

CONSTITUTION AND BY-LAWS

NORTH CAROLINA
FEDERATION OF NEGRO WOMEN'S CLUBS, Inc.
YOUNG ADULT AND YOUTH CLUBS



FWC 1909

June 1992

CONSTITUTIONS AND BY-LAWS

North Carolina Federation of Negro Women's Clubs,
Inc. Young Adult and Youth Clubs
(NCFNWCYAYC)

Revised and Adopted
June 1992

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Constitution Committee

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PREAMBLE

We the Negro Women of North Carolina, organized into various clubs in the year of 1909 for the advancement of our people, realizing the necessity for united effort in promoting race improvement in general by helping improve moral standards, social development, political and educational advantages in the home and community, we do hereby unite into a State Federation of Clubs.

ARTICLES I NAME

The name of the organization shall be the North Carolina Federation of Negro Women's Clubs, Inc. Young Adult and Youth Clubs.

ARTICLE II

The purpose of the Federation shall be to unite throughout the state into one central organization the senior adults, young adults, and youth clubs (boys and girls).

(a) to broaden and enrich the lives of their members.

(b) to inspire, initiate and foster the advancement of noble character in the home. And community life, for social and spiritual progress of the race and for humanity.

ARTICLE III MEMBERSHIP

The membership shall consist of any club in the state of North Carolina organized for the purpose of improving the status of women and youth as stated in Article II.

Any club holding regular meetings and having a membership of not less than ten members shall be eligible for membership in its district, the North Carolina Federation of Negro Women's, Young Adults, and Youth Clubs, Inc., the Southeastern Federation, and the National Association of Colored Women's Clubs, Inc.

The North Carolina Federation of Negro Women's Clubs, Inc. shall be divided into four districts, namely: Northeastern, Southeastern, Western, and Central. Each district will be composed of local clubs in their respective geographic area.

Departments known as the North Carolina Federation of Young Adult Clubs, and Youth Clubs shall be sections of the North Carolina Federation of Negro Women's, Young Adult, and Youth Clubs, Inc. the young adult ages shall be 18 to 25 years of age (Or in keeping with

regional and national constitutions). The youth shall include girls and boys 8 to 18 years of age.

Any club desiring to join the North Carolina Federation of Negro Women's, Youth Adult and Youth Clubs, Inc. shall secure an application blank and return the same properly filled out, and accompanied by the joining fee to the state vice-president of that district or the district president. Or any club desiring representation in the Federation shall pay, at the first annual meeting after the application is received, an admission or joining fee as determined by the Executive Board.

The Constitution of the four district must be in accord with the constitution of the North Carolina Federation of Negro Women's, Youth Adult, and Youth Clubs, Inc. with regard to membership and term of office.

MEMBERS - AT - LARGE

Any woman who is not affiliated with a club and who desires membership, may upon application, be elected to membership by the Executive Board or Membership Committee and shall pay an annual membership fee as designated by the Executive Board.

Members - at - large are entitled to vote at the annual meeting and may serve on committees, but are not eligible to hold office.

ARTICLE IV Delegates

Delegates shall be entitled to the privilege of voting in all business meetings if local, district, state, and national dues have been paid before the annual state meeting.

ARTICLE V DUES

All district dues shall be reported to the district financial secretary on or before the date of the spring district meeting.

All state dues (regional inclusive) shall be reported to the state financial secretary prior to the state convention.

National dues shall be mailed to national headquarters and copies of names sent to the state financial secretary and state treasurer prior to the state convention.

The financial secretary shall be assisted by a person appointed by the Executive Board, or President at its first meeting in the fall. All

monies shall be turned over to the treasurer, taking her receipt for same.

ARTICLE VI Officers

The officers of the Federation shall be a President, President-Elect, four Vice Presidents (one from each district), a Chairman of the Executive Board, Treasurer, Recording and Assistant Recording Secretary, A Corresponding Secretary, a Financial Secretary, a Chaplain, a Parliamentarian, a State Director and Assistant Director of Youth, a State Director and Assistant Director of Young Adults, and an Editor of the Journal.

Officers shall be eligible to the same office not longer than two successive terms of two years and election shall be held annually. ~~The President may serve for terms of two years and may not immediately succeed herself. The editor of the journal and treasurer shall have four-year terms and are eligible for re-election only once. The term of each office shall begin on July 1, however, the incoming executive board prior to July 1 for the coming year.~~

No person may be elected to the office of state vice president of either district if she is presently serving as district president. The state vice president of each district should be available to assist the district president in carrying out district responsibilities.

