



**NATIONAL COALITION
OF
100 BLACK WOMEN,
INC.**

MEMPHIS CHAPTER

**CHAPTER BYLAWS
2006 REVISION**

March 31, 2006



Article I. Name

The name of this organization shall be, National Coalition of 100 Black Women, Inc., Memphis Chapter (hereinafter referred to as “NCBW”).

Article II. Purpose (Mission Statement)

The purpose of the chapter shall be to promote the objectives and policies of the National Coalition of 100 Black Women, Inc., Memphis Chapter which are:

VISION

We are an organization of progressive women of African descent whose voice and force for gender equity and socio-economic advancement drives meaningful change to empower women in our community.

MISSION

NCBW advocates on behalf of women of African descent through local and national actions and strategic alliances that promote its local, national and international agendas on leadership development and on gender equity in health, education and economic development.

Article III. Membership

Section 1. Eligibility

Any woman who agrees to act in accordance with the purposes and goals of NCBW and has demonstrated evidence of community involvement shall be eligible for membership in this chapter.

An applicant:

- (a) must have demonstrated evidence of community involvement and be sponsored by one active financial member or if no community involvement demonstrated then,
- (b) must be sponsored by two active financial members.

There are two categories for membership:

- (a) Full Membership – membership is based on active involvement in a committee and fundraising activities. This category is eligible for Committee Chair appointments, membership voting and Chapter representation on other organization committees.
- (b) Associate Membership- membership is based on financial currency in the organization. This category of membership is not eligible to vote, lead a committee or hold an office.

This category of membership is considered a member on a national and local level.

Section 2. Procedures

- 1) A membership drive shall be conducted in August and March of each year. Individuals seeking membership in this chapter must submit to the Membership Committee a completed application packet.
- 2) After review of the application packet, the Membership Committee will submit it's recommendations for acceptance or rejection to the Executive Board of Directors (BOD).
- 3) The Executive Board of Directors shall submit it's recommendations to the General Membership, which shall accept the applicants by majority vote.
- 4) The membership process shall be completed in 30 days after the intake process which the Membership Committee shall notify the applicant in writing of NCBW's decision.
- 5) The membership dues shall be remitted to NCBW once the privilege of membership has been approved.
- 6) If for any reason membership is not approved the applicant will be notified in writing of the decision by the 2nd Vice President of Membership."
- 7) Each new member shall attend the membership orientation and shall join at least one standing committee.

Section 3. Active Financial Members

- 1) Members in good standing shall be members whose dues and any financial commitments are current. and who are not guilty of inappropriate behavior.
- 2) Current members who have not renewed their membership by the October 1st deadline are not eligible to renew their membership during the 6 month membership drive in March.
- 3) A current member whose dues are not paid in October is not eligible to renew for one year.
- 4) NCBW may extend the membership intake period for no more than 2 months per majority vote by the Executive BOD.

Section 4. Transfers

Upon presentation of a letter from the transferring chapter, a member in good standing of any chapter of NCBW taking up residence in the Memphis/Shelby County area or within a 50 mile radius may become a member in good standing of this chapter for the current fiscal year.

Section 5. Disaffiliation

- 1) The BOD, by a majority vote, shall for just cause expel, suspend, or remove from membership any member of this chapter.
- 2) The membership of any member shall be forfeited upon: (1) Nonpayment of dues by 9/30 of each fiscal year unless otherwise authorized by the Executive BOD. (2) Failure to exhibit conduct exemplary of a member of the NCBW. (3) Failure to participate in fund-raising events and any other activities set forth by the NCBW. (4) Failure to attend three

consecutive meetings unless otherwise authorized by the Membership Committee chairperson (BOD meetings and /or general membership meetings).

- 3) The 2nd Vice President of Membership will report any concerns of attendance to the Executive BOD for review.
- 4) Procedure before suspension or expulsion: (1) A member will be given an opportunity to present her case before the Executive BOD either orally or in writing. (2) A majority of the Executive BOD shall determine whether the situation warrants further action.
- 5) Any member who takes legal action against the organization shall not be eligible for future membership.

