



**POLICY AND PROCEDURE MANUAL  
THE NATIONAL COALITION OF 100  
BLACK WOMEN  
SUFFOLK COUNTY CHAPTER, INC.**

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# NCBW 100 Suffolk County Chapter Policies and Procedures

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# **The National Coalition of 100 Black Women Suffolk County Chapter, Inc.**

## **Organization Mission Statement**

**To advocate on behalf of black women and girls to promote leadership development and gender equality in the areas of health, education, and economic empowerment.**

## **NCBW Core Values**

### **We Believe In:**

- ❖ **Gender Equity**
- ❖ **Inclusion**
- ❖ **Respect**
- ❖ **Racial and Social Justice**
- ❖ **Collaborations Integrity & Accountability**
- ❖ **Economic Empowerment**

## **I. Organizational Structure**

President

Board of Directors

1st Vice President

2nd Vice President

3rd Vice President

Recording Secretary

Corresponding Secretary

Financial Secretary

Treasurer

Directors

## **II. Name**

The name of the organization shall be “National Coalition of 100 Black Women, Suffolk County Chapter, Incorporated” hereinafter referred to as “the Suffolk County Chapter or “the Chapter.” The organization is an affiliate chapter of the National Coalition of 100 Black Women, Incorporated (NCBW), and shall be governed by the National By-Laws, the Chapter’s By-Laws, and the current edition of Robert’s Rules of Order Newly Revised.

Purpose

The purposes of the coalition are to:

- ❖ Foster principle wellness of Black Culture,
- ❖ Develop the potential of the membership for effective leadership and participation in civic affairs,
- ❖ Act on specific issues of national and international importance and cooperate with other persons and organizations to achieve mutual goals.

## **III. Board of Directors**

### **A. President**

The President shall:

- a. Be the chief operating officer of the Chapter and preside at all meetings of the chapter and the BOD. She shall prepare an agenda for each meeting;

- b. Appoint the chairs of all standing, Special & Ad Hoc Committees, including the Nominating committee chair
- c. Sign checks along with Treasurer;
- d. Approve all correspondence, press releases, and reports, etc. Submitted on behalf of the chapter
- e. Ex-officio member of all committees, except the Nominating Committee.
- f. Serves as a Spokesperson of the Chapter, but may designate others to do as necessary;
- g. Perform all duties deemed necessary by the BOD and as provided by the national By-Laws, Chapter By-Laws, and Robert's Rule of Order, Newly Revised.
- h. Prepare a budget, submit it to the second Vice President to be included in the Chapter's Annual budget for approval by the BOD and the membership;
- i. Prepare an annual budget.
- j. Turn over to her successor all materials related to her office within 30 days of leaving office (Article V11, Section 1)

## **B. First Vice-President**

The First Vice President shall:

- a. Serve closely with the President and act in the President's capacity in her absence;
- b. Be responsible for the Programs of the Chapter and activities of the Program Committee.
- c. Coordinate the work of the Chapter and activities of the Program Committee and coordinate the work of the Public Policy/Legislative, Health, Education, and Economic committees.
- d. Maintain a list of all committee chairs and members on the program committees under her purview;
- e. Report on activities and committees under her purview at the BOD meetings;
- f. Coordinate chapter programs with the National Program Committee for local programs to be synchronized;
- g. Prepare, with the chairs of the Program subcommittees, an annual budget to enable the work of the committee, and submit it to the Second Vice-President for inclusion in the Chapter's annual budget for approval by the BOD and the membership;
- h. Submit a written report of the activities of her office to the President to be included in her Annual Report;
- i. Turn over to her successor all materials related to her office within thirty (30) days of leaving office.

