**THE CONSTITUTION**

**OF THE**

**NC A&T STATE UNIVERSITY COLLEGIATE SECTION**

**NATIONAL COUNCIL OF NEGRO WOMEN, INC.**

**PREAMBLE**

We, the sisters of the National Council of Negro Women, Inc. NC A&T State University Collegiate Section (NCNW-NC A&T Section), pledge to make a lasting contribution to all that is the finest and best in America, to cherish and enrich her heritage of freedom and progress, by working for integration of all of her people; regardless of race, creed, color, or national origin into her spiritual, social, cultural, and civic life, and thus aid her to achieve the glorious destiny of a true and unfettered democracy.

**MISSION STATEMENT**

The mission of the National Council of Negro Women. NC A&T State University Collegiate Section (NCNW-NC A&T Section) is to harness the power of African Americans and other women of color to ensure full access and participation in the socio-economic and political systems which impact upon the quality of life for all persons.

To carry out the mission, NCNW-NC A&T Section works through and with national affiliated organizations, sections, guilds, and individuals, along with a diverse number of agencies and organizations in both the public and private sectors.

Advocacy for and services to the African American and other communities of color are functions that are inextricably connected in the development of self-determined social and economic change. Therefore, NCNW-NC A&T Section is engaged in activities and initiatives that range from identifying issues and advocacy, to services rendered to individuals, groups, and communities

**GOALS**

The goals of the National Council of Negro Women. NC A&T State University Collegiate Section (NCNW-NC A&T Section) are:

 To strengthen the economic and social position of African Americans, and other women of color and their families.

 To advance civil rights with concerns for women’s rights, voter registration and civic participation, education, economic opportunity, and health care.

 To focus on youth development, especially teenage pregnancy, juvenile justice, and single parenting.

 To increase the capability of African American women’s organizations, in order to work with the poorest majority in developing countries.

**ARTICLE 1**

**NAME**

The name of this organization shall be the National Council of Negro Women, Inc. NC A&T State University Collegiate Section, otherwise known as NCNW-NC A&T.

**ARTICLE II**

**MEMBERSHIP**

Female students without regard to race, religion, nationality, age, or disability can be members of the NCNW-NC A&T. A male student can join NCNW-NC A&T as an associate member.

**Section 1. Composition of the National Council of Negro Women (NCNW) of NC A&T State University**

A. The NCNW-NC A&T shall be composed of two entities: the Executive Board and members of the organization.

B. To be an active collegiate section, a minimum number of 20 members are required to maintain the charter.

**Section 2. Membership Intake Requirements**

A. Undergraduate students, female or male, who are currently enrolled at. NC A&T State University are eligible for membership in NCNW. Graduate students are not eligible for NCNW-NC A&T membership

B. All students must have been in attendance at NC A&T for one semester and have an overall minimum GPA of 2.5 (on a 4.0 scale) to be eligible for membership. They must maintain an overall minimum GPA of 2.5 for membership renewal. The advisor will be responsible for the verification of grade point averages.

C. Students must apply for membership by the dates established by the financially-active members of NCNW-NC A&T, to be due no later than the last week of February.

D. Students must pay the established collegiate dues that will ensure their financial status for one academic year. Payment methods include cash, money orders, or cashier’s checks. Personal checks are not accepted for payment of dues. The amount of annual dues is subject to change as necessary. An individual who is renewing his or her membership must complete a membership application.

E. Membership dues will not be refunded by NCNW-NC A&T under any circumstances.

F. Membership applications will be accepted at the beginning of the spring semester of each academic calendar year.

G. Freshmen and transfer students must volunteer during fall semester with anticipation to join the organization in the spring semester.

**ARTICLE III**

**EXECUTIVE BOARD**

**Section 1. Membership**

A. The Executive Board shall consist of the President, 1st Vice President, 2nd Vice President, Recording Secretary, Corresponding Secretary, Treasurer, Financial Secretary, Parliamentarian, Chaplain, and Historian.

B. Members of the Executive Board shall not simultaneously hold more than one designated office in NCNW-NC A&T.

C. In the event that an Executive Board member cannot uphold her office, a formal letter of resignation must be submitted to Executive Board members and the advisor.

