

®

THE NATIONAL COUNCIL OF MERIDIANITES, INCORPORATED
BYLAWS – MANUAL

Revised June 2023



BYLAWS

of

The National Council Of Meridianites, Incorporated®

PART – 1: BYLAWS MANUAL

PREAMBLE

THE NATIONAL COUNCIL OF MERIDIANITES, INCORPORATED
BYLAWS – MANUAL

Revised June 2023

We, the residents, former residents, friends, and relatives of Meridian, Mississippi, in order to perpetuate present and past memories, and to provide a medium by which the interests of Meridianites may be promoted, do ordain and establish these bylaws.

ARTICLE I - NAME

The official name of this Organization is *The National Council of Meridianites, Incorporated*®

ARTICLE II - PURPOSE

To bring together Meridianites from Meridian, Mississippi, and friends of Meridianites on a fraternal basis for the purpose of promoting and continuing good wholesome fellowship; to perform and engage in such charitable activities and acts as may be provided for in the bylaws of this Organization; to unite these Meridianites who will support and advance the goals of The National Council of Meridianites, Incorporated; and in this connection, Meridianites may organize themselves into local chapters in their various communities.

ARTICLE III - MEMBERSHIP

Section-1. Class of membership: Active Chapters and Honorary Members

Section-2. Any chapter may maintain a good standing only by meeting all obligations of The National Council of Meridianites, Inc., as set forth in the bylaws.

Section-3. The chapters shall pay dues, assessments, fees, and fines as stated in the bylaws.

Section-4. Honorary membership requires the approval of the Executive Board and comes with a) one complimentary ticket to the annual convention, b) a complimentary ticket to the NCM/JSC Scholarship Foundation Luncheon, and c) a complimentary Souvenir Journal. The first recipients of this honor are the remaining Founders of the NCM.

ARTICLE IV - STRUCTURE

Section-1. The administrative powers of the Organization shall be vested in the Executive Board

Section -2. The members of the Executive Board shall be the delegates to the biennial meeting of the Organization which shall be composed of all national officers, past national presidents belonging to an organized chapter and three delegates from organized chapters.

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Section-3. The capitalization of the word “Organization” shall mean The National Council of Meridianites, Incorporated.

ARTICLE V - POWERS

Section-1. The Executive Board shall have the power to reprimand, suspend, or dissolve chapters; to hear and adjudicate all matters that are referred to it on appeal or otherwise; and to do all other things provided for in these bylaws which it may lawfully do in accordance with the certificate of incorporation, and under the laws of the United States or any state.

Section-2. The chapters shall have the power to make their own bylaws. The chapter bylaws shall in no way conflict with the national bylaws. They shall have the power to suspend and restore members, to recommend the expulsion of members to the biennial meeting in accordance with the bylaws of the Organization.

Section-3. The officers of the Organization shall have such powers as are specifically set forth in these bylaws.

ARTICLE VI - OFFICERS Elections And Qualifications

Section-1. The elected officers of the Organization are:

- a) President
- b) Vice-President
- c) Recording/Corresponding Secretary
- d) Financial Secretary
- e) Treasurer
- f) Parliamentarian/Historian
- g) Chaplain/Memorial Service
- h) Sergeant-At-Arms

Section-2. Each officer shall be an active member in good standing with a chartered chapter and shall meet all the requirements and qualifications as stated in the bylaws.

Section-3. The officers shall be elected at the annual meeting to serve one (1) four (4) year term beginning in 2022. No officer may serve more than two consecutive terms in the same office without extenuating circumstances. Extenuating circumstances will need the approval of the Executive Board at the time of the election. After serving one term or any extended time, an election shall be held to elect a new officer for said office and the outgoing officer may not hold the vacated office until at least one term has elapsed.

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Section-4. An election shall be held at the next biennial meeting to fill an unexpired term of any officer, except the president. The president shall appoint a member in good standing to fill a vacant office until an election is held.

Section-5. All officers shall have email.

Section-6. All elections shall be conducted in the manner prescribed in these bylaws.