ARTICLE VII Duties of Office

These officers shall perform the duties prescribed them by this constitution and by Robert's Rules of Order - our parliamentary authority - newly revised edition.

Expenses of Officers

The Federation shall defray the expenses of the President and President-Elect to the annual meeting of the state convention, and for southeastern and national meetings and other important meetings where the Federation shall have representation. Each district will defray the expenses of the state vice president of their district for services rendered in said district.

ARTICLE VIII Nomination and Election

Section 1. There shall be a nominating committee of (5)
1. a. No two members shall be from the same club.

- b. Four (4) members shall be elected by the Executive Board - one from each geographic area represented in the Federation.
 - c. One member shall be appointed by the president
 - d. All five members of this committee shall have served in some office at the local level and/or district level.
2. The chairman of the Nominating Committee shall be designated from among the 5 committee members by the 5 committee members.
 3. The Nominating Committee shall serve through the term (two years) offering suggestions to the Executive Board for any vacancies and keeping an up-to-date roster of members qualified for offices to be filled.

Sections 2 NOMINATIONS

Suggestions from clubs for nominating shall be submitted in writing to the chairman of the Nominating Committee. The chairman shall report to the committee all names sent to her including their addresses, club affiliations, etc.

The nominating committee shall present a slate of officers at the opening meeting of the state convention; at least one candidate for each office to be filled. Nominations may be made from the floor at this time.

Section 3

- a. The elective officers of the Federation shall be elected at the state convention.
- b. The president-elect, vice president of the Western and Southern district, secretaries-recording, corresponding, and assistants shall be elected in even years.
- c. The following elective officers of the Federation shall be elected at the state convention in odd-numbered years: Vice President of the central and northeastern districts, Editor of the Journal, Youth Director and Assistant, Young Adult Director and Assistant, Parliamentarian and Chaplain are appointed by the President.

Section 4.

Vacancies in any office shall be filled by the president with the consent and advice of the Executive Board for the unexpired term. If for any reason the office of president-elect becomes vacant, the Executive Board shall have the power to appoint one of the Vice Presidents to serve out the unexpired term of the President Elect's District

ARTICLE IX EXECUTIVE BOARD

The Executive Board shall act as general advisory committee for the Federation. It shall be composed of the elected officers, present and past District presidents, past State presidents and committee chairmen.

The Executive Board shall meet during the Summer, and shall submit to the Federation an estimated budget of the expenses of the Federation at the Fall meeting. The Budget and Finance Committee shall meet prior to the Executive Board meeting. No monies shall be drawn from the treasury unless authorized by the Executive Board or by the President.

The Executive Board shall meet three times annually: Fall, Spring and Annual Convention. Special meetings may be called by the President and Chairman of the Board when the need demands the same, or by a written request by five active Federated Clubs accompanied by a statement of the business to be considered. One third of its members shall constitute a quorum for a called meeting or regular board meeting.

ARTICLE X Meetings

Section 1. PURPOSE

- a. The State body known as the State Convention shall meet Annually to conduct the business of the Federation, to elect officers, to receive reports, and to outline its general program.

Section 2. Time and Place

- a. The time and place shall be the Convention committee with the advice and consent of the Executive and/or the Convention.

Section 3. Notification

- a. A published calendar of events, the official newsletter, invitations at board meetings, written announcements, and the news media may serve as means to notify the membership of said meetings.

Section 5. Open Meetings

- a. All State meetings including board meetings may be attended by any member.

Section 6. Representation

- a. The voting body of the state convention shall be composed of:
 1. Elective and appointive officers

2. Chairman of all standing committees
3. All state presidents, past and present
4. Presidents of all local clubs or one delegate from the same, plus an additional delegate for each 10 members of the local club who are Federation members
- b. No member may cast more than one ballot at any voting.
- c. The Federation shall furnish the delegates with printed credentials.
- d. The fiscal year of the Federation shall begin July 1 of each year.