## **C. Second Vice-President**

The Second Vice-President shall:

- a. Work closely with the President and serve in that capacity in the absence of the President and First Vice-President;
- b. Be responsible for establishing the short and long term financial goals of the Chapter;

- c. Serve as chair of the Finance Committee, consisting of the President, the Second Vice-President, Financial Secretary, and Treasurer;
- d. Establish relationships with potential sponsors, develop annual fundraising strategies to support the chapter programs, and initiate and oversee all grants in support of fundraising and program activities;
- e. Oversee the preparation of the Chapter's Annual Budget, including within that budget the requests submitted by all officers and committees;
- f. Prepare a budget to enable the work of the Second Vice-President and the Finance Committee for inclusion in the Chapter's Annual Budget for approval of the President, BOD and the membership;
- g. Arrange for, and oversee an official Audit of the Treasurer's Books. This may be an internal audit compiled by members of an Auditing Committee appointed by the President;
- h. Turn over to her successor all materials related to her office within thirty (30) days of leaving office.

**D. Third Vice President**

The Third Vice-President shall:

- a. Work closely with the President and serve in that capacity in the absence of the President and the First and Second Vice-Presidents;
- b. Be responsible for developing strategies and activities to energize the membership;
- c. Oversee the activities of the Membership Committee; report on the status of the Membership at meetings of the BOD;
- d. Keep attendance at each meeting, and provide the Recording Secretary with a copy of the attendance list;
- e. Prepare an annual budget to enable the work of the Third Vice-President and the Membership Committee. The budget shall be submitted to the Second Vice-President for inclusion in the Chapter's Annual Budget for approval by the BOD and the membership;
- f. Notify the membership when dues are to be paid; inform the Membership Chair when members are delinquent, and with the knowledge and approval of the BOD, follow-up with delinquent members;
- g. Submit a written report of the activities of her office to the President for inclusion in her Annual Report;
- h. Turn over to her successor all materials related to her office within thirty (30) days of leaving office.

**E. Recording Secretary**

The Recording Secretary shall:

- a. Be responsible for recording the minutes of all membership, BOD and any special meetings of the Chapter;
- b. Keep official documents, the corporate seal, the business certificate, and other such pertinent materials safe and secure;

- c. Send minutes to the President for approval prior to submitting them to the Corresponding Secretary for distribution to the membership via email or regular mail;
- d. Receive from the Chairs of the Committees any minutes or reports from meetings that they have held;
- e. Prepare a budget to enable the work of the Recording Secretary and submit to the Second Vice-President for inclusion in the Chapter's Annual Budget for approval by the BOD and the membership;
- f. Prepare minutes of the membership meetings for inclusion and adoption at the next membership meeting. The Annual meeting minutes shall be read at the next regular meeting of the Chapter;
- g. Turn over official records and materials to her successor within thirty (30) days of leaving office.

#### **F. Corresponding Secretary**

The Corresponding Secretary shall:

- a. Act in the absence of the Recording Secretary;
- b. Send notices of all regular and BOD meetings via email or U.S. mail to the membership and the BOD so that they are received at least one week in advance of the meeting;
- c. Ensure that all members receive minutes prior to the Chapter meetings;
- d. Send out flyers and invitations to events sponsored by the Chapter upon approval of the President;
- e. Be responsible for collecting mail, and summarizing correspondence for Chapter meetings;
- f. Turn over to her successor all stationery, stamps, and other materials related to the office within thirty (30) days of leaving office.

#### **G. Treasurer**

The Treasurer shall:

- a. Have Fiduciary responsibility (acts in good faith) for the funds of the chapter;
- b. Responsible for maintaining an accurate account of the receipts and expenditures and for making disbursements in accordance with the approved budget
- c. Shall be bonded at the expense of NCBW100

#### **H. Financial Secretary**

The Financial Secretary shall:

- a. Keeper of all financial records of NCBW



- b. Ensures that the Financial records are updated
- c. Verifies that the Chapter President and Financial Secretary have certified that the roster is current and accurate (Article VII, Section 7)

#### **IV. Appointed Positions**

- A. The Historian shall keep a record of the Chapter's programs and activities and prepare a display for review at the Annual Meeting. All information shall be stored.
- B. The Parliamentarian shall, upon the request of the President, advise her on procedural matters, based upon the Chapter By-Laws, National By-Laws, and *Robert's Rules of Order, Newly Revised*.
- C. The Legal Counsel shall advise the President of the Chapter on legal matters.
- D. Meetings. The appointed officers shall attend all meetings at the direction of the President. They shall have no vote at Board Of Directors meetings. If they are regular members of the Chapter, they may vote at membership meetings.