Article IV. Financing

Section 1.

This chapter shall be self-sustaining.

Section 2. Fiscal Year

The fiscal year of the Memphis Chapter shall coincide with the National Coalition of 100 Black Women, Inc.: i.e. 10/1 to 9/30.

Section 3. Dues

- 1) Chapter dues shall be set by the Executive BOD and approved by the general membership.
- 2) Dues shall be payable on or before 9/30 and are delinquent after the October membership meeting. A member's membership shall be forfeited on the delinquent date.
- 3) Dues for September membership are due by September 30, and are good for one year.
- 4) Dues for March membership are due by April 1st and are good for six months, (only new members are eligible for the six month membership).
- 5) On October 1, a late fee of \$25.00 will be assessed to the total amount of dues due not to exceed October 30.

Article V. Officers

Section 1. Elected Officers

- 1) The elected officers of this chapter shall be President, 1st Vice-President of Programs, 2nd Vice-President of Membership, 3rd Vice President of Finance, Recording Secretary, Financial Secretary, Treasurer and Historian.
- 2) The Elected Officers and the Parliamentarian will be known as the Executive Board of Directors.
- 3) Each officer shall have been a member of this chapter for at least one full year and must be a member in good standing.

- 4) The President must have served at least one year as a member of the Board of Directors.

Section 2. Appointed

- 1) Standing Committee Chairpersons will be appointed by the President and approved by the Executive BOD for the following positions: Scholarship, Political Action, Community Involvement, Courtesy, By-Laws, Fundraising, Budget/Finance, Parliamentarian, Public Relations and Chaplain.
- 2) The Standing Chairperson positions are voting BOD positions.

Section 3. Term of Office

- 1) All elected Officers and appointed Standing Chair positions shall serve a term of two years, beginning 10/1, or until their successors are elected or appointed.
- 2) No elected officer shall serve more than 2 consecutive terms in the same office.
- 3) A member elected or appointed to fill a vacancy and serving in that position for one half term shall be considered to have a full term.
- 4) The Outgoing President shall serve on the BOD as Past President for 1 year for continuity.
- 5) This position will be without BOD voting rights.
- 6) The outgoing President is ineligible for an elected position during the next term.
- 7) Any member serving on the National board will have a non voting position on the local board.

Section 4. Vacancies

- 1) A vacancy in the office of the President shall be filled by the 1st Vice-President of Programs.
- 2) The resulting vacancy in the Vice-Presidential position and any other vacancy in an elected office shall be filled by vote of the Executive BOD.
- 3) Vacancies in appointed offices shall be filled by the President with the approval of the Executive BOD.
- 4) Eligibility for subsequent election or appointment of persons chosen to fill vacancies shall be appointed by the President and approved by the Executive BOD.

Section 5. Nominations

- 1) A nominating committee of three members shall be elected at least 60 days prior to the meeting (by July 1st) at which officers will be elected.
- 2) The nominating committee shall review the membership roster with the Financial Secretary, Treasurer and Membership chair for candidate eligibility.
- 3) The nominating Committee shall, prior to submitting a slate of nominees, obtain the consent of each nominee to serve if elected.

- 4) The Nominating Committee shall, at the meeting immediately preceding the election meeting (2nd Saturday in August), present nominations for each elective office.
- 5) At the election meeting (4th Saturday in August or the 2nd Saturday in September), the chair shall provide an opportunity for nominations from the floor.
- 6) All persons nominated must meet all qualifications for holding office, be present and complete the consent to serve form.

Section 6. Elections

- 1) Elections shall be by ballot except that when there is but one nominee for an office.
- 2) The vote for that office may be by voice. A majority vote shall be necessary for all other elections. The election of officers shall be held prior to the end of the term and new officers shall assume their offices at the beginning of the next term, the date of which is provided in Section 3 of this article.

A “change of hands” of offices shall occur within 30 days of the election for smoother transition. Any records or materials for said elected positions shall be given to the newly elected officers during this period.

