

BYLAWS OF THE LEAGUE OF WOMEN VOTERS OF WAYNE COUNTY

ARTICLE 1 – NAME

Section 1. NAME. The name of this organization shall be LEAGUE OF WOMEN VOTERS OF WAYNE COUNTY, hereinafter referred to in these bylaws as LWVWC.

ARTICLE II – PURPOSES & POLICY

Section 1. PURPOSES. The purposes of the LWVWC are to promote political responsibility through informed and active participation of citizens in government and to act on selected governmental issues.

Section 2. POLITICAL POLICY. The LWVWC shall not support or oppose any political party or any candidate.

ARTICLE III - MEMBERSHIP

Section 1. ELIGIBILITY. Any person who subscribes to the purposes and policy of the LWVWC shall be eligible for membership.

Section 2. TYPES OF MEMBERSHIP.

- a. Voter Members. Citizens at least 18 years of age residing within the United States, a territory or an associated commonwealth, who join the LWVWC shall be voting members of local leagues, state leagues and of the LWVUS.
 1. Those who reside outside the area of any local league may join a local league or shall be state members-at-large;
 2. Those who make a lump-sum life membership payment to the LWVWC shall be paid life members and those who have been members of the league for 50 years or more shall be honorary life members excused from the payment of dues.
- b. Associate Members. All others who join the league shall be associate members. Those residing outside the United States shall be members of the LWVUS.

Amended by Members 5-4-2000

ARTICLE IV – OFFICERS

- Section 1. ENUMERATION AND ELECTION OF OFFICERS. The officers of the LWVWC shall be a President or Co-Presidents, a Vice-President, Program Chair or Co-Vice Presidents/Program Chair, a Secretary and a Treasurer, who shall be elected for terms of two years by the general members at an annual meeting, and take office July 1. The Treasurer and the Vice–President(s) shall be elected in odd-numbered years. The President(s) and the Secretary shall be elected in even-numbered years.
- Section 2. THE PRESIDENT OR CO-PRESIDENTS. The President or a Co-President shall preside at all meetings of the organization and of the Board of Directors. The immediate past Treasurer and/or the current President or Co-President may, in the absence or disability of the current Treasurer, sign or endorse checks, drafts and notes. The President or Co-Presidents shall be ex officio members of all committees except the Nominating Committee. She, he or they shall have such usual powers of supervision and management as may pertain to the office of the President and perform such other duties as may be designated by the Board. The President or Co-Presidents shall be the official spokesperson(s) for the LWVWC.
- Section 3. THE VICE PRESIDENT OR CO-VICE PRESIDENTS. The Vice President or Co-Vice Presidents shall, in the event of absence, disability, resignation or death of the President, possess all the powers and perform all the duties of that office until such time as the Board of Directors shall select one of its members to fill the vacancy. The Vice President or Co-Vice Presidents shall perform such other duties as the President or Co-Presidents and the Board may designate.
- Section 4. THE SECRETARY. The Secretary shall keep minutes of all business meetings of the league and of all meetings of the Board of Directors. She or he shall sign, with the President or Co-Presidents, all contracts and other instruments when so authorized by the Board and shall perform such other functions as may be incident to the office.
- Section 5. THE TREASURER. The Treasurer shall collect and receive all moneys due. The Treasurer shall be the custodian of these moneys, shall deposit them in a bank designated by the Board of Directors, and shall disburse the same only upon order of the Board. She or he shall present statements to the Board at their regular meetings and a report to the annual meeting. The Treasurer shall have the books available for audit at the close of each fiscal year.