#### **V. Committees**

##### Standing and Ad Hoc Committees

The Board of Directors may establish such Ad Hoc Committees as it deems appropriate and shall specify in writing the duties of all committees that shall operate under its general supervision and serve at its pleasure.

- Advocacy Committee
- International Advocacy Committee
- Corporate Communications Committee

##### Standing Committees

The following constitute the Standing Committees for NCBW.

##### The Audit Committee

Is responsible for conducting annual audits of the organization and at such other times as deemed appropriate.

##### By-laws

Is responsible for soliciting, receiving, evaluating, and presenting proposals for amendments to the Bylaws at the Biennial Conference.

### Budget and Finance

The Committee shall develop and submit an annual operating budget based upon the requests from the officers and standing committees.

### Economic Empowerment

Shall engage the membership to become knowledgeable of the magnitude of the African American women's role in the economy and to comprehend how the financial status of the black woman is an indicator of the overall economic status of the black community

### The Fund Development Committee

It is responsible for defining and securing the full range of resources required to sustain and to grow the National programs.

### Membership Committee

It is responsible for developing and implementing strategies to sustain membership levels.

### Policy and Procedures Committee

Is responsible for the periodic review of the operating National Policies and Procedures to ensure consistency with the National Bylaws. Policy & Procedure Committee is responsible for developing operational policies and procedures for the chapter as needed to ensure chapter operations and programs are consistent with National Policy Procedure guidelines.

### The Program Committee

Is responsible for the development and coordination of national programs and projects. Each chair is to work with the 1st VP of programming to ensure the National mandates in each of the programs are being implemented per national mandates.

The Program Committee shall be responsible for designing and implementing the coordination of local programs and projects in conjunction with Health, Education Public Policy, Finance, and Economic Development subcommittees. The Program Committee shall plan, organize, and publicize programs to the public.

- a. The Economic Development Subcommittee shall develop, coordinate, promote, and explore ideas to support economic development, and research legislative issues related to economic development that impact Black Families.
- b. The Health Subcommittee shall identify the health needs of the community and suggest plans of action for any advocacy issues. Address health care disparities that impact African Americans. Develop written reports that shall be disseminated to the Chair of the Program Committee with a copy to the Chair of the Public Policy/Legislative Committee. They shall work closely with all standing committees.

- c. The Education Subcommittee shall identify education needs of the community and suggest plans of action for any advocacy issues, and shall research issues relating to education, and any inequality of educational opportunities from K- 12 and in Higher Education. Any written reports shall be given to the Chair of the Program Committee with a copy to the Chair of the Public Policy/Legislative Committee.

## **VI. Membership**

In accordance with the National Coalition of 100 Black Women By-Laws, the Suffolk County Chapter is an incorporated not-for-profit entity that must maintain its tax-exempt status with the appropriate state and federal entities. In order for the chapter to remain in good standing with the National Coalition it must: (1) maintain a minimum number of twenty-five (25) regular members in good standing each year; (2) submit reports in a timely manner to the National Office; (3) provide governance documents to the National Office; (4) submit chapter assessments and per member fees in a timely manner; and (5) register and have a delegate at two (2) consecutive Biennial Conferences. If they fail to do any of these items they may be considered not in good standing upon the recommendation of the National Vice President of Membership and a vote of the National Board of Directors.

### **Section 1. Eligibility**

Women may hold membership in the National Coalition of 100 Black Women Suffolk County Chapter if potential new members

- a. are between the age of eighteen years, who have demonstrated a commitment to the empowerment and progress of African American women and children;
- b. reside or are employed in Suffolk County, Long Island, New York and who agree to act in accordance with the purposes and abide by the policies & procedures of the National Coalition of 100 Black Women, Suffolk County Chapter, Inc.;
- c. demonstrate leadership and be an upstanding member of the community who has demonstrated dependability and effective community service.