At least fourteen days prior to the Annual Meeting (2nd Saturday in August), the Executive BOD shall select one Inspectors of Election and one Tellers of Election, none of whom shall be a candidate for the positions to be voted upon; in addition, each of the candidates for the Presidency shall select a Teller of Election.

- 3) Only financial members can be entitled to vote at any NCBW membership meeting.
- 4) No proxy votes.

Article VI. Duties of Officers

A. President:

- 1) The President shall preside at all meetings of the chapter and of the executive BOD meetings.
- 2) She shall be the Active Head of the NCBW, Memphis Chapter, and shall be responsible for seeing that the Bylaws of this organization and the order and policies of the Executive BOD are fully executed and carried out.
- 3) She is responsible for expanding and developing NCBW, Memphis Chapter through channels of the General Membership and /or the Membership Committee and the community.
- 4) She is responsible to appoint a Parliamentarian, Public Relations Chair, Chaplain and all Standing Committee Chairpersons with the approval of the Executive BOD.
- 5) She is responsible for adhoc committee Chairs appointments, except the Nominating Committee, as necessary, with approval of the Executive Board of Directors or as directed by the membership.
- 6) She is an ex-officio member of all committees except the Nominating Committee.
- 7) Perform other duties as prescribed in the parliamentary authority.

- 8) The President may call an emergency or special meeting of the Executive Board of Directors, when in her judgment such a meeting is deemed necessary.
- 9) The time, place and subject of such Special or Emergency meeting shall be clearly set forth in the official call or notice.
- 10) Only those matters expressly set out in the notice or call shall be deliberated upon. However, no election of officers shall take place at the Special or Emergency meeting.
- 11) She is the representative of NCBW, Memphis Chapter at the national level during its annual or quadrennial sessions, provided funds are available.
- 12) If a vacancy of an elected officer occurs during the interim of the election period, she must call an Executive Board of Directors meeting within 30 days for the purpose of recommending a successor to the Executive Board of Director position with the approval of the Executive BOD.
- 13) In the event of rejection, further recommendations are to be made for approval.
- 14) Also be responsible for such other duties as may be usual and customary to her position and which may be assigned to her from time to time by the Executive BOD and/or the General Membership.
- 15) Submit an Annual Report to the National.
- 16) Must have served on the Executive BOD for at least one year prior to being elected.

B. 1st Vice President of Programs shall:

- 1) Preside in the absence of the President.
- 2) Serve as Program Committee Director.
- 3) Manage all activities as it relates to NCBW programs.
- 4) Submit all programs to the Executive Board of Directors for approval.
- 5) Perform such other duties as may be assigned or required by the Executive BOD or the General Membership.
- 6) Must have served on the BOD for at least one year prior to being elected.

C. 2nd Vice President of Membership shall:

- 1) Preside in the absence of the President and 1st Vice-President of Programs or at the request of the President.
- 2) Serve as Membership Chair Director.
- 4) Keep a record of attendance of members at meetings and advise the Executive BOD of any member who has been absent for three consecutive board or general meetings.
- 5) Shall carry out duties as defined for Membership activities.
- 6) Perform other duties as may be assigned or required by the BOD or the General Membership.
- 7) Must have served on the BOD for at least one year prior to being elected.

D. 3rd Vice President of Finance shall:

- 1) Preside over all financial matters pertaining to the Chapter which includes financial reporting,
- 2) external audit activities, treasurer activities, budget and finance, fundraising and financial secretary activities.
- 3) The 3rd Vice President of Finance is responsible for ensuring the integrity of the financial state of the bank statements and report all discrepancies to the Executive BOD.

E. Recording Secretary shall:

- 1) Keep an accurate record of proceedings at all meetings of the NCBW.
- 2) Report recommendations and actions of the Executive BOD and the Executive BOD shall report to the General Membership.
- 3) Maintain a file of all official documents and essential correspondence.
- 4) Conduct all correspondence of this chapter as directed.
- 5) Submit roster information as required to the National Headquarters of NCBW.
- 6) Send a list of new Elected officers' and Appointed Standing Chairpersons names, addresses and telephone numbers to the National Headquarters.
- 7) Be computer literate.
- 8) Perform other duties as may be assigned or required by the Executive BOD or the General Membership.