ARTICLE VII - REMOVAL OF OFFICERS

Section-1. The Executive Board may remove any officer for misfeasance, (performance of a lawful action in an illegal or improper manner), malfeasance (wrongful conduct) or nonfeasance (the omission of some act that is expected to have been performed) in office, or for conduct tending to hold the Organization up to ridicule or contempt, or tending to bring discredit upon the Organization; provided that written charges against such officer shall be served upon him/her by registered mail at his/her last known address and shall be given thirty (30) days to answer such charges prior to any removal action by the Executive Board; and provided further, that no officer shall be removed from office unless such removal shall be concurred with by at least two-thirds ($\frac{2}{3}$) of the members present at the Executive Board meeting.

Section-2. Any member removed from office under this article shall thereafter be disqualified from holding any office in the Organization until proven capable, upon his/her appeal, by two-thirds ($\frac{2}{3}$) vote of the Executive Board present and voting.

ARTICLE VIII - BIENNIAL MEETING SESSIONS

Section-1. The national convention business sessions shall convene for two days, in conjunction with the annual picnic, on Thursday and Friday preceding the last Saturday in June. The sessions are for receiving and acting on all such business as is proper to come before the board. The total of all national convention activities and functions shall convene for not more than three days.

Section-2. The first session shall convene on Thursday and shall be consumed by committee meetings approved by the Executive Board. The Executive Board shall receive and accept all committee reports presented before it.

Section-3. The second session shall meet on Friday preceding the annual picnic to receive and accept all committee reports not heard on Thursday at the first session. Members will be assigned to committees as needed for both days.

Section-4. Each question presented for consideration to the Executive Board during each session shall include a time limit for debate set by the Board during the first session. The body may vote

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to extend debate, but for no more than one-half the time limit set by the Executive Board. Then the vote shall be taken, or the issue shall be tabled.

Section-5. Special meetings of the Organization shall be called by the president or upon request of two-thirds ($\frac{2}{3}$) of the members of the Executive Board.

Section-6. Members of the Executive Board must be certified by the financial secretary as having paid all the obligations required by these bylaws to be in good standing with the Organization and to be seated at the biennial meeting.

Section-7. All matters arising at the annual meeting shall be decided by the majority vote of certified seated members of the Executive Board present and voting unless otherwise specified in these bylaws.

ARTICLE IX – NATIONAL MERIDIANITES CONVENTION

Section-1. The name of the picnic weekend shall be called The National Council of Meridianites, Inc. Annual Convention. Each National Meridianites Convention shall be registered under the name of The National Council of Meridianites, Inc.® and not the Host City. The convention weekend is sponsored by The National Council of Meridianites, Incorporated®.

Section-2. The Executive Board is charged with the responsibility of selecting a host city. The Executive Board at the Biennial meeting shall, with a recommendation from the Biennial Convention Committee, name the host city no later than two (2) years prior to the date set for the convention.

Section-3. The picnic of The National Council of Meridianites, Inc. shall convene biennially on the last Saturday in June, unless a different date is approved by the Executive Board, and at the location where the Executive Board has approved.—

The Convention shall include but is not limited to the following:

- | | | |
|---------------------------------|---|--------------------------|
| a) Business Meetings | b) Hospitality Suite | c) Awards Program |
| d) Memorial Service | e) NCM/JSC Scholarship Foundation Luncheon | |
| f) Hospitality Gathering | g) Family Picnic | h) Teenage Ball |
| | | i) Grand Ball |

Section-4. The national president, with the consent of a majority of the Executive Board, may in case of emergency or extreme necessity, change the time and place where the national convention will be held.

Section-5. Whenever the national president, with the approval of a majority of the Executive Board, decides that the time or place for holding the national convention should be changed, the national president shall promulgate a directive to that effect not less than one hundred-eighty

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(180) days immediately preceding the first day of the national convention, and specifying therein the reason(s) for such change, the new location and the dates.

Section-6. Outside commercialization will be permitted at the national convention under the conditions outlined in the Guidelines Manual.

Section-7. Standing Committees:

- a) Budget
- b) Law and Revision
- c) Necrology
- d) Scholarship
- e) Membership
- f) Convention

The Special Committees are:

- a) Audit
- b) Election
- c) Historical/Awards
- d) Credential

ARTICLE X – EXPANSION OF PROGRAMS

The Organization may create such instruments as the body deems necessary or desirable to carry out the programs of the Organization. Specifically, in extreme situations, powers set forth in Article V shall be broad, such as temporarily amending these bylaws, as determined by the Executive Board.