Moreover, new members shall be considered upon recommendation by the Membership Committee, to the Board of Directors (BOD), and then to the membership for final approval. New members may serve but may not chair any committee for the first year of membership unless otherwise appointed by the President and voted on by the BOD.

### **Section 2. Classes of Membership**

#### **A. Regular Members (“Member”)**

- a. Each Member shall be required to pay annual dues to the Chapter and are subject to all of the rules and regulations that govern memberships. Such dues shall be determined annually by the Board of Directors (BOD) and shall include the annual membership fee

to the National organization. Payment of dues is one criterion for being in “good standing;”

#### B. Associate Members

- a. Associate Members are organizations and community leaders that support the purposes, goals, and programs of NCBW may apply to be an associate member;
- b. Upon approval of the application by the Board of Directors, Associate Members shall pay a fee determined annually by the Board of Directors including but not limited to the annual per member fee due to National;
- c. Fees paid by the Associate Members shall be designated for the Chapter’s Scholarship Fund, excluding National dues;
- d. Notices of meetings shall be sent to Associate Members; however, their attendance at regular meetings is not required.
- e. Associate Members shall not have voting rights and may not hold an elected or appointed office in the chapter.

### **Section 3. Members in Good Standing**

- A. To maintain membership, a member must be in good standing. Good standing, as used in this document, means a member must be active and financial and abide by the Code of Conduct and Conflict of Interest Policies established by the chapter and national organization. Members must conduct themselves in a manner not to tarnish the name or reputation or NCBW brand.
- B. A member shall miss no more than three (3) unexcused absences. Absences shall be excused if the 3rd Vice President and President are notified at least 24-hours in advance of the meeting. Attendance at membership meetings shall be in-person or telephonically. All members shall be required to serve on a minimum of two committees. One committee shall be a Standing Committee.
- C. A financial member shall pay all chapter and national dues, assessments, and fees. A member who is not financial at any time during a program year shall not be entitled to vote until she resumes the status of being financial.
- D. Members are expected to support all programs and events and shall be required to attend all Signature Events. Signature Events shall be determined by the BOD at the start of the program year. An excuse to miss a Signature event shall be provided to the President and Chairs of the applicable committee in writing no later than 20 days ahead of the scheduled event. The excuse provided in writing shall be discussed and voted on by the BOD with a response provided to the member no less than 5 days ahead of the event.
- E. A member in good standing shall be required to attend Chapter training workshops.
- F. Members deemed not in good standing are ineligible to vote and to hold an office on the BOD until such time they are placed in good standing and remain in good standing for a minimum of 90 days.
- G. Should a member remain not in good standing for more than 90 days, the member may be terminated at the discretion of the President and BOD.

#### **Section 4. Transfers of Membership**

- A. Upon presentation of a letter from the chapter the member is transferring from, an individual who is a member in good standing of any chapter of the National Coalition and who takes up residence or is employed in Suffolk County may become a financial member of this chapter for the current fiscal year.
- B. Upon request for a transfer letter, an individual who is a member in good standing with the Suffolk County Chapter shall be permitted to transfer to an active Affiliated Chapter of NCBW through the issuance of a letter of good standing from the President who has moved or changed employment outside of Suffolk County.

#### **Section 5. Disciplinary Action**

Any Member may be expelled for not abiding by the bylaws by a majority vote of active members present at any Board of Directors, regular, or special meeting as decided by the Board of Directors. No vote for expulsion may be taken unless the Member receives at least fifteen (15) days prior written notice of the charges against such Member and of the time and place of the meeting at which the charges will be considered. The Member shall be afforded a full hearing at this meeting. If the Member in question should not appear or respond to the notice of said hearing, the above procedure will be adhered to in her absence. Members are expected to strictly adhere to the Suffolk County or National Code of Conduct and Conflict of Interest.