ARTICLE V – BOARD OF DIRECTORS

- Section 1. NUMBER, MANNER OF SELECTION AND TERMS OF OFFICE. The Board of Directors shall consist of the officers of the LWVWC, four elected directors, and not more than seven appointed directors. Two of the elected directors shall be elected by the general membership at each annual meeting in odd-numbered years; the remaining two, in even-numbered years. Elected directors shall serve a term of two years, or until their successors have been elected and qualified. The elected members shall appoint such additional directors, not exceeding seven, as they deem necessary to carry on the work of the league. The terms of office of the appointed directors shall be one year and shall expire at the conclusion of the next annual meeting.
- Section 2. QUALIFICATIONS. No person shall be elected or appointed or shall continue to serve as an officer or director of this organization unless she or he is a voting member of LWVWC.
- Section 3. VACANCIES. Any vacancy occurring in the Board of Directors by reason of the resignation, death, or disqualification of an officer or elected member may be filled, until the next annual meeting, by a majority vote of the remaining members of the Board of Directors. Three unexcused absences of any member from Board meetings shall be deemed a resignation.
- Section 4. POWERS AND DUTIES. The Board of Directors shall have full charge of the property and business of the organization, with full power and authority to manage and conduct same, subject to the instructions of the general membership. It shall plan and direct the work necessary to carry out the program as adopted by the national convention, the state convention, and the annual meeting. The Board shall create and designate such special committees as it may deem necessary.
- Section 5. MEETINGS. There shall be at least four regular meetings of the Board of Directors annually. The President or Co-Presidents may call special meetings of the Board of Directors and shall call a special meeting upon the written request of five members of the Board of Directors.
- Section 6. QUORUM. A majority of the members of the Board of Directors shall constitute a quorum.

ARTICLE VI - FINANCIAL

Section 1. FISCAL YEAR. The fiscal year of the LWVWC shall coincide with that of the LWVUS.

Section 2. DUES. Annual dues shall be payable July 1 of each fiscal year. Any member who fails to pay his or her dues within two months cannot be guaranteed inclusion in the membership booklet. Members paying dues after January 1 will pay the full membership rate and will not be billed again until July of the following year.

Students 18 years of age or older will receive a 10% discount of the annual membership dues. The second person in a household will pay 50% of the annual membership dues.

Amended by Members 5-5-2011

Section 3. BUDGET. The budget for the ensuing year shall be submitted by the Board of Directors at the annual meeting for adoption. The budget shall include support for the work of the league as a whole.

Section 4. BUDGET COMMITTEE. A Budget Committee shall be appointed by the Board of Directors at least two months prior to the annual meeting to prepare a budget for the ensuing year. The proposed budget shall be sent to all members one month before the annual meeting. The Treasurer shall be a member of the committee.

Section 5. DISTRIBUTION OF FUNDS ON DISSOLUTION. In the event of a dissolution for any cause of the LWVWC, all moneys shall be paid to the LWVO. All other property shall be given to charitable or non-profit organizations.

ARTICLE VII - MEETINGS

Section 1. MEMBERSHIP MEETINGS. There shall be at least four meetings of the general membership each year. Time and place shall be determined by the Board of Directors.

Section 2. ANNUAL MEETING. An annual meeting shall be held between April 1 and May 15, the exact date to be determined by the board of Directors.

The annual meeting shall:

- a. adopt a local program for the ensuing year;
- b. elect officers and directors, members of the Nominating Committee;

- c. adopt an adequate budget;
- d. transact such other business as may properly come before it.

Section 3. QUORUM. Twenty percent of the membership shall constitute a quorum at all business meetings of the LWVWC.

ARTICLE VIII – NOMINATIONS AND ELECTIONS

Section 1. NOMINATING COMMITTEE. The Nominating Committee shall consist of three members, one of whom shall be a member of the Board of Directors. The chair, who shall not be a member of the Board, shall be elected at the annual meeting. Nominations for these offices shall be made by the current Nominating Committee. The other member shall be appointed by the Board of Directors immediately following the annual meeting. Any vacancy on the Nominating Committee shall be filled by the Board of Directors. Suggestions for nominations for officers and directors may be sent to this committee by any voting member.