ARTICLE XI - OFFICERS

Section-1. The President shall:

- a) be the chief executive officer of the Organization.
- b) appoint all persons and committees not otherwise provided for in the bylaws.
- c) represent the Organization at chapter meetings, whether formal or informal.
- d) act for the Organization between annual meetings.
- e) have direct supervision over the administrative office of the Organization.
- f) sign all charters for new chapters after approval by the Executive Board.
- g) review & sign all contracts.
- h) preside over all biennial meetings.
- i) sign all drafts prior to transmittal to the treasurer for payment.
- j) together with the treasurer, provide an email DocuSign agreement on all checks for payments of drafts against the treasury.

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- k) provide all chapters with a set of bylaws.
- l) beginning in 2022 the president shall submit an acknowledgement or resolution for the following Meridianites' deaths: 1) past NCM presidents, 2) sitting chapter presidents and 3) founders of the NCM. Information needed to complete the resolution or acknowledgement shall be sent to the national president.

Section-2. The Vice-President shall:

- a) assume the office of president in the event of the death, resignation, or removal of the president.
- b) serve out the unexpired term of the president, including a term extended by extenuating circumstances that was approved by the Executive Board.
- c) preside at all meetings in the absence or incapacity of the president.
- d) properly execute the scholarship programs as set forth in the bylaws.
- e) assist in securing scholarship aid from chapters, businesses, groups, and individuals.

He/she is a member of the NCM/JSC Scholarship Foundation Board of Directors. He/she shall send a copy of each student's scholarship notification letter to:

- 1) Student Recipient
- 2) President
- 3) Financial Secretary
- 4) NCM/JSC Scholarship Foundation Board President (for Scholarship Foundation only)

It shall be his/her responsibility to initiate at least one letter to each chapter annually inquiring about possible new chapter memberships. He/she shall maintain the Organization's Website and update as required. He/she shall perform all other duties as the bylaws of the Organization may prescribe.

Section-3. The Recording /Corresponding Secretary shall keep a roster of all officers of the Executive Board; keep in permanent form complete and accurate records of all meetings of the Organization; he/she shall prepare a separate list of those items that were approved by the Executive Board at the annual meeting and mail same to the chapters by September 1 of the same year. He/she shall mail a copy of the Executive Board minutes to the chapters by January 1st of the following year.

He/She shall keep a list of all Executive Board members. He/she shall receive and present to the Organization all correspondence; he/she shall carry on the correspondence of the Organization as directed by the president and read all correspondence at the biennial meeting. He/she shall perform all other duties as the bylaws of the Organization may prescribe.

Section-4. The Financial Secretary shall keep correct financial books of the Organization and its member chapters; he/she shall receive all funds due the Organization from all sources, and pay same to the treasurer within forty-eight (48) hours, taking his/her receipt for same; include in

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the financial report a separate column for penalties and fees; give the budget committee a copy of his/her financial report and each officer's financial report including receipts for which funds were paid.

He/she shall at such times as the Organization may direct, etc., or the president requires, present for examination his/her books, papers, vouchers, etc., that may be necessary for the proper auditing of his/her accounts.

He/she shall keep a separate itemized accounting of the Roots Scholarship's program funds including donors; he/she shall have charge of the financial books, papers, and records of the Organization under the direction of the president; he/she shall attend to all duties of the Organization that are inherent in and pertain to the duties of his/her office.

Per the Organization's 501c3 status, the financial secretary shall send a thank you letter to all donors to the NCM within thirty (30) days of receipt of said donations, pending the clearance of any checks, in accordance with the tax code.

He/she shall submit the required federal tax forms within one week prior to the due date.

Section 5. The Treasurer shall receive all funds due the Organization from the financial secretary; give him/her a receipt for said funds, deposit same in the bank designated as a depository by the Organization, on the first business day following the convention, to the credit of the Organization.

He/she shall disburse funds by check and only upon receipt of a voucher from the National Financial Secretary and signed by the National President. He/she shall keep correct account under the proper dates of the amounts and purposes of disbursements, taking proper vouchers for the various items thereof. He/she shall at such times as the Organization may direct, etc., or the president requires, present for examination his/her books, papers, vouchers, cancelled checks, etc., that may be necessary for the proper auditing of the Organization's accounts.