#### **Section 6. Conflicts of Interest**

Each Member shall receive a copy of the Chapter's Conflict of Interest Policy. A signed and dated copy of the receipt shall remain on file in the Chapter's records.

#### **Section 7. Leave of Absence**

- A. Any member in good standing seeking a Leave of Absence must notify the intent in writing to the President and BOD. The Member may be granted this privilege, upon approval of the BOD for 1 more additional year with a letter in writing and no more than two consecutive years provided the Member is in good standing.
- B. A Member in good standing may not be granted a Leave of Absence for more than 2 (two) consecutive years and may not be granted a Leave of Absence after the deadline for the intent to take Leave of Absence submitted in writing.
- C. A Member on a Leave of Absence is responsible for all Chapter and national dues, fees, and assessments in accordance with the Chapter Policies & Procedure Manual.
- D. Leave of Absences does not prohibit the participation of the member during the leave period. Unless otherwise authorized by the President and BOD due to extenuating circumstances.
  - a. Extenuating circumstances shall be defined as those circumstances that may include physical impossibility to participate due to hospitalization or illness or death of an immediate family member (spouse, children, parents).

- E. Members on a Leave of Absence for six-months or more are not eligible to run for office or chair any committee following return to the Chapter.
- F. The Member will be required to reach out to the 3rd Vice President and President with the intent to return to Chapter activities.

### **Section 8. Termination of Membership:**

- A. The following will be grounds for termination of a Member:
- B. Failure to attend seven (7) membership meetings either in person or telephonically and [X] Signature Program Events in a program year unless specifically excused from this requirement by the action of the Board of Directors.

Failure to pay dues, taxes, or assessments by the due dates defined herein.

Failure to meet the attendance requirements. The Chapter shall notify a Member of the termination of her membership by registered letter, stating the reasons for the termination and the Member's right to appeal.

Written appeals must be made to the Board of Directors of the Suffolk County chapter, within 30 days, from the postmarked date on the termination letter. If the appeal is granted by the Board of Directors, the Member is reinstated, provided that all financial obligations are met, as stated in the reinstatement letter. The decision of the Board of Directors shall be final.

If someone is in jeopardy of termination for any reason, the 3rd Vice President shall provide notice to the Member electronically.

### **Section 9. Membership Protocols**

- A. Membership Addressing President
  - a. All members of the National Coalition of 100 Black Women shall address each Member as by their formal title within the Chapter in any and all events where NCBW business is being conducted or presented. If said member does not have a formal title (Local or National), the Member shall be addressed as Sister.
- B. Electronic Email and Correspondence Protocols
  - a. All email correspondence must receive presidential approval before it is sent out to the Membership, the procedure is as follows:
  - b. All email requests for member distribution are sent to the president asking that the correspondence be sent out to chapter members
  - c. President will contact members to discuss the request, if necessary
  - d. The member is to wait to receive presidential approval, and the president will either forward the information to the chapter or allow the members to send.
  - e. At no time is a member to send correspondence to chapter members without completing this process. Committee chairs can correspond with committee members as

needed. Violators will receive a warning by the presidents if it continues it will be sent to the Ethics committee will be notified, and the member might face sanction from the chapter as a result of consistent.

- f. Personal email/written political as such, we do not support party politics. Each member is encouraged to be personally politically active; however, as a chapter, we do not endorse any particular party affiliation. This means there will be no political opinions shared with members through emails or letters while conducting any chapter business. Email thread should not obtain your personal political or other opinions unless it is asked for by the president.

## **VII. FINANCES**

### **Section 1. Fiscal Year**

- A. The fiscal year of this Chapter shall be the same as the National Coalition of 100 Black Women, Incorporated from October 1st to September 30th.

