



**BY-LAWS OF THE
NATIONAL ASSOCIATION OF BLACK MILITARY WOMEN
NABMW WASHINGTON, D.C., MARYLAND AND VIRGINIA
(DMV) METROPOLITAN AREA CHAPTER**

ARTICLE I – OFFICIAL NAME

This organization shall be known as: The National Association of Black Women (NABMW) Washington, D.C., Maryland and Virginia (DMV) Metropolitan Area Chapter.

ARTICLE II – AUTHORITY

The National Association of Black Military Women (NABMW) Washington, D.C., Maryland and Virginia Metropolitan Area Chapter (hereinafter “The NABMW DMV Metro Chapter”) was chartered on February 27, 2021.

ARTICLE III – MISSION

The mission of the organization is to promote the activities, programs, and policies of The National Association of Black Military Women (NABMW) organization.

ARTICLE IV – PURPOSE

The purpose of the organization is as follows:

1. To seek out, record, maintain and tell the history and heritage of African-American Military Women who served and are serving in the United States Armed Forces.

2. To motivate and support the youth of our communities in the attainment of greater achievements by identifying Black military women role models throughout our history.
3. To foster a spirit of camaraderie and good-will among other individuals who have keen interest in Black history.
4. To monitor and record military issues pertaining to, or affecting women in the military.

ARTICLE V – ELIGIBILITY

1. Membership is open to all individuals – regardless of race, age, creed, or color – who previously or are currently serving in any branch of the US Armed Forces and to civilians who support the objectives of this organization and is willing to abide by the By-Laws.
2. All Chapter members must be members of the National Association of Black Women in the Military.

ARTICLE VI – MEMBERSHIP

1. To be approved as an authorized “NABMW Chapter”, and maintain this status, the Chapter membership must **maintain a minimum of Ten (10)** members in “**good financial standing.**” Being in “good financial standing” means all National dues must be paid-up by each member.
2. The membership may include a mixture of Regular, Life and Associate members. At least Five (5) members must be Regular or Life members (or a mixture of the two) and military (Active Duty, Army Reserve, National Guard or Veteran). The rest of the members may be Associate members (family and/or friends) who support the mission of the NABMW and wish to support the Association in its programs and projects.
3. It is suggested that each Chapter try to recruit at least **Fifteen (15)** or more members so that in the event a member is lost, both the minimum requirement of **Ten (10)** members and Five (5) military members is maintained.

Section 1: Categories of Membership:

- a. **Regular Membership:** For those military women willing to support the objectives of this Chapter. It includes the right to make motions, vote and hold elected office.
- b. **Life Membership:** For those military women willing to support the objectives of this Chapter. It includes the right to make motions, vote and hold elected office.
- c. **Associate Membership:** For all persons (family, friends and other non-military) willing to support the objectives of this Chapter. Associate members pay a smaller membership fee. At the National level, Associate members do not have the right to hold office or vote.

Section 2: Relationship of Regular and Associate Members

- a. In the National Association, Regular and Life members have the right to hold office and vote; Associate members pay a smaller membership fee and do not have the right to hold office or vote. However, **within the Chapter, Associate members will have full voting rights, and (with certain exception) be able to hold a Chapter Office.**
- b. Regular, Life and Associate members will pay equal Chapter Fees.

Section 3: Membership Dues:

- a. The Chapter is required to insure that all Chapter members are in good financial standing with the National. A member cannot be part of a Chapter if National dues are not paid.
- b. The Chapter establishes membership dues.
- c. Chapters are not required to have membership dues. However, with the approval vote of three-fourth (3/4) of Chapter's membership, Chapters may assess local operations fee (not to exceed Ten (10) dollars).
- d. Chapter fees will be in addition to the dues paid to the National Association.
- e. The fiscal year for the Chapter shall be the calendar year January 1 through December 31.

- f. The annual dues for Regular membership shall be fifty dollars (\$50.00) for Chapter, and twenty-five dollars (\$25.00) for National.
- g. The annual dues for Associate membership shall be fifty dollars (\$40.00) for Chapter, and fifteen dollars (\$15.00) for National.
- h. The annual dues for Life Regular Membership shall be fifty dollars (\$50.00) for Chapter, and five hundred dollars (\$500.00) for National.
- i. The annual dues for Life Associate Membership shall be fifty dollars (\$40.00) for Chapter, and three hundred dollars (\$300.00) for National.