He/she shall be required to give bond to the Organization in such sum as the body may determine, for the faithful performance of his/her duties, same to be executed by a reputable surety company. The cost of the bond shall be paid by the Organization. He/she shall also perform such other duties as are required by the Organization and in keeping with his/her office.

Section-6. The Parliamentarian/Historian/Awards duties shall be as provided by Robert's Rules of Order, and he/she shall perform such other duties as the bylaws of the Organization may prescribe.

Section-7. The Sergeant-At-Arms' duties shall be as provided for by Robert's Rules of Order and he/she shall perform such other duties as the bylaws of the Organization may prescribe.

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Section-8. The Chaplain/Memorial Service Chair shall offer a prayer to open and close the Executive Board meetings. He/she shall chair the necrology committee and memorial service. He/she shall be available to serve the Organization when called upon to perform such duties that are inherent in the office of the chaplain. He/She shall be informed in a timely manner of all NCM deaths and same forwarded to the national president.

ARTICLE XII - ADMINISTRATIVE OFFICE

The administrative office of the Organization shall be administered by the president and such assistants as may be necessary to properly operate the office (when feasible and funds permit). The president shall have on file a copy of all correspondence sent in the name of the Organization by national officers, and chapters. The president shall be directly responsible to the Executive Board and the operation of the administrative office.

The Administrative Office shall maintain the following documents: Bylaws Manual, Part – 1; Guidelines, Part 2; History, Scholarships and Aggregate Papers, Part 3; Forms, Part 4 References to the bylaws shall apply to all the aforementioned documents and vice versa.

The National Council of Meridianites received its 501c3 tax exempt status in 2014. Donations to the Organization are now tax deductible according to the tax code and shall be adhered to by the Organization.

As per the requirements of a 501c3 organization, it shall be the responsibility of the Administrative Office to maintain all pertinent materials in a secured area. Copies should be held by the president, recording secretary, and treasurer. Access authority shall be the national president, Recording Secretary, and the financial secretary.

ARTICLE XIII - ASSESSMENTS, FEES, FINES AND PENALTIES

Section-1. The fiscal year of the Organization shall commence on May 1st and end on April 30th the following year.

Section-2. There shall be assessed upon each local chapter in the Organization the following financial obligations:

- a) One time Seed Money of \$50.00 per chapter member due January 1, 2024 and thereafter \$300 per chapter, due January biennially, beginning in 2026.
- b) Biennial per capita tax of \$1.00 per member

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- c) Roots Scholarship Raffle Tickets as approved by the Executive Board
- d) \$50 Annual Maintenance of Website

Each chapter is responsible for the cost of all tickets issued. No tickets may be returned.

Section-3. The Scholarship Committee shall distribute raffle tickets to the chapters no later than January 15th of each convention year.

Section-4. All funds from all sources, including seed assessments, fees, fines, and penalties must be paid to the financial secretary by May 1st of each biennial year, and the Mail Postmark must be stamped on or before May 1st of each biennial year.

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The funds are to be used for national operating expenses. A chapter roster shall also be submitted with said funds to the financial secretary by May 1st.

The funds shall be paid by money order, cash, or check; made payable to The National Council of Meridianites, Inc., and the financial secretary shall immediately acknowledge the receipt of same.

When a chapter submits a check and it is returned due to insufficient funds, the chapter will be responsible for replacing the funds for the returned check, reimbursing bank fees, and will be charged an additional 10% of the amount of the check.

Section-5. A chapter is considered delinquent if assessments, fees, and fines are not paid by their due dates.

In addition to the assessments, fees, and/or fines, a twenty-five percent (25%) penalty will be assessed for each delinquency.

Section-6. The financial secretary shall send a certified letter to each delinquent chapter immediately after May 1st of the biennial year, informing the chapter of its delinquency and penalty.

The chapter shall also be informed that its delegates will not be seated at the convention unless the full amount of the delinquency and penalty is paid before the credential committee begins seating the delegates.

Section-7. A chapter will be stricken from the roll if it is delinquent for more than six (6) months. The financial secretary will send the delinquent chapter a letter by certified mail informing the chapter that it has been stricken from the roll.