### **Section 2. Dues & Assessments**

- A. Dues shall be payable by October 1st. They are late as of November 1st with a late fee of \$50. If the dues and applicable fees are not paid in full to the Financial Secretary by December 1st, the member shall be terminated.
- B. Members shall be eligible for a payment plan. Should a member sign up for a payment plan, notice from the Member shall be provided to the Financial Secretary by June 1st. The payment plan shall provide for equal installments of payments by the Member from July 1 - September 30.
- C. All assessments shall be paid by the date of the event. The member shall have a 30 day grace period from the date of the event to process payment in full, after that a late fee of \$50 shall be assessed and the member is no longer in good standing until the assessment and all associated fees are paid in full.
- D. In the event assessments are remitted late with applicable fees more than twice during a single programming year, the member shall not remain in good standing for the remainder of the programming year.
- E. In the event the assessment is not remitted more than 60 days after the event without the approval of the President and BOD, the member shall be terminated.

### **Section 3. Budget**

- A. The Chapter budget for the programming year shall be confirmed by the President and Treasurer by October 1st. After the budget has been confirmed, each Chair shall receive a specific budget for the committee expenses for program planning. All expenses outside of the budget amount must be approved by the Second Vice President of Programs or the president. Vouchers submitted without approval will not be reimbursed.

#### **Section 4. Dishonored Checks**

- A. A \$30 fee shall be assessed to any Members' check that is returned for insufficient funds.
- B. In the event a check is dishonored twice by the applicable banking institution, the Member shall be required to submit a certified bank check for the amount due within 20 days of the notice from the Chapter that the check was dishonored by the applicable banking institution.

#### **Section 5. Liabilities.**

Members of the BOD are not personally responsible for the debts, liabilities, or obligations of the Chapter.

#### **Section 6. Compensation**

No member of the BOD may receive compensation.

#### **Section 7. Reimbursement of Expenses**

BOD and regular members may be reimbursed for approved expenses as approved by the chapter providing it conform to a budget line item.

### **VIII. Nominations and Elections**

The Nominating Committee is responsible for identifying candidates to fill the elected positions of the chapter. Check the bylaws for eligibility requirements. The Nominations Committee shall solicit nominations from members based on eligibility requirements at least 60 days prior to the annual meeting. Members have up to 30 days prior to the election to submit names of nominees for election for office and elected positions. A prepared slate is distributed to the members of the chapter 14 days before the annual meeting. Only those persons who have been members for at least one year may be nominated for an office.

Criteria for eligibility

- A. Member must present a statement stating why she wants to run for the position
- B. Submit a resume highlighting qualifications for the office you are applying for.

The Elections Committee is responsible for preparing the ballots and establishing the procedure for voting. The Committee working under the direction of the Chair is responsible for monitoring the voting process for officers, resolutions and other actions by the membership, and for monitoring the seating of delegates and tallying the votes of the delegates for presentation to the membership.

### **IX. Meetings**

The appointed officers shall attend all meetings at the direction of the President. They shall have no vote at Board Of Director meetings. If they are regular members of the Chapter, they may vote at membership meetings.



### **Section 1. Regular Meetings**

Regular meetings of the membership shall be held at least (10) times a year, with one meeting (June) designated as the Annual Meeting.

### **Section 2. Annual Meeting**

The June meeting shall be designated as the Annual Meeting.

### **Section 3. Special Meetings**

- a. Upon the request of five (5) members of the BOD,
- b. May be called with 10 days prior written notice made to the President & Secretary
- c. Agenda of any meeting shall be stipulated, and business shall be restricted
- d. Agenda must include time, date, & place
- e. Agenda shall be mailed (or emailed) to the members no less than (5) days before the meeting.

## **X. Vacancies and Removal of Officers**

### **Section 1. Vacancy of an Officer or Chair**

- A. Vacancies in office, except that of the President, upon notice of the vacancy, shall be filled at the next BOD meeting. The President shall submit a candidate's name to the BOD for approval to serve the unexpired term. A majority vote of the BOD shall be sufficient to fill any vacant position for the remaining unexpired term.
- B. If the President is unable to complete her elected term of office, the First Vice President shall succeed the Office of President, creating a vacancy in the office of First Vice President.