F. Treasurer shall:

- 1) Receive funds, including member's dues and issue receipts.
- 2) Make disbursements as authorized by the Executive BOD
- 3) Keep an accurate record of all funds and financial transactions.
- 4) Present an itemized statement of receipts and disbursements at each meeting or as directed by the Executive BOD. On or before October 1st and April 1st of each year, remit to National headquarters the chapter base fee and the per capita assessment required by and due to, the National, together with a list showing names and addresses of officers and members of the chapter.
- 5) Submit books and financial statements for audit at the close of each new term/or as directed by the Executive BOD
- 6) Maintain a permanent record with a detailed account of all money received and paid out.
Be computer literate.
Be an ex-officio member of all committees. Must be eligible for bonding.
- 7) Perform other duties as may be assigned or required by the Executive BOD.

G. The Financial Secretary shall:

- 1) Collect members dues/and all other money for NCBW, Memphis Chapter.
- 2) Keep a record of each member's account, and notify members when their accounts are due or are in arrears.
- 3) Notify the Executive BOD of the financial status of each member.

- 4) Remit all money to the treasurer and receive a receipt for the same.
- 5) Be eligible for bonding.

H. The Historian shall:

- 1) Maintain a record of the activities of this chapter during her term and shall submit this record to the membership at the annual meeting.
- 2) Preserve all records and archives of the organization.
- 3) Be computer literate.

Section 6. Duties of Appointed Officers.

A. The Parliamentarian shall:

- 1) Advise the President and members on proper parliamentary procedure as requested.
- 2) Attend all membership and BOD meetings.
- 3) Keep Bylaws and standing rules of the chapter current for organizational use.
- 4) Must have knowledge of parliamentary procedures according to Robert's Rule of Order.
- 5) Perform other duties as requested by BOD or General Membership.

B. The Public Relations Chair shall:

- 1) Be responsible for all Publicity.
- 2) Be responsible for any Press releases.
- 3) Provide community relations for the Memphis Chapter of the National Coalition of 100 Black Women, Inc.
- 4) Attend all membership and BOD meetings.
- 5) Be editor of the Newsletter and submit Newsletter to all members monthly.
- 6) Perform other duties as requested by Executive BOD or General Membership.

C. The Chaplain shall:

- 1) Conduct religious and inspirational observances. including graces, benedictions at meetings and other events as directed.
- 2) Attend all membership and BOD meetings.
- 3) Perform other duties as requested.

Article VII. Meetings

Section 1. Regular Meetings

Regular meetings of this chapter shall be held on the 2nd Saturday of each month at the time and place specified in the standing rules. At the discretion of the Executive BOD, regular meeting dates may be changed as needed.

Section 2. Election Meeting

- 1) The regular meeting held on the 4th Saturday in August or the 2nd Saturday in September shall be known as the Annual meeting during election periods and the 3rd Saturday in September for non election periods.
- 2) If this is an election period, the purpose of this meeting shall be to elect officers and other business that may arise..

Section 3. Special Meetings

Special meetings may be called by the BOD, the President or ten or more members in good standing. All members shall be notified of the date, time, place, and purpose of such a meeting at least 10 days in advance; and no business may be transacted other than that indicated in the notice.

Section 4. Quorum

A majority of all members or the largest number that can be depended on to attend a meeting under normal circumstances.

Article VIII. Meetings: Board of Directors

Section 1. Composition

- 1) The Board of Directors shall be comprised of the elected officers, Appointed Officers and appointed Standing Committee Chairpersons .
- 2) All members of the Board of Directors must have been members of the chapter for at least one year. Standing Committee Chairpersons and Appointed Officers are voting positions of the BOD.
- 3) The immediate past President shall serve on the BOD without voting privileges for one year for continuity.