Section-8. To be reinstated, a chapter that has been stricken from the roll must pay all back assessments, fees, fines, and penalties, plus a reinstatement fee of \$100.00.

Section-9. There shall be no discounted registration fees for senior citizens.

Section-10. There shall be assessed a \$5.00 fee on every adult ticket sold to attend the National Convention in support of the Roots Scholarship Fund. Beginning in 2024, all said funds must be paid to the financial secretary within fourteen (14) days after the end of the convention.

ARTICLE XIV - FUNDS

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Section-1. General Fund: The financial secretary shall receive all funds from all sources for the Organization. These funds will be received and held in the general fund of The National Council of Meridianites, Inc. except ROOTS Scholarship and NCM/JSC Scholarship Foundation donations which will be kept in separate accounts named Roots Scholarship Account and NCM/JSC Scholarship Foundation Fund.

Section-2. Deposits and Investments: The funds of The National Council of Meridianites, Inc. shall be deposited in such banks or other financial institutions as may be designated by the Executive Board. Funds shall not be invested in high risks accounts.

Section-3. Convention Profit Any profit realized from souvenir journal sales, ticket registration and vendor fees to attend the National Council of Meridianites, Inc. Convention shall remain in the general fund, except as otherwise stated in these bylaws.

ARTICLE XV - ORGANIZATION OF CHAPTERS

Section-1. Any group of ten (10) or more persons, who meet the requirements for membership, may upon application to the Organization be chartered as a chapter by submitting the required biennial assessment and a membership roster.

Section-2. Reapplying chapters, who left the Organization in good standing, may reapply for membership by submitting a membership roster, a list of officers, and the required biennial assessment.

Section-3. Reapplying chapters, who left the Organization and was not in good standing, may reapply for membership by submitting a membership roster, a list of officers, the required biennial assessment, and fulfilling all reinstatement requirements.

Section-4. The local chapters will be required to operate under the auspices of the Organization. Each group will be required to participate in and support the activities of the Organization in its relationship to the national convention. Specifically, all chapters and chapter members shall fully support the chosen hotel for a convention of the Organization.

Section-5. The bylaws of local chapters can in no way conflict with the charter or bylaws of The National Council of Meridianites, Inc. If a chapter has a doubt about a possible conflict, the chapter should contact the parliamentarian of The National Council of Meridianites, Inc. for clarification, with a copy of the question to the national president.

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If a charge has been filed that a chapter's bylaws conflict with the national bylaws, the president shall issue a directive that the conflict be referred to the law and revision committee for inclusion in its report at the next annual meeting.

Section-6. New chapters or reapplying chapters shall be recognized near the beginning of the annual meeting, but their induction shall be the last order of business at any annual meeting. Each prospective chapter shall have attendance privileges but shall not have a voice or vote in the meeting in which it makes application for membership, other than a call by the national president for a general presentation of the prospective chapter.

ARTICLE XVI - ELECTIONS AND QUALIFICATIONS

Section-1. The election of officers shall be held every four (4) years at the biennial meeting and the elected officers shall serve for one (1) four (4) year term unless the bylaws provide for an exception.

Section-2. The president shall appoint an election committee consisting of a chairperson and four (4) other members. Any active member in good standing may be appointed to the election committee.

- a) All candidates must be in good standing with the Organization and be available to travel to national meetings and perform duties of the office they are seeking.
- b) All candidates must be present at the Annual Convention and must be financial with his/her local Meridianites chapter. Further, individual members owing chapter dues and remitting those dues to their chapters less than thirty (30) days prior to the annual convention will not be eligible to run for elected office.
- c) The local chapter must also be in good financial standing with the National Council of Meridianites, Inc. No member whose chapter is in arrears in any sum of dues, fees, or assessments shall be eligible to run for office or vote at any election.
- d) All financial chapter members seeking to run for office must complete forms EOO-2 and EOO-3, located in Appendix 4 of the bylaws. The president shall submit said forms to the chairman of the election committee at the 1st session of the convention.
- e) Anyone nominated from the floor must be in good standing with the Organization,

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and must have submitted a letter of introduction, forms EOO2 and EOO3 to the nominating committee before it's meeting during the 2nd session for the committee to verify the person's credentials at the time of nomination.

Section-3. The person receiving a majority of the votes counted on ballots shall be declared elected.