ARTICLE VII – MANAGEMENT, MEETINGS, REPORTS, FINANCING ACTIVITIES

Section 1. Management.

- a. Management of the affairs of this Chapter shall be controlled by the Executive Board. The Executive Board perform all such lawful acts as stated in the By-Laws.
- b. Operation of the Chapter shall be executed by the elected officers.
- c. All members are required to read and sign the Chapter's Code of ethics. A member's signature indicates the member fully understands and agrees to comply with the terms outlined in the Code of Ethics.

Section 2. Meetings.

- a. The Executive Board shall set the date, hour and location of all meetings, make recommendation to the Chapter and shall have all the power and duties to manage the business, property, and affairs of the Chapter as specified in these By-Laws.

Section 3. Regional Relationship/Responsibility and Chapter Reports.

- 1. Relationship between Chapter, Region and National.**

- a. Both the Chapter and the Region operate under the umbrella of the National Association.
- b. A Chapter is a member of the region in which it is located. The DMV Chapter is located in the North East Region. The Regional Chairperson is responsible for all Chapter activities. All major activities planned by a Chapter must be approved by the Regional Chairperson. The Regional Chairperson should be available to provide guidance and assistance to the Chapter.
- c. The Regional Chairperson is responsible for keeping the National aware of the status and activities of the Chapters under her jurisdiction. To insure the Regional Chairperson is aware of activities, issues, and actions, all communication or correspondence from the Chapter for the National must be funneled through the Regional Chairperson. Also communications from the National for a Chapter must also be funneled through the Regional Chairperson. Any problems or conflicts which cannot be resolved locally or regionally should be brought to the Vice President of Operations by the Chapter Board Representative, for consideration by the National Executive Committee.
- d. The Chapter's primary mission is that of the National Association:
"To record the history, tell the story, and maintain the heritage of African American Women in the military service of our country."
- e. The Chapter may develop Chapter goals and objectives toward supporting this mission within its own locality.
- f. It is important that members of the Association feel they have a voice in the organization and will be listened to. At the same time, in order to maintain its integrity and status as a historical veterans association and a non-profit organization, the National must be the final decision maker as to what Regions, Chapters or individuals may do or say under the banner of the NABMW.

2. Chapter Reports.

- a. Chapters will submit two (2) formal reports to the Regional Chairperson. Each report should include the name of all Officers, the total number and names of all members, a report

on any activities and events sponsored by the Chapter, and such pertinent material as to give an overall view of the Chapter.

- b. Chapters will submit their reports in January (for inclusion in the Regional report to the Executive Committee Meeting held in April and in August (for inclusion in Regional Convention Report or Executive Committee meeting (in the off year).
- c. The Regional Chairperson will share these reports with the National Vice President for Operations for inclusion in the Executive Committee meeting or at the Convention.

Section 4. Financing Activities.

a. NABMW Chapter must be self-sustaining. As indicated in Appendix VI, Membership Dues, Section 3c, Chapters are not required to have membership dues. However, with the approval vote of three-fourth (3/4) of Chapter's membership, Chapters may assess a local operations fee. In addition to the official fees (if assessed), the Chapter may choose to ask members for donations or hold activities that generate funds for Chapter operations.

ARTICLE VII– CHAPTER OFFICERS

Section 1. Chapter officers will include: President, Vice-President, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer, Historian, Assistant Historian, Public Relations Officer, and Chaplain.

- a. Chapter President, Vice President, and Treasurer(s) must be military members.
- b. An Executive Board shall comprise of the Chapter President, Vice President, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer, Historian and Assistant Historian, Public Relations Officer, Parliamentarian, and the Sergeants-at-Arms. The Executive Board shall perform all such lawful acts as stated in the By-Laws.

Section 2. Duties of Officers.

- a. **President:**
 - 1. Presides at all meetings of the Chapter, using rules of parliamentary law and procedures.
 - 2. Appoints all special committees, standing and adhoc.

3. Provides two (2) formal reports to the Regional Chairperson. Each report should include the name of all officers, the total number and names of all members, a report on any activities and events sponsored by the Chapter, and such pertinent material as to give an overall view of the Chapter.