Section 2. Board of Director Meetings

- 1) Regular meetings of the BOD shall be held monthly at the time and place designated by the President. Special Executive BOD meetings may be called by the President or a quorum of the Executive BOD, with the date, time, place, and purpose of such a meeting at least 10 days in advance; and no business may be transacted other than that indicated in the notice.
- 2) All Executive BOD members must be notified of the special meeting.
- 3) Any NCBW member may attend BOD meetings but will not have voting privileges.

Section 3. Board of Directors and their Duties

The Board of Directors shall be comprised of the elected Executive Officers, the Standing Committee Chairs, Appointed Officers, the Past President and any National Board Member (s) and all shall:

- 1) Transact the business of the chapter between chapter meetings.
- 2) Make recommendations to the chapter regarding applications for membership and other matters.
- 3) Be subject to the orders of the chapter and perform no acts that conflict with orders or actions of the chapter.
- 4) Shall operate under the bylaws, the parliamentary authority and any state or federal laws applying to the chapter.
- 5) Appoint committees to work under its supervision and approve all plans of the committees.
- 6) Approve annual budget and review monthly financial reports.
- 7) Appoint an independent auditor and an Auditing Committee at least sixty days before the board's final meeting of that term to audit the Treasurer's accounts.
- 8) Ratify Presidential appointments.

Section 4. Vacancies

Vacancies in chapter offices and Standing Committee Chair positions shall be filled by the persons elected by the Executive BOD to fill those offices or appointed by the President.

Article IX. Committees and Their Duties

Section 1. Standing Committees

The standing committees of this chapter shall be:

Budget and Finance
Community Involvement
Bylaws
Fund-raising
Nominations
Courtesy
Political Action
Scholarship

- 1) Each standing committee must have at least two committee members in addition to the appointed chairperson.
- 2) Each standing committee must host at least one meeting quarterly and provide a written report to the Executive BOD.
- 3) The committee meetings should be posted on the Master Calendar and scheduled through the President.

Section 2. Duties of Standing Committees

- 1) The Budget and Finance Committee shall prepare the budget for the ensuing fiscal year and submit it to the Executive BOD for approval no later than the November board meeting.
- 2) The President, 3rd Vice President, Financial Secretary and Treasurer shall serve on this committee.

- 1) The Community Involvement Committee shall identify needs of the community and explore the ability and resources of the chapter to meet those needs.
- 2) It shall work closely with the Program and Fundraising committees.

- 1) The Fundraising Committee shall develop, coordinate and present fund-raising programs of the chapter, including funding through grants from corporations, government agencies, and foundations.
- 2) She shall solicit sponsorship from various organizations.

- 1) The Membership Committee shall recruit new members as provided in Article III and provide orientation.
- 2) This committee must maintain and disseminate an updated list quarterly of all members. In addition, they shall encourage networking among members and perform other membership duties as assigned or required.

- 1) The Political Action Committee shall research legislative issues of Local, State and National interest, draft resolutions for internal and public presentation and provide materials to assist the chapter membership in determining policy.
- 2) In conjunction with the Program Committee, it shall develop and present workshops, seminars and other presentations to the chapter and to the public.

- 1) The Program Committee shall in consultation with chapter officers and standing committee chairpersons, establish short and long range program goals and with approval of the Executive BOD, develop and present programs with proposed budgets to meet those goals.

- 1) The Bylaws Committee shall be responsible for submitting any proposed changes and revisions to the Bylaws; be responsible for developing and submitting chapter policies; be responsible for assisting the President in seeing that the Bylaws and Policies are fully executed; and be responsible for distributing Bylaws and Policies to all members.
- 2) Works closely with the Parliamentarian.

- 1) The Nominations Committee shall be elected from the general membership at least sixty days prior to the Annual meeting. Committee members may not seek office.
- 2) The Nominating Committee shall be elected from the Board and the general membership.

Only financial members for at least one year shall be eligible to serve on the Nominating Committee. Any vacancy occurring on this committee shall be filled by the Board.