Section-4. The president shall fill all vacancies growing out of death, resignation, dereliction of duty, or suspension of an active officer, until the next regular election of the Organization, when a successor shall be elected. The vacancy shall be filled with a member in good standing.

Section-5. Newly elected officers shall assume office and full responsibility the first working day following the Grand Ball. All outgoing officers must update all their books, records, and any material pertinent to the performance of said office and have them on hand for orderly transfer to the new officers.

ARTICLE XVII - STANDING COMMITTEES

In addition to the following standing committees, the president may recommend other standing committees to the Executive Board. Standing committees are continuously functioning committees. Committee members are encouraged to meet on Wednesday of the convention weekend.

Section-1. The Biennial Convention Committee shall be composed of the president, and two additional members appointed by the president.

The Committee shall approve the recommendations from each subcommittee and present its findings to the Executive Board.

Sub-Committees of the Biennial Convention Committee: Some committees may need to collaborate with each other:

- a) **Housing:** The committee shall recommend to the Biennial Convention Committee the location city where each biennial convention will be held, the name and rates of the hotel(s) that will house the persons in attendance, a description of the meeting and ballroom spaces available to accommodate the various functions, and approximate cost to the hotel.

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- b) Transportation: The committee shall recommend to the Biennial Convention Committee the mode of transportation and costs needed to transport all paid attendees to all functions not housed at the headquarters hotel.
- c) Hospitality: The committee shall recommend to the Biennial Convention Committee a hospitality suite per the guidelines and costs during the convention weekend. The committee shall communicate and post regulations that pertain to children at the hotel per the guidelines.
- d) Picnic: The committee shall recommend to the Biennial Convention Committee the picnic Site, picnic costs, caterer, menu, and caterer's cost.
- e) Grand Ball: The committee shall recommend to the Biennial Convention Committee how much ballroom space will be allotted per the convention rooms booked; a Master of Ceremony; whether a band or DJ will be used and costs; a program printed or not; number of bars and costs, free drinks if any and costs; attire; menu if any and cost.
- f) Ticket Distribution: The committee shall recommend to the Biennial Convention Committee that all tickets be distributed per the convention guidelines in Part 2 section 1 of the bylaws.

Profits from each convention shall be given to the financial secretary before being received by the treasurer.

The committee shall use the Convention Checklist when planning a convention for the purpose of reviewing the various activities and obligations required in hosting a convention.

The committee shall make recommendations as needed and shall submit said recommendations to the Executive Board.

THE FINAL DECISIONS REST WITH THE EXECUTIVE BOARD.

Section-2. The Budget Committee shall consist of the treasurer, (serving as chair) financial secretary and three (3) other members appointed by the president. The committee shall be responsible for keeping the Organization's accounts solvent. The committee shall present plans for the organization to operate its programs.

The committee shall prepare the budget to be acted upon no later than the biennial meeting.

The budget committee shall prepare a budget that will allocate a fixed dollar amount for operating expenses, Roots Scholarships, and donations to charitable organizations.

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Section-3. The Scholarship Committee shall be composed of the vice president, who serves as the chairperson, one person from the JSC Scholarship Foundation Board and three other members appointed by the president. The committee will select scholarship recipients according to the scholarship guidelines found in Appendix-2 of the bylaws. The committee, except the chair, serves at the pleasure of the president and shall remain operational until replaced by the president.

The committee shall keep the Organization and the Executive Board informed of the status of scholarship grants, etc., and report to the body on suggested programs and projects.

The committee is responsible for developing advertisement for the Roots Scholarship Program for inclusion in the souvenir journal. The advertisement shall adhere to the guidelines limiting the number of free pages allowed for scholarship programs in the journal and must include the costs of same in the scholarship committee's budget.

The NCM/JSC Scholarship Foundation Board shall develop its own advertisement for the Foundation's Scholarship per the guidelines for the number of free pages allowed for advertisement in the souvenir journal.

The committee shall submit two (2) suggested topics, for the required Scholarship Foundation Essay, to the NCM/JSC Scholarship Foundation Board Secretary before the end of the last session at each convention. These suggested topics will be used to assist the Scholarship Foundation Board in choosing the essay topic for the next scholarship.