Section 2. REPORT OF THE NOMINATING COMMITTEE AND NOMINATIONS FROM THE FLOOR. The report of the Nominating Committee of its nominations for officers, directors, and the members of the succeeding Nominating Committee shall be sent to all members one month before the date of the annual meeting. The report of the Nominating Committee shall be presented at the annual meeting. Immediately following the presentation of the report, nominations may be made from the floor by any voting member, provided the consent of the nominee shall have been secured.

Section 3. ELECTIONS. The elections shall be by ballot, providing that when there is but one nominee for each office, the Secretary may be instructed to cast the ballot for every nominee. A majority vote of those qualified to vote and voting shall constitute an election. Absentee or proxy voting shall not be permitted.

ARTICLE IX - PROGRAM

Section 1. AUTHORIZATION. The governmental principles adopted by the national convention, and supported by the league as a whole constitute the authorization for the adoption of a program.

Section 2. PROGRAM. The program of the LWVWC shall consist of:

- a. action to implement the principles of the LWVUS and the LWVO;
- b. those local government issues chosen for concerted study and action.

Section 3. ACTION BY THE ANNUAL MEETING. The annual meeting shall act upon the program using the following procedures:

- a. The Board of Directors shall consider the recommendations sent in by the voting members two months prior to the annual meeting and shall formulate a proposed program;
- b. The proposed program shall be sent to all members one month before the annual meeting.
- c. A majority vote of the voting members present and voting at the annual meeting shall be required for adoption of issues in the proposed program as presented to the annual meeting by the Board of Directors.
- d. Recommendations for the program submitted by voting members two months prior to the annual meeting but not included in the proposed program recommended by the Board of Directors may be considered by the annual meeting provided that: (1) the annual meeting shall order consideration by a majority vote, and (2) the annual meeting shall adopt the item by a majority vote.
- e. Changes in the program, in the case of altered conditions may be made provided that: (1) the proposed change(s) has (have) been submitted to the Board, (2) the proposed change(s) has (have) been sent to all members as Board recommended or not recommended items, at least two weeks prior to a general membership or unit meeting(s) at which change(s) is (are) discussed, and (3) final action by the membership is taken in not less than 30 days at a succeeding meeting.

Section 4. MEMBER ACTION. Members may act in the name of the League of Women Voters only when authorized to do so by the proper Board of Directors. They may act only in conformity with, and not contrary to, a position taken by the LWVWC, and the LWVUS.

ARTICLE X – NATIONAL CONVENTION, STATE CONVENTION & COUNCIL

Section 1. NATIONAL CONVENTION. The Board of Directors at a meeting before the date on which the names of delegates must be sent to the national office shall select delegates to that convention in the number allotted the LWVWC under the provisions of the bylaws of the LWVUS.

Section 2. STATE CONVENTION. The Board of Directors at a meeting before the date on which the names of delegates must be sent to the state office shall select delegates to that convention in the number allotted the LWVWC under the provisions of the bylaws of the LWVO.

Section 3. STATE COUNCIL. The Board of Directors at a meeting before the date on which the names of delegates must be sent to the state office shall select delegates to that council in the number allotted the LWVWC under the provisions of the bylaws of the LWVO.

ARTICLE XI – PARLIAMENTARY AUTHORITY

Section 1. PARLIAMENTARY AUTHORITY. The rules contained in the most recent edition of Robert’s Rules of Order shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with these bylaws.

ARTICLE XII - AMENDMENTS

Section 1. AMENDMENTS. These bylaws may be amended by a two-thirds vote of the voting members present and voting at the annual meeting, provided that the amendments were submitted to the membership in writing at least one month in advance of the meeting.

ARTICLE XIII - INDEMNIFICATION

Section 1. INDEMNIFICATION. While performing the duties of the Board of Directors as described in Article IV, Section 4, Board members shall be free and wholly exonerated from liability on account of any honest error or judgment or by reason of acts or things done, suffered, or omitted in good faith and without willful default or neglect.