ARTICLE XI Standing Committees

The Standing Committees shall be:

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| 1. Affiliations | 15. Arts and Crafts |
| 2. Credentials | 16. Program Development |
| 3. Awards and Recognition | 17. Public Relations |
| 4. Special Project | 18. Time and Place |
| 5. Braille Magazine | 19. Scholarship |
| 6. Budget/Finance | 20. Resolutions and Recommendations |
| 7. Constitution and By-Laws | 21. Human Relation |
| 8. Courtesy | 22. Community Development |
| 9. Convention | 23. Legislation |
| 10. Evaluation | 24. Scrapbook |
| 11. History and Research | |
| 12. Membership | |
| 13. Memorials | |
| 14. Nominations and Elections | |

The Executive Board and / or the state president may from time to time request other committees as the need arises. These committees will carry out the duties and responsibilities assigned them by the president and Executive Committee.

ARTICLE XII District Associations

The North Carolina Federation of Negro Women's, Young Adult, and Youth Clubs, Inc. shall be divided into four districts. These groups formed to unite the clubs in the area into a central organization will give to the annual meeting the highest level of social, spiritual, and educational progress of womanhood.

The district shall transact the business of the district subject to instruction by the Executive Board and they shall consider, promote and work toward building a better state organization and annual convention with reference to membership, affiliations, projects, and attendance.

Each district shall collect annual district dues to defray district expenses: and shall have a constitution that is in accord with the North Carolina Federation of Negro Women's, Young Adults, and Youth Clubs, Inc. Constitution and a copy of the same shall be in the state files.

ARTICLE XIII

Affiliations

The North Carolina Federation of Negro Women's, Young Adults, and Youth Clubs, Inc. will affiliate with regional, national, and district associations of Negro Women's clubs and any other such organizations as the Executive Board deems necessary.

ARTICLE XIV

Youth Federation

The North Carolina Federation of Negro Women's, Young Adults, and Youth Clubs, Inc. shall sponsor a North Carolina Federation of Youth Clubs as a section of the Federation. This shall include girls and boys from eight to eighteen years of age.

The director and assistant director of Youth plus three appointed members shall comprise a directing committee for youth and shall be accountable to the president and Executive Board of the Federation. The three appointed members will serve staggered terms of one to three years.

Each district shall be encouraged to organize youth groups.

ARTICLE XV

Youth Adults Federation

The North Carolina Federation of Negro Women's, Young Adults, and Youth Clubs, Inc. shall sponsor a North Carolina Federation of Young Adult Clubs as a section of the Federation. This shall include Young Adults from eighteen to twenty-five years (18-25).

The Director and Assistant Director shall be accountable to the President and Executive Board of the Federation. Each district shall be encouraged to organize Young Adults Groups.

ARTICLE XIV

Policies

Section 1. Policies of the Federation are established by:

- a. The Constitution and by-laws
- b. Action taken by the Corporate Body at the Annual Convention

- c. Resolutions adopted by Convention Action
- d. Action of the Executive Board as authorized by the by-laws and ratified by the subsequent Convention.

ARTICLE XVII

Amendment

Any proposed amendment to this constitution may be submitted in writing at any quarterly meeting of the Executive Board of the North Carolina Federation of Negro Women's, Young Adults, and Youth Clubs, Inc. Such proposed amendment must be signed by three active members of the board. Before being submitted to the Executive Board for study, this amendment shall be read to the meeting by the Recording Secretary. After being studied by the Executive Board, the proposed amendment shall be distributed to the clubs for study prior to the annual session. After such notice, it may be voted on at the next annual meeting, and shall become a part of the Constitution only if approved by a two-thirds majority of the members present and voting at said annual meeting. This organization will use Robert's Rules of Order (Newly Revised Edition) as a guide in procedures.

BY-LAWS

Article I - Officers

Section 1. The officers shall be a president, president-elect, four vice-presidents (one from each district), a recording secretary, a corresponding secretary, a financial secretary, a treasurer, a parliamentarian, chaplain, and directors of youth and young adult groups.

Section 2. President
The president shall preside at all meetings at which she is present; shall exercise general supervision over the affairs and activities of the N.C.F.N.W.Y.A.Y.C. and shall serve as members ex-officio on all committees.

She shall appoint all committees not otherwise provide for at all meetings of the N.C.F.N.W.Y.A.Y.C. and Executive Board. She shall make an annual report to the state convention.

Section 3. President-Elect
The president-elect shall assume the duties of the president during her absence. She shall complete the term of the president, should the president resign or vacate the office for other reasons. She shall assume such duties as may be assigned by the

president in addition to working as program committee chairman. Working closely with district presidents and state vice-presidents, she will promote activities between the executive board and the districts.