D. In the event that an Executive Board office becomes available, financially active members must vote to elect a new officer for that academic year.

E. Associate members are not eligible to hold an office on the Executive Board.

F. The financial secretary and treasurer shall be the only two Executive Board members authorized to handle all NCNW-NC A&T funds.

G. Executive Board members cannot hold a position for more than two consecutive terms.

**Section 2. Duties and Powers of the Executive Board**

**A. President: The President shall:**

 Be an inspiring leader and give full support to the collegiate program, be capable of getting along with individuals of various backgrounds, and be committed to the principles and goals of NCNW.

 Facilitate monthly meetings and represent NCNW-NC A&T at special events.

 Coordinate with the advisor(s) to receive and disseminate information from the national office and university to the members.

 Plan and execute the programs agreed upon by the Executive Board and members.

 Identify special chairpersons for various activities.

 Have been a member of the organization for a minimum of two consecutive membership years, and have held an Executive Board position within those two consecutive membership years.

**B. 1st Vice President: The 1st Vice-President shall:**

 Have a keen interest and commitment to the mission of NCNW-NC A&T.

 Assume responsibilities of the President in her absence.

 Be the chairperson of the Programming Committee.

 Have been a member of the organization for a minimum of two consecutive membership years, and have held an Executive Board position, other than President and 1st Vice President within those two consecutive membership years.

**C. 2nd Vice President: The 2nd Vice-President shall:**

 Be the chairperson of the Membership Committee.

 Assume the responsibilities of the 1st Vice-President and/or President in her/their absence(s).

**D. Recording Secretary: The Recording Secretary shall:**

 Record and present minutes of the previous meetings to all members of the collegiate section.

 Document all business related to NCNW-NC A&T.

 Compile all written reports in a safe folder that will be given to her successor upon completion of duties.

**E. Corresponding Secretary: The Corresponding Secretary shall:**

 Read all minutes during meetings in the absence of the Recording Secretary.

 Document all necessary information for the President and Advisor(s).

 Alert members about important NCNW-NC A&T information through NC A&T student e-mail and social media.

**F. Treasurer: The treasurer shall:**

 Keep all financial records, prepare all financial statements for meetings, review the financial status of the section, and advise the Executive Board of all findings.

 Safeguard and manage all financial assets.

 Give monies to the account overseer.

 Reconcile monthly bank statements.

 Sign checks along with the advisor(s) and/or account overseer.

 Submit all financial reports to the members in a timely manner.

 Work with account overseer to ensure proper handling of monies.

**G. Financial Secretary: The Financial Secretary shall:**

 Receive all monies for the organization.

 Issue receipts for all monies collected for the organization.

 Receive and respond to requests for monies or invoices.

 Work with the treasurer, advisor, and account overseer.

 Complete the necessary information for monthly statements.

 Pay approved invoices.

 Prepare annual statements on the section’s status for submission to the national office.

 Provide the books, records, and documentation to the national office, account overseer, and/or advisors upon request.

**H. Parliamentarian: The Parliamentarian shall:**

 Interpret Robert’s Rules of Order during meetings.

 Ensure that all Executive Board members have a copy of Robert’s Rules of Order.

**I. Chaplain: The Chaplain shall:**

 Conduct all religious activities for the section.

 Correspond with all members for family deaths, birthdays, and acknowledgements.

**J. Historian: The Historian shall:**

 Be the chairperson for the Freshmen and Transfer Organizing Committee.

 Compile or initiate a compilation of a complete history of NCNW, supplemented by copies of printed material published by NCNW. She shall collect still and moving pictures and recording of NCNW’s work and accomplishments and of its participation in activities related to its interest.

 Be responsible of the preservation of this material by the best methods currently in use.

**Section 3. Dismissal of Executive Board Member**

**A. Process of Dismissal**

 Executive Board officers must bring the issue to the advisor.

 The advisor will discuss the matter with the person in the position.

 Members of the Executive Board vote for the retainment or dismissal of the individual. If the vote outcome is tied, then a member of the Nominating Committee must vote to break the tie.

