORITY

Each section of SCC-NCNW shall adopt the Parliamentary Authority of NCNW Inc. The rules contained in the current edition of Robert’s Rules of Order Newly Revised (RONR) shall govern SCC-NCNW in all cases to which they are applicable.

ARTICLE XVI - AMENDMENT OF BYLAWS

These bylaws may be amended at the SCC-NCNW area meeting by a two-thirds vote of the members present.

ARTICLE XVII - DISSOLUTION

Upon termination or dissolution of the SCC-NCNW, any assets lawfully available for distribution shall be distributed equally to each section in good standing with NCNW. Inc.



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