Section 4. **Vice-Presidents**

There shall be four vice-presidents according to the geographic areas represented in the Federation

The four vice-presidents shall be the district organizer, one for each district. The duties of the organizers shall be as prescribed by the Executive Board and shall include the following: 1. Serve as liaison between the Executive Board and clubs of their district; 2. Promote the organization and federation of clubs and 3. assist member clubs in their activities.

They shall hold a **district workshop** at least once during each year. And shall submit names and qualifications of prospective clubs for federation to the Executive Board or annual convention.

Section 5. **Secretaries**

- a. The **Recording Secretary** shall keep the minutes of all meetings for the Federation which shall be an accurate and official record of all business transactions. The recording secretary shall also be the custodian of all Federation club records, both Executive Board and N.C.F.N.W.Y.A.Y.C. She shall assist in making an agenda for all meetings.
- b. **Assistant Recording Secretary** shall assume duties of secretary in her absence. She shall be responsible directly for a permanent roll clubs by districts to include such facts as date of organization, etc. She shall prepare a credential list for all state meetings with the help of the Financial Secretary and see that a copy is with chairman of the credential committee.
- c. **Corresponding Secretary** shall conduct all correspondence of the organization both Executive Board and N.C.F.N.W.Y.A.Y.C. following direction of the chairman and president. She shall perform such duties of the Federation as may be assigned by the president, and keep a history of all new innovations during the year.
- d. **Financial Secretary** shall be responsible for receiving all monies and to turn totals with summary record to the State Treasurer and receive a memorandum receipt to be kept until auditing committee's report has been adopted. The Financial Secretary shall send delinquent clubs and members-at-large

notices of their financial standing.

Section 6. **Treasurer**

The treasurer shall receive and have custody of all Federation funds and special funds; and keep them in a book selected and approved by the Executive Board and the N.C.F.N.W.Y.A.Y.C., and pay out funds only on an order signed by the president and financial secretary or chairman of Executive Board and the N.C.F.N.W.Y.A.Y.C., pay out funds only on an order signed by the president and financial secretary or chairman of the Executive Board (two persons). She shall deposit all funds in the name of the Federation. She shall turn over to her qualified successor promptly, upon her retirement from office all monies, books, papers and other property in her possession. The financial secretary shall work with the treasurer and keep a satisfactory accounting of monies and books.

Section 7. **Parliamentarian**

The Parliamentarian shall see that meetings are orderly and that all business is conducted according to Robert's Rules of Order.

Section 8. **Chaplain**

The Chaplain shall provide devotionals for all Business Meetings and other gatherings or as directed by the President.

ARTICLE II Auditing

Section 1. A certified accountant shall examine the records of the treasurer and financial secretary and certify their correctness to the N.C.F.N.W.Y.A.Y.C. once a year. The fee for accounting shall be submitted to the Executive Board at its first meeting of the fiscal year.

ARTICLE III Duties of the Executive Board

The duties of the Executive Board shall be:

- a. The Executive Board shall recommend changes in the policy and procedures of the North Carolina Federation of Negro Women's Young Adults, and Youth Clubs, Inc.
- b. The Executive Board shall consider, promote, and transact the business of the Federation subject to instructions of the N.C.F.N.W.Y.A.Y.C. as approved by the voters at the annual meeting.
- c. To decide upon the admission of clubs and organizations

- d. To fill vacancies in elective office, including that of president-elect, and to fill vacancies in all standing committees.
- f. To accept a budget for the ensuing year.
- g. To determine the use of funds, and to take charge of the property of the Federation.
- h. To determine the amount in which the Treasurer shall be bonded.
- i. To select a certified public accountant to serve as auditor.
- j. To elect the Chairman of the Nominating Committee and the trustee of the funds.
- k. To determine the dates and places of all meetings of the N.C.F.N.W.Y.A.Y.C., Inc. and the Executive Board.
- l. To carry forward such measures as will best coordinate the work of the clubs or organizations.
- m. The Executive Board shall consider, promote, and transact the business of the Federation subject to instructions of the N.C.F.N.W.Y.A.Y.C., Inc. at its meetings, as expressed by vote at its annual meetings.
- n. To accept all committee chairman reports and/or resignations at annual
- o. To elect the chairman of the board. She will serve four (4) year terms and may not immediately succeed herself.

ARTICLE IV Amendment

Section I. Any amendment to these By-Laws may be proposed at any regular meeting to be adopted by the majority vote of delegates at the following meeting, having been approved by the Executive Board.