4. Approves disbursement of funds of the Chapter.

5. Serves as full voting member.

b. Vice President:

1. Assist the President in the performance of her duties.

2. Preside during the absence of the President.

3. Perform such duties as may be requested by the President and/or Executive Board which are not in conflict with the responsibilities of the President.

4. Serves as full voting member.

c. Secretary and Assistant Secretary:

1. Keeps accurate records of the proceedings of the Regular meetings.

2. Has charge of all official records, documentation and papers belonging to the Chapter.

3. Maintain a full and up-to-date roster of members and shall call the roll of officers and members when required.

4. Notifies officers and chairpersons of committees of the result of elections or appointments, and assists the President in the preparation of the agenda for each meeting.

5. Sends out notices of all meetings and handles all correspondence unless otherwise directed to be taken care of by someone else.

6. Serves as full voting member.

d. Treasurer and Assistant Treasurer:

1. Is the custodian of the Chapter's funds.

2. Deposit Chapter's funds in a banking institution authorized by the Executive Board in the name of the Chapter.

3. Keeps an account of all dues, receipts, and expenditures and makes no payment without proper authority.

4. Makes all disbursements/payments as approved by the President or Vice President by check counter signed by one other authorized person. The signatures on record with the bank shall be the President, Vice President, Treasurer, and Assistant Treasurer.

5. Reconcile monthly and annual financial reports.

6. Serves as a voting member.

e. Historian and Assistant Historian:

1. Shall be responsible to compile and chronicle the history of the Association and related events under the direction of the Executive Board.

2. Shall be responsible for maintaining inventory of all items of art, artifacts, books, film, etc., which belong to the Chapter.

3. Serves as a member of the Executive Board.

f. Public Relations Officer:

1. Serves as the official spokesperson for the Association.
2. Responds to inquiries from media representatives on matters pertaining to the Chapter.
3. Develop and distribute all media product for the association.
4. Maintains all public relations data for historical information.
5. Serves as voting member on the Executive Board.

g. Chaplain:

1. Provides spiritual guidance to all members of organization, regardless of religious beliefs.
2. Responsible for recording the names of fallen comrades and preparation of all memorial services.

Section 3: Appointed Officers

a. Parliamentarian.

- (1) Shall be well versed in Robert's Rule of Order.
- (2) Advises the presiding officer and members as required.
- (3) Serves as a member of the Executive Board.

b. Sergeant-at-Arms.

- (1) Maintains order and discipline at all meetings and functions.
- (2) Serves as a member of the Executive Board.

c. Membership Chairperson.

- (1) Responsible for active recruitment for members of the Chapter.
- (2) Maintain accurate and current listing of all members.
- (3) Responsible for notification of timely renewals.
- (4) Work closely with Regional and National Membership Chairs.

ARTICLE VIII – MEMBERSHIP RIGHTS, DUTIES, AND RESTRICTIONS.

Section 1. Membership begins upon signing of the application and payment of dues. Expiration of membership will be one year from date of payment of dues. Dues are due January 1st yearly with no penalty if paid by February 1st.

Section 2. Each new member shall be issued a National membership card for current year and required to read National and Chapter By-Laws on line.

Section 3. A member must be financially current to be eligible to vote.

Section 4. Active membership is terminated by:

- a. Failure to pay dues.
- b. Resignation.
- c. Death.
- d. Dismissal by three-fourth (3/4) vote of Executive Board for cause. Membership may be restored by three-fourth (3/4) vote of Executive Board.

ARTICLE IX- TERM OF OFFICE

All officers shall be elected by the membership for a period of two (2) years. Election will be conducted during the month of December.

Assumption of office will begin at the beginning of new fiscal year (January 1). All officers shall be eligible for reelection not to exceed three consecutive terms. In the event an elected officer fails to perform her assigned duties, it is the responsibility of the Executive Board to appoint an acting officer to replace the officer until the expiration of the officer's present term.

ARTICLE X – AMENDMENTS TO THE BY-LAWS

These By-Laws may be altered, amended, or repealed at any regular or special meeting of the Chapter in which the affirmative vote of two-thirds (2/3) of the members present and are eligible to vote. A sixty (60) day notice, oral or in writing, stating the subject of the proposed change must be given before meeting

-----END OF BY-LAWS-----