### **Section 2. Removal of an Officer or Chair**

- A. Except as the Bylaws may otherwise provide, any regularly elected officer of a permanent society can be removed from office by the society's assembly. The bylaws of this assembly provide that officers shall serve "for two years or until their successors are elected," the officer in question can be removed from office by the adoption of such a motion is a two-thirds vote, or a majority vote when previous notice, a vote of a majority of the entire membership - anyone will suffice.
- B. The removal of an officer for cause, or the discipline of a member for improper conduct, may require a letter be submitted to the Board of Directors outlining in detail infractions that lead to misfeasance and or malfeasance. The Officer or Chair will be notified of said letter and allowed to submit a rebuttal. The letter and rebuttal, if received, shall cause the Board of Directors to call a Special Meeting in Executive Session to address the contents of the complaint and rebuttal. The Board of Directors will vote to remove the officer or chair, and the results of that vote will be shared with the complainant and the accused. The society will be informed of the proceedings at the end of the process, and the investigation will remain confidential throughout. The president, or another neutral officer or member, may be assigned by the President of the society to be the chair of the special meeting concerning the removal of an officer or chair and will handle the investigation and call witnesses to testify. Any accused officer or chair may resign

quietly with no prejudice before the investigation is completed if they wish. Also, the report to the society will be limited in detail to ensure the integrity of the process and ensure protection to the accused.

Some examples of infractions are listed but not limited to the following:

- Failure to attend the requisite BOD & general membership meeting
- Financial non-compliance; malfeasance or misfeasance (dishonesty) of duties
- Other reasons or cause as alleged by the membership
- Director in question may be removed by a motion:
- 2/3rds vote needed for the adoption of the motion
- A vote of a majority of the entire membership
- A director may be removed by the members at a meeting called for that purpose.

## **XI. Appendix**

### **Conflict Resolution Procedure (Proposed)**

If a member has an issue with an NCBW policy, procedure, member, committee, or leadership, the member is to send a letter addressed to the president outlining the complaint, grievance, or concern. The president will then determine how the issue should be handled through the ethics, membership, or BOD process and will contact the member with her decision. All efforts will be made to resolve the issue amicably with the member to address the situation. If that is not satisfactory to the member, she can then send a letter requesting a meeting with the entire BOD to discuss the matter. Once it is reviewed and a decision is reached, that is the final decision.

NCBW national organization respects the leadership of their chapters and expects their chapters to be self sustaining and will not entertain any grievance unless the member has thoroughly vetted the issue through their own chapter's leadership. The NCBW National office will then contact the leadership for discussion and resolution. No direct correspondence should be sent to the National organization until this process is followed

### **Inactive Member Requesting to Return to Chapter**

An inactive member who has left the chapter for no more than one year, who is not an LOA (Leave of Absence) can submit a formal request in writing to the Chapter President and the 3rd Vice President of Membership requesting to return to the chapter on September 1st of the next fiscal year. The member however, will be required to go through the new member process of submitting an application , references ,mandatory orientation and new member training if you are accepted.

The letter must include the following information:

- Amount of time you have been inactive
- The reason you want to return and why you were inactive
- Any outstanding issues you would like to have addressed prior to returning to the chapter
- A commitment of support to the mission of the organization
- List any outstanding fees, assessments or chapter documents (if none, please indicate that in the letter)
- What skills, assets, and support you are bringing to the organization and,
- Your willingness to abide by the National Bylaws, Chapter Bylaws, Code of Conduct, and Conflict of Interest, and all governing documents.

The following will be used to determine the eligibility of the return of the non-active member:

- The members previous commitment to the goals and objectives of the organization
- Any violations of the National Code of Conduct, Protocols, as well as chapter Member in Good Standard as stated in the Protocol and Procedures Manual.
- Reason for becoming inactive
- Members participation and attendance at chapter meetings, major events, and activities
- If a member was an officer, a review of how she served in that position.

The letter will be addressed to the Third VP of membership, which will be presented to the board for a discussion where the final decision will be made within 30 days of receipt. You will receive a decision by the BOD in writing signed by the president and the VP of Membership, that decision is final. All decisions are BOD decisions are final and binding.