A detailed budget for the Roots Scholarship Program shall be prepared biennial by the vice president, with assistance from the scholarship committee. The recommended budget shall be submitted to the budget committee, who will make a final recommendation to the Executive Board.

Section-4. The Membership Committee shall be composed of the vice president and at least two (2) other members appointed by the president. This committee shall keep the Organization and the Executive Board informed on the status of the local chapters and suggest programs and projects for their development. The committee shall develop guidelines for chapters to begin forming auxiliary young adult groups. (See Guidelines Manual.)

Section-5. The Law and Revision Committee shall be composed of the parliamentarian and two additional members appointed by the president. It shall review and critique all proposed

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amendments to the bylaws, including any grievances presented in writing, and report its recommendations to the Executive Board.

All proposals shall be submitted on the standardized form located in Part 4, Forms & Applications, Section XIV.

The committee shall update all forms biennially and the bylaws upon request by the Executive Board no later than 3 years.

Section-6. The Necrology Committee shall be composed of the Chaplain/Memorial Service Chair **and** two (2) additional members, appointed by the president.

The committee shall plan and execute the memorial service during the convention weekend. The necrology committee shall keep the Organization informed of all demised members. When a chapter member dies, the chapter will send a copy of the obituary to the chairperson of the memorial service as soon as possible to provide him/her with information needed to plan the service.

If a member expires between the printing of the memorial service program and the memorial service, the committee shall have a contingency plan in place, such as an insert sheet, to adequately represent the deceased member during the service.

When feasible, photographs of loved ones should be forwarded to the Chairperson of the Necrology Committee by April 15 before the convention to develop a video and/or poster board presentation for the Memorial Service. It shall be at the discretion of the Necrology Committee to develop the appropriate format for the presentation. Presentation formats for loved ones received after April 15th will also be left to the discretion of the Committee.

If no information is received, the Necrology Committee shall allocate an assigned space for the loved one with “no photograph, video or information available” noted in the presentation.

ARTICLE XVIII – SPECIAL COMMITTEES

The president shall appoint all special committees deemed necessary and shall define their duties.

Section-1. The Election Committee shall be composed of three members and shall serve only during an election year at the biennial meeting.

The election committee shall compile the list of candidates for all elected offices of the

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Organization after a careful review of the qualifications of all persons proposed as candidates.

Notwithstanding the list compiled by the election committee, any active member in good standing with the Organization that meets all requirements set forth in these bylaws for nominations, may be nominated as a candidate for office to be filled by election from the floor.

Section-2. The Audit Committee shall be composed of three (3) members. At least one member shall be selected from the previous audit committee, excluding the chairperson, when practical. The financial records, including receipts, expense vouchers, bills, etc., of all officers must be submitted to the committee by the financial secretary at the beginning of the biennial meeting. The committee shall examine, date, sign and report its findings of the final accounts of all officers to the general body. The committee shall make recommendations to the body on how to rectify any irregularities that may have been found.

Audit Procedure – Each account should be reconciled using the partial list that follows:

- a) Bank statements, checks, check stubs, treasurers, and financial secretary's reports.
- b) Vouchers received from the financial secretary and treasurer should be sequential.
- c) Match vouchers, checks, and check stubs, including outstanding checks.
- d) Add voucher totals and compare with report totals.
- e) Prepare a written report of the committee's findings.
- f) Chairperson signs report and list committee names on the report.

Section-3. The Historical/Awards Committee shall be composed of the historian, and two (2) additional members. The committee shall research and write the history of the Organization and update said history biennially.

The committee shall recognize the major contributors to the formation and growth of The National Council of Meridianites, Inc. Contributors are people whose names appear in the official history. The recognition shall take place during the Hospitality Gathering. The minimum costs of any recognition shall be paid by the Organization.

Chapter member achiever awards shall also be presented during the Hospitality Gathering. Each awardee is chosen (only one per chapter) by recommendation from the chapter to show appreciation to the member for rendering outstanding work at the local level.

Each chapter president will receive a form, designed by the committee, to be completed with the following information:

1. The awardee's name.

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2. The name of the presenter.
3. A paragraph describing the achievement of the awardee.

Return the form to the historical/awards committee by the deadline date on the form. Any costs for this award is the responsibility of the individual chapter.

