



START A SECTION

We appreciate your interest and welcome your participation!

The success of our sections lies in the collaborative team efforts of advocacy, volunteerism, service, and leadership. Through National Council of Negro Women, Inc. (NCNW) sections work on the front lines, they help us lead, develop, and advocate for women of African descent as they support their families and communities. The more sections we have, the greater our nationwide outreach and the more effectively we can help women of African descent realize their full potential. The steps to start a section are as follows:

1. A group of women who are interested in starting an NCNW section are referred to as a "Committee to Organize." The Committee to Organize should function with a temporary chair, secretary, and other temporary officers as needed.
2. The Committee to Organize should complete and submit a Permission to Organize or Permission to Organize - Collegiate form to the National Vice President of Membership, Mr. David Glenn, Jr., at membership@ncnw.org or mail to NCNW's National Office at 633 Pennsylvania Avenue, NW, Washington, DC 20004.
 - [Permission to Organize](#)
 - [Permission to Organize - Collegiate](#)
3. For a NCNW Section or Guild, along with the completed Permission to Organize form, each member of the Committee to Organize shall submit a short bio which includes their reason(s) for wanting to start a section.
4. For Community/Rural Sections, each member of the Committee to Organize should participate in recruiting members, taking into account the diversity of educational backgrounds, economic statuses, marital status, employment levels, geographic parts of the community, special talents and leadership experiences.

NCNW is for all women and supportive men—Leave No One Behind! Community and Rural Sections should also include members of NCNW affiliate organizations. It is a requirement to have a minimum of three (3) people from three different Affiliate organizations to join the newly formed section before you can become officially chartered. Visit <http://ncnw.org/about-us> for a list of NCNW Affiliates.

5. When the required number of members have been met (minimum number of members required per organization type: Community 35, Rural 30, Collegiate 20, and Youth 10) a Certificate of Organization or Certificate of Organization - Collegiate

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form must be completed and forwarded to the NCNW National Office along with the list of members and the appropriate membership fees remittance.

- [Certificate of Organization](#)
- [Certificate of Organization - Collegiate](#)

Once the aforementioned steps have been completed:

1. The NCNW Executive Committee will approve and issue a charter in accordance with NCNW Bylaws. The charter recognizes the Section as a subordinate group of NCNW with rights, privileges, and responsibilities to operate for educational and charitable purposes as a 501(c)(3) tax-exempt organization.
2. Service and advocacy are the framework for activities, programs, and projects of local Sections. The activities of each Section are based on the needs of your community, especially as they relate to the current NCNW programmatic priorities - health equity, education, social justice, and economic empowerment.
3. NCNW National Headquarters will closely coordinate and monitor the new section to ensure the new group is operating within the mission and goal(s) of NCNW. Our website also includes a few resources that will help Section leaders coordinate their memberships/recruit, retain, and reclaim members.
4. Lastly, plan the installation of officers and chartering ceremony. Invite local, state, and national dignitaries. A planning guide will be sent once your Section or Collegiate Section has been approved.

Note: YOU ARE NOT A SECTION UNTIL APPROVAL HAS BEEN RECEIVED; THEREFORE, FUNDRAISING IS PROHIBITED. Dues collection is not fundraising and is allowed.

For more information, please contact the membership team at membership@ncnw.org or (202) 737-0120.