**Section 4. Installation**

A. Installation of the officers and members shall take place no later than the first week of May.

B. Returning officers shall renew their pledge for the academic year.

**ARTICLE IV**

**ELECTIONS**

**Section 1. Occupancy of an Executive Board Office**

A. The following qualifications are necessary for a female member who desires to hold office: 1) minimum overall GPA of 2.5 (on a 4.0 scale) and 2) good standing with the university (i.e., no disciplinary actions).

**Section 2. Election Requirements**

A. Financially active members who desire to hold an office in the NCNW-NC A&T shall be nominated by a financial member of the section, or may have the power to nominate herself. Individuals cannot nominate themselves for the offices of President and 1st Vice President.

B. Members shall vote by secret ballot created by the Nominating Committee.

C. Members must ensure that voting takes place before the first week of March.

D. Members shall ensure that nominations, elections, and results are announced at regularly scheduled meetings.

E. All prospective officer nominees must present a 2-3 minute speech that outlines their reasons for wanting to occupy the position.

**Section 3. Miss National Council of Negro Women at NC A&T State University**

A. Any financial member of the NCNW-NC A&T shall have the privilege of being nominated by financially active members or nominating herself for the title of *“Miss NCNW-NC A&T.”* Nominees for this position shall:

1. Have and maintain a minimum GPA of 2.5 (on a 4.0 scale).

2. Present a portfolio to the Nominating Committee. Information for portfolio guidelines will be available in spring semester.

3. Not be a current member of the Executive Board at the time of nomination.

**ARTICLE V**

**SECTION COMMITTEES**

**Section 1. Nominating Committee**

A. The Nominating Committee is to be named by the current chairperson and advisor. If a current chairperson is not in place, then the advisor will have the responsibility of naming financially active members to the committee.

B. The committee will consist of three (3) financially active members, with one of the members being the chairperson.

C. The committee shall develop and recommend to the Executive Board specific guidelines and criteria for selecting nominees to the Executive Board.

**Section 2. Membership Committee**

A. The 2nd Vice President will be the chairperson and she will appoint two financially active members to assist her. She will submit the names to the Executive Board for approval by vote of board members.

B. Committee members will be responsible for the recruitment and retention of all members of the NCNW-NC A&T.

C. Committee members will provide the Section with appropriate dates of recruitment.

D. Committee members will ensure that there is an efficient process of membership intake.

**Section 3. Programming Committee**

A. The 1st Vice President will be the chairperson and she will appoint two financially active members to assist her. She will submit the names to the Executive Board for approval by vote of board members.

B. Committee members will develop and implement projects and activities that reflect the mission of the NCNW-NC A&T.

C. Committee members will ensure effective publicity is presented to students for participation.

D. Committee members will provide members with an idea of what types of activities will be implemented during the academic term.

E. Committee members will present members with a calendar of events to ensure participation from members.

**Section 4. Fundraising Committee**

A. The Treasurer will be the chairperson and she will appoint two financially active members to assist her. She will submit the names to the Executive Board for approval by vote of board members.

B. Committee members will focus on activities that will assist with the promotion of NCNW-NC A&T in the community. This action should assist with fundraising efforts.

C. Committee members will ensure that staff members in the Office of Student Activities at. NC A&T State University receives notices of fundraising programs in a timely manner.

D. Committee members will ensure that the organization reaches prospective donors.

**Section 5. Freshmen and Transfer Organizing Committee**

A. The Historian will be the chairperson of this committee and she will appoint two

financially active members to assist her. She will submit the names to the Executive Board for approval by vote of board members.

B. Committee members will recruit and maintain contact information for all freshmen and transfer students during fall semester.

C. Committee members will provide volunteer information to all freshmen and transfer students.

D. It is mandatory that the chairperson forward all documents to the Recording Secretary.

**ARTICLE VI**

**CONSTITUTIONAL CHANGES**

**Section 1. Amending the Constitution**

A. The Constitution of NCNW-NC A&T shall be reviewed by Executive Board members as needed in the fall semester.

B. If changes are made, they will be presented to financially active members at least five working days before the next general meeting

C. Changes must be approved by two-thirds (2/3) vote of financially active members.

D. Changes to the Constitution of NCNW-NC A&T shall not be in conflict with the NCNW National Bylaws.