

**BYLAWS  
NATIONAL VOLUNTEER OUTREACH  
NETWORK, INC.**



**Revised July 2015**

## **NATIONAL VOLUNTEER OUTREACH NETWORK, INC.**

### **ARTICLE I. NAME**

The name of this nonprofit corporation shall be National Volunteer Outreach Network, Inc., hereafter referred to as NVON.

### **ARTICLE II. PURPOSES**

1. NVON will bring together organizations who are members of or are willing:

To work with the Associated Country Women of the World (ACWW)

To promote friendship and understanding in the world

To promote sharing between member states

To promote well-being of individuals and families

To bring about a better understanding of the relationship of home, community, state, nation and the world

To speak for and further interests of member organizations engaged in service to families and communities

To coordinate activities and disseminate information relevant to the Associated Country Women of the World (ACWW) and Country Women's Council USA (CWC)

To distribute Land Grant College and University research based educational information

2. Said organization is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

### **ARTICLE III. MEMBERSHIP**

1. Organizations may be members of the Associated Country Women of the World (ACWW), and located in the United States of America and its territories.

2. An organization wishing to apply for voting membership in NVON shall submit a request to the NVON President.

3. A member from a non-member state may obtain an individual membership.

4. Membership shall be open to people of all ages regardless of race, color, gender, religion, national origin, disability, political beliefs, sexual orientation, marital or family status.

5. Each NVON organization will have two (2) voting delegates at the annual business meeting.

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6. All members of NVON shall have the right to attend all meetings with voice but do not have the privilege to vote.
7. In order for a state organization to be a voting member in good standing, membership report forms and dues must be received by January 15<sup>th</sup>.

**ARTICLE IV. OFFICERS AND BOARD**

**Section I. Structure**

1. The Executive Committee shall consist of President, President-Elect (when applicable), Vice President, Secretary and Treasurer.
2. The NVON Board shall consist of the Executive Committee and the President (or a designee) of each state organization.
3. Officers shall be elected at annual business meeting for a term of three (3) years each, or until their successors are elected, except the President-Elect (when applicable) serves one year followed by a three year term as President.
4. Election rotation shall be divided into Groups I, II, and III.

**Group I:**

Secretary

**Group II:**

Vice President

Treasurer

**Group III:**

President-Elect (one year and three years as President)

6. Newly elected and appointed officers shall take office on January 1<sup>st</sup> of the year following the annual business meeting at which they were elected.
7. No elected officer shall be eligible to serve more than one consecutive term in any office, with the exception of Treasurer. Treasurer may serve two consecutive terms.
8. No individual may serve more than 10 years on the NVON Board in an elected position.
9. Vacancies among officers shall be filled by appointment of the President, with approval of Executive Committee for the remainder of the term.
10. In event of a vacancy occurring in the office of President, the Vice President shall fill the unexpired term except in years of a President-Elect.
11. At meetings of the NVON Board, a majority of voting members present shall constitute a quorum.

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12. NVON Board shall have supervision of all affairs of NVON, shall actively promote its objectives, and shall have control over disbursement of funds. The NVON Board shall have authority to incur any indebtedness on account of NVON only as provided in the bylaws or by vote of the voting delegates.
13. NVON Board shall require a full and complete record of all proceedings, which shall be published and made available to all state organizations.
14. Duties of NVON Board members are described in Policy Guidelines.

**Section 2. Nominations and Elections of Officers**

1. Nominating Committee shall be appointed by the President. The committee consists of a member of the Executive Committee as chair with two state presidents.
2. Nominating Committee shall select candidates from those whose credentials have been submitted forty-five (45) days prior to the annual business meeting.
3. Nominating Committee shall notify the candidates and request their attendance at annual business meeting for presentation to membership. Voting will take place during annual business meeting.
4. Nominations may be made from the floor by any voting delegate at annual business meeting, provided nominees' credentials have been submitted to Nominating Committee at least 24 hours prior to annual business meeting.
5. Election shall be by ballot at annual business meeting by majority vote.
6. If a single slate of candidates is presented, a motion of acclamation from voting delegates may be accepted.
7. An elected or appointed officer may not resign from a presently held position in order to run for another position.
8. Qualifications for nominees for officers shall be as follows:
  - a. A nominee for President-Elect must be a member of NVON and have served as state president of a NVON member organization.
  - b. A nominee for Vice President must be a member of NVON and have served as state president of a NVON member organization.
  - c. A nominee for Secretary must be a member of NVON and have served as an elected state officer of a NVON member organization, must have the ability to write accurate minutes and know the importance of preserving official records.
  - d. A nominee for Treasurer must be a member of NVON and have served as an elected state officer of a NVON member organization, must be eligible for bonding when required and knowledgeable in bookkeeping.