- 3) The final report of the Nominating Committee shall be delivered to the President and Secretary no later than thirty days prior to the election.
 - 4) A list of the nominees shall be mailed to each member of the chapter along with the annual meeting notice as specified in Article V, Section 4-A. of these Bylaws.
 - 5) The nominations chair director shall implement the Bylaws regarding all elections.
- 1) The Courtesy Committee shall serve as hostesses for the organization; and shall serve as the sick and bereavement committee.
 - 1) The Scholarship Committee shall screen and recommend all scholarship applicants and recipients.
 - 2) The scholarship committee shall implement a tracking procedure and provide a written report to the Executive BOD in August which recommends who the scholarship recipients candidates are, how much is recommend for the scholarship award and any updates on their education during the scholarship period.
 - 3) This recommendation must be approved by the Executive BOD prior to notifying the scholarship applicant.

Section 3. Special committees

- 1) Between meetings of the chapter, special committees may be appointed by the President with the approval of the Executive BOD or as directed by the Chapter.
- 2) At meetings of the Chapter, the membership may elect special committees or leave appointments to such committees to the President.
- 3) These committees report directly to the Executive BOD and the responsibility for any decisions rests directly with the Executive BOD..

Article X. Parliamentary Authority

- 1) The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern this chapter in all cases to which they are applicable in which they are not inconsistent with these Bylaws, any special rules of order that the chapter may adopt, or the constitution or Bylaws of the National Coalition of 100 Black Women, Inc.
- 2) The rules shall protect the right of the majority to decide; the right of the minority to be heard; the rights of individual members and the rights of absentees.

Article XI. Amendments

- 1) These Bylaws may be amended by a 2/3 vote at any meeting of the chapter provided notice of the proposed amendment(s) has been provided to the membership at the previous meeting, or mailed to each member in good

standing at least (10) days prior to the meeting at which the amendment(s) will be considered.

- 2) Bylaw amendments become effective immediately upon adoption and cannot be reconsidered unless a proviso has been accepted.

Article XII. Dissolution

- 1) In the event of the dissolution of the National Coalition of 100 Black Women, Memphis Chapter, money and other assets remaining after payment of legitimate debts shall be remitted to the National Coalition of 100 Black Women, Inc.
- 2) No member shall receive any funds or property of the chapter except on presentation of proper receipts for personal funds expended on behalf of the chapter and such payment may not be made unless the expenditure of personal funds had been authorized by the chapter in advance.

Section 1. Legal Requirements

If dissolution becomes necessary, the provisions of the Tennessee Code Annotated 48-64-102-109 must be followed as in Sections 2-5 below.

Section 2. Dissolution of Plan

- 1) In the event that dissolution becomes necessary, the Executive Committee shall develop a written dissolution plan during a special meeting called exclusively for the purpose of dissolution with all committee members being notified no less than two days prior to the meeting.
- 2) The plan must contain a summary of the reasons for dissolution, the steps involved in dissolution, and the distribution of assets after all creditors have been paid.

Section 3. Approval of Dissolution Plan

- 1) The Executive Committee must recommend approval of the dissolution plan to the members. All members eligible to vote must be given fair and reasonable notice explaining the purpose of the meeting no less than ten days prior to the date of the meeting.
- 2) Such notice must specify the place, date, and time of the meeting and be accompanied by a copy of the dissolution plan.
- 3) The dissolution plan shall be adopted when there is an affirmative vote of the lesser of (1) two-thirds of the members present or (2) a majority of members eligible to vote.

Section 4. Notice to Attorney General

- 1) No assets of the chapter shall be transferred or conveyed as part of the dissolution process

until twenty days after written notice has been delivered to the Attorney General.

- 2) When all, or substantially all of the assets have been transferred or conveyed following approval of the dissolution, the BOD shall deliver to the Attorney General a list including the assets that were transferred or conveyed and assets that were received.

