

# LEAGUE OF WOMEN VOTERS OF LACKAWANNA COUNTY

## BYLAWS

[Adopted May 1998, revised May 2000, revised May 2001, proposed April 2007)

### ARTICLE I

#### Name

The name of this organization shall be League of Women Voters of Lackawanna County, hereinafter referred to in these bylaws as LWVLC or as the League. This local League is an integral part of the League of Women Voters of the United States, hereinafter referred to in these bylaws as LWVUS, and of the League of Women Voters of Pennsylvania, hereinafter referred to in these bylaws as LWVPA.

### ARTICLE II

#### Purposes and Policy

Sec. 1. **Purpose.** The purposes of the LWVLC are to promote political responsibility through informed and active participation **of citizens** in government and to act on selected governmental issues.

Sec. 2. **Political Policy.** The League shall not support or oppose any political party or any candidate.

### ARTICLE III

#### Membership

Sec. 1. **Eligibility.** Any person who subscribes to the purposes and policy of the League shall be eligible for membership.

#### Sec. 2. Types of Membership

- a. Voting Members. Citizens at least 18 years of age who join the League shall be voting members of LWVLC, LWVPA and LWVUS.
- b. Associate Members. All others who join the League shall be associate members. [i.e., non-citizens and those under 18 years of age]

### ARTICLE IV

#### Officers

Sec. 1. **Election, Qualifications and Term.** The officers of the LWVLC shall be a president, vice president, and secretary- treasurer. They shall be voting members of LWVLC and shall be elected for terms of one year by the annual meeting.

Sec. 2. **The President.** The president shall have such powers of supervision and management as customarily pertain to the office; shall preside at all meetings of the organization and the board, or designate another person to do so; shall be, ex officio, a member of all committees except the nominating committee; may sign or endorse checks, drafts and notes in the absence of the secretary-treasurer, and shall perform such other duties as the board may direct.

In the event of the absence, disability, resignation or death of the president, the vice president shall assume the office. If the vice president is unable to serve as president, the board shall fill the vacancy from among the remaining officers and elected directors.

Sec. 3. **The Vice President.** The vice president shall perform such duties as the president and board shall direct.

Sec. 4. **The Secretary-Treasurer.** The secretary-treasurer shall keep minutes of the meetings of the membership and of the board. The secretary-treasurer shall notify all officers and directors of their election and shall sign with the president all contracts and other instruments when so authorized by the board and shall perform such other duties as the chair and the board shall direct. The secretary-treasurer shall perform such duties as customarily pertain to the office of treasurer; arrange for an annual review of the books; and, at the direction of the board, maintain deposits in authorized financial institutions. The Secretary-Treasurer position may be fulfilled with a single board member having the dual role; or with two board members in distinct secretary and treasurer roles.

## ARTICLE V

### Board of Directors

Sec. 1. **Selection, Qualifications and Term.** The board of directors shall consist of the officers of the LWVLC, four directors elected by the annual meeting and not more than three directors appointed by the elected members of the board. All directors shall be voting members of the LWVLC. Both elected and appointed directors shall serve for a term of one year. Vacancies other than the president may be filled by vote of the remaining members of the board.

#### Sec. 2. Powers.

- a. The board shall manage and supervise the business, affairs and activities of the LWVLC subject to the instructions of the annual meeting. It shall select delegates to national and state conventions. It shall accept responsibility for such other matters as the national or state board may, delegate to it. It shall have the power to create such special committees, as it deems necessary and shall perform such other duties as are specified in these bylaws.
- b. The board retains the right to remove from office any board member who does not comply with League bylaws, policies, principles and procedures.

Sec. 3. **Board Meetings.** At least six regular meetings of the board shall be held annually. These meetings may be held in conjunction with membership meetings. The president may call special meetings and shall call a special meeting upon the written request of four members of the board.

Sec. 4. **Quorum.** A majority of the members of the board of the LWVLC shall constitute a quorum.