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**ARTICLE V. FINANCE**

1. Accounts shall be maintained in the name of NVON. Account cards shall carry three signatures when applicable (President, President-Elect, Treasurer).
2. Each state organization must pay annual dues of One Hundred Dollars (\$100.00) on or before January 1<sup>st</sup>.
3. Individual membership dues shall be fifteen (\$15.00) dollars, payable every three years.
4. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170 (c) (2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

**ARTICLE VI. NATIONAL VOLUNTEER OUTREACH NETWORK ENDOWMENT**

1. The NVON Endowed Fund was developed July 2006 to be a perpetual source of income and assure the ongoing work of the National Volunteer Outreach Network, Inc. (NVON) as stated in Article II of the NVON Bylaws.
2. Funds shall be maintained (including interest) until a principal amount of \$10,000 (ten thousand dollars) has been reached and deposited in a separate interest bearing account of NVON.
3. Thereafter, the principal shall be maintained and all donations shall be added to the principal and forever become a part of the principal.
4. All donations to the NVON Endowment Fund are tax deductible under NVON's 501 (c) (3) status.
5. All interest derived from the principal shall be deposited on or before January 15<sup>th</sup> into the NVON checking account in a designated Endowment Reserve Account.

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6. The four elected officers of NVON (President, Vice President, Secretary, and Treasurer) shall designate the use of the interest deposited into the designated Endowment Reserve Account on or before January 15<sup>th</sup>.
  - a. No elected officer shall designate the use of more than one-fourth of the available funds in any year.
  - b. The four elected officers of NVON (President, Vice President, Secretary, and Treasurer) may choose to designate their fourth of the Endowment Funds to be used for a special project, i.e., handbooks, brochures, special ACWW project, donation to the endowment fund, and any other project deemed to furthering the work of NVON, etc.
  - c. Any amount not designated by the four elected officers within year funds are available shall be deposited on December 31<sup>st</sup> back into the principal of the NVON Endowment and forever become a part of the principal.
  - d. All requests for disbursement of funds shall require a voucher for payment (with attached receipts), and follow the voucher approval procedure with the additional approval in writing of the appointed Advisor to NVON Board.
7. Before the National Volunteer Outreach Network, Inc. is dissolved, the total amount of the NVON Endowed Fund principal shall be donated to the Associated Country Women of the World Pennies For Friendship Fund.

### ARTICLE VII. MEETINGS

1. NVON Annual Business Meeting shall be held during the annual conference to elect officers, adopt a budget, and address such other business as may be properly presented by attending members.
2. Voting delegates at annual business meeting shall be two delegates from each member organization and the Executive Committee. President votes only in case of a tie.
3. Meetings may be called by the Executive Committee or one half (1/2) plus one (1) of member organizations. Notification must occur at least thirty (30) days prior to meeting date or at a NVON meeting where a quorum of voting delegates is present.
4. NVON Board shall receive an agenda of the annual conference at least thirty (30) days prior to the meeting.
5. Business may be conducted by electronic communication.

### ARTICLE VIII. ARCHIVES

NVON records shall be placed in the Louise Pettus archives at Winthrop University, Rock Hill, South Carolina. Materials to be included in archival materials are: a copy of each newsletter, conference program, handbook, reports, minutes of all meetings, financial statements, etc.

**ARTICLE IX. DISSOLUTION**

Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said court shall determine, which are organized and operated exclusively for such purposes.

**ARTICLE X. PARLIAMENTARY LAW AUTHORITY**

“Webster’s New World Robert's Rules of Order Simplified and Applied Second Edition 2001” shall govern NVON as applicable, and which are not inconsistent with these Bylaws.

**ARTICLE XI. AMENDMENTS**

NVON Bylaws may be amended triennially-by a two-thirds vote of voting delegates present at the annual business meeting, providing a notice of proposed amendments was sent to the NVON Board sixty (60) days prior to the meeting.