Section-4. The Credential Committee shall be composed of the sergeant-at-arms and not less than two (2) members who shall review credentials of every delegate to the biennial meeting before the delegates are seated. The committee shall seat all delegates who are in good standing with the Organization. Delegates of chapters not in good standing with the national will not be seated and may not have a voice or role in any of the proceedings of the convention except those provided a nonmember.

The committee shall prepare a list of official delegates who are in good standing with the Organization for presentation to the general body before the Executive Board session is over. Each position/office that a delegate holds must be accounted for even when the delegate holds more than one position/office. People shall not be counted twice in the total delegates present.

ARTICLE XIX – DONATIONS

Section-1. The National Council of Meridianites, Inc. shall make contributions to charitable organizations as deemed appropriate. All approved donations by the Organization at the biennial meeting shall be announced at the Grand Ball.

Section-2. NAACP: The National Council of Meridianites, Inc. shall make contributions to the NAACP when said funds are approved by the Executive Board.

Section-3. UNCF: Contributions shall be made to the UNCF when said funds are approved by the Executive Board.

Section-4. Scholarship: The scholarship program consists of the following and are funded and administered per the guidelines for scholarships:

1. Roots Scholarship Fund
2. National Council of Meridianites/Jacquelyn Sweetner Caffey Scholarship Foundation Fund (NCM/JSC Scholarship Foundation)

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ARTICLE XX – QUORUM

Section-1. Two-thirds ($\frac{2}{3}$) of the Executive Board shall constitute a quorum with two-thirds ($\frac{2}{3}$) in attendance.

ARTICLE XXI – AMENDMENTS

Section-1. These bylaws may be amended at the biennial meeting by two-thirds ($\frac{2}{3}$) majority of the delegates, provided that no proposed amendment to the bylaws shall be considered unless it has been submitted in accordance with the following sections.

Section-2. All proposals must be presented to the national president on the proper form, located in Appendix 4, Forms & Applications, by registered mail no later than March 15th of the year in which it is to be considered. The president will forward all proposals to the Law and Revision Committee for review. The committee will present the proposals and recommendations to the Executive Board at the biennial meeting.

Section-3. Proposed amendments that were referred to the law and revision committee before the biennial meeting shall be presented when the committee’s report becomes the order of business. The committee shall recommend the adoption or rejection of each proposed amendment, giving its reason(s) for each recommendation.

ARTICLE XXII - RULES OF ORDER

Robert's Rules of Order shall be used as the parliamentary authority of the Organization.

ARTICLE XXIII

BYLAWS – ADOPTION, AMENDMENT AND REVISION DATES

AdoptedCleveland, OH 1976
Amended Minneapolis, MN 1977
Amended Washington, DC 1978
Amended Meridian, MS 1979

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Amended	San Francisco, CA	1980
Amended	Cincinnati, OH	1981
Amended.....	Chicago, IL	1982
Amended	Los Angeles, CA	1985
Amended	St. Louis, MO	1986
Amended	Cleveland, OH	1988
Amended	Meridian, MS	1989
Amended	Los Angeles, CA	1990
Amended	Detroit, MI	1991
Amended	Chicago, IL	1992
Amended	Atlanta, GA	1993
Amended	Meridian, MS	1994
Amended	Oakland, CA	1995
Amended	Cincinnati, OH	1996
Amended	Chicago, IL	1997
Amended	St. Louis, MO	2001
Amended	Las Vegas, NV	2005
Amended	Detroit, MI	2006
Revised	Minneapolis, MN	2007
Amended	Minneapolis, MN	2007
Amended	Atlanta, GA	2008
Amended	Meridian, MS	2009
Amended	Cincinnati, OH	2011
Amended	Memphis, TN	2012
Amended	Birmingham, AL	2013
Amended	Meridian, MS	2014
Amended	Oakland, CA	2015

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Amended Detroit, MI 2016

Amended.....Chicago, IL 2017

Revised..... Meridian, MS 2023

Respectfully Submitted to the Bylaw Ratification Committee Year 2023

Bylaw Revision Sub-Committee of the Law & Revision Committee

Mrs. Alinda Rush Brown, Chair

Mr. Artis Hampton

Mr. Leroy Caffey

Mrs. Louise Gaddy

Mr. Andre Garner

Dr. Beverly Heidelberg Foster