Section 5. Articles of Dissolution

This organization shall be dissolved when the articles of dissolution are filed with Secretary of State. Such articles shall include the name, a statement that the resolution was duly adopted by the membership, a copy of the resolution authorizing the dissolution and a statement that the notice to the Attorney General has been delivered.

Article XIII - Governance

Section 1. Bylaws

The chapter shall establish Bylaws detailing governance that cannot be changed without prior notice.

Section 2. Rules of Order

The rules contained in “Roberts Rules of Order Revised” shall govern the chapter in all cases to which they are applicable and are not inconsistent with the Standing Rules, Bylaws or Constitution of the Chapter.

Section 3. Tax Exemption

This organization shall not possess nor exercise any power or authority that will prevent it at any time from qualifying or continuing to qualify as a tax exempt corporation as defined in Section 501c(3) of the Internal Revenue Code of 1986 amended.

Section 4. Contributions

No part of the assets or net earnings of the chapter shall be used for purposes that are not exclusively charitable, educational, or scientific within the meaning of Section 501c(3) of the Internal Revenue Code of 1986.

Section 5. Nonpayment to members

No part of the assets or net earnings nor any compensation or other payments shall be paid to any officer, board member or corporation.

Section 6. Conflict of Interest

- 1) A conflict of interest transaction is a transaction with this Chapter in which an officer or member has a direct conflict of interest.
- 2) A transaction in which an officer or member has conflict of interest may be approved only if the material facts of the transaction are fully disclosed.
- 3) A conflict of interest transaction shall be approved if it receives an affirmative note of the majority or the members present; provided a quorum is available excluding the members who are under the control of the person with the conflict.

Article XIII - Policies and Procedures

Section 1. Returned Checks

- 1) A returned check fee of \$10.00 shall be assessed to every returned check unless sufficient documentation from the bank indicates a bank error.
- 2) After two returned checks in a fiscal year a cancellation of check writing privileges shall be implemented to the check writer with cash only basis.

Section 2. Dues

- 1) Full payment of dues are payable by date as outlined in Article IV Section 3.a.
- 2) Payments of or toward payments are not transferable to another party or to another dues' payment period.
- 3) Payments of or toward dues are non refundable.
- 4) During an election period, all persons running for office, must pay upcoming dues, be financial and submit the intent to serve form.

Section 3. Reimbursements

No member shall be paid for said services but may be reimbursed for reasonable expenses incurred on behalf of this organization.

Section 4. Bonding

The Treasurer and Financial Secretary shall be bonded.

Section 5. Board of Directors (Absences).

- 1) After 3 months of absences from board meetings the President can appoint with BOD approval on a temporary basis a replacement for said position.
- 2) After one year the position then becomes eligible for election.

Section 6. Courtesy

The Courtesy Committee should be notified of special events concerning members such as illness or death not to exceed \$30.00.

The committee provides refreshments at general membership meetings or as requested by the Executive BOD not to exceed \$30.00 or specified amount as defined in the event budget.

Section 7. Financial Officers

- 1) The 3rd Vice President, Treasurer, Financial Secretary and Budget/Finance Chair shall perform checks and balances monthly and submit one report to Membership.
- 2) The Financial Secretary is responsible for the receipt of all money.
- 3) The Treasurer is responsible for deposits, expenditures and balances.
- 4) She must also receipt each transaction received from the Financial Secretary.
- 5) The Budget/Finance Chair Director oversees the general budget for each committee and program.

Section 8. Family Members Affiliation

- 1) Family Members of active NCBW members cannot participate in the vending, soliciting or provide any service to this chapter for profit.
- 2) A transaction in which an officer or member has conflict of interest may be approved only if the material facts of the transaction are fully disclosed.

Section 9. Selling Products

Any products manufactured or sold with the National Coalition of 100 Black Women, Inc., Memphis Chapter name or logo shall render the chapter a 10% profit to be deposited in the scholarship fund.

Section 10. Computer Access

Recording Secretary, 3rd Vice President, Treasurer, Financial Secretary and Budget and Finance must have access to a computer.