## ARTICLE VI

### Meetings

Sec. 1. **Annual Meeting.** An annual meeting shall be held between April 15 and May 31, the exact date to be determined by the board. The annual meeting shall elect officers and directors, the chair and one member of the nominating committee; set dues and adopt a budget for the coming year; vote on suggested amendments to the bylaws; adopt action program and discuss meeting topics and events for the coming year; and transact such other business as may properly come before it. Absentee or proxy voting shall not be permitted at the annual meeting.

Sec. 1. **Membership Meetings.** In addition to the annual meeting, the board shall call as many membership meetings each year as it desires or as it deems necessary, and shall determine the time and place of such meetings. The board may call a special general membership meeting, and shall call such a meeting upon the written request of one-third of the voting members.

Sec. 3. **Quorum.** One-third of the voting members shall constitute a quorum at all business meetings of the LWVLC, provided written notice of the meeting is sent to the membership at least one week in advance. When a business meeting fails to achieve a quorum, or loses its quorum prior to a vote on an item(s), discussion on the item may be continued and the officers shall conduct a mail ballot of the membership. Approval shall require a majority vote of ballots returned (a two-thirds vote is required for approval of amendments to the bylaws) by at least a quorum of the membership.

## **ARTICLE VII**

### **Nominations and Elections**

Sec. 1. **Nominating Committee.** The nominating committee shall consist of three members. The chair and one member, at least one of whom shall not be a member of the board, shall be elected by the annual meeting. Immediately after the annual meeting the board shall appoint one of its members to the committee. Vacancies shall be filled by appointment by the board.

Sec. 2. **Report of the Nominating Committee.** The report of the nominating committee, containing its nominations for officers and directors and the chair and one member of the next nominating committee, shall be sent to the members one month before the annual meeting. The report of the nominating committee shall be presented to the annual meeting. Nominations may be made from the floor immediately thereafter, provided the consent of the nominee has been obtained.

Sec. 3. **Election.** A majority vote shall constitute an election.

## **ARTICLE VIII**

### **Principles and Program**

Sec.1. **Principles.** The Principles are concepts of government adopted by the national convention and supported by the League as a whole. They are the authorization for the adoption of national, state and local program.

Sec. 2. **Program.** The program of the LWVLC shall consist of action to implement the Principles and those local governmental issues chosen by the annual meeting for concerted study and action as follows:

- a. Voting members may make recommendations to the board at least two months before the annual meeting.
- b. The board shall consider these recommendations and formulate a proposed program, which shall be sent to the members at least one month before the annual meeting.
- c. The annual meeting shall adopt a program by a majority vote. Program recommendations submitted to the board at least two months before the annual business meeting but not part of the board's proposed program may be considered by the annual meeting, provided that the annual meeting orders consideration by a majority vote. If ordered considered, these proposed program items also require a majority vote for adoption.

Sec. 3. **Changes in Program.** Changes in the adopted program (in the case of altered conditions) may be made, provided that information concerning the proposed change has been sent to all members at least two weeks before a general membership meeting at which the change is to be discussed and that final action by the membership is taken at a succeeding meeting.

Sec. 4. **Program Action.** Members may act in the name of the LWVLC only when authorized to do so by the appropriate board (local, state or national). They may act only in conformity with, and not contrary to, a position taken by the LWVLC, the LWVPA or the LWVUS.

## ARTICLE IX

### Financial Administration

Sec. 1. **Fiscal Year.** The fiscal year of the LWVLC shall be from July 1 to June 30 of each year.

Sec. 2. **National and State Per Member Payment.** The League shall make a national Per Member Payment in the amount to be determined by the LWVUS and a state Per Member Payment in the amount to be determined by LWVPA.

Sec. 3. **Dues.** League members shall pay dues annually to the LWVLC, the amount of which is determined by the annual meeting by a majority vote. All members' dues are due June 30 of each year. Members joining LWVLC from January to June shall not pay dues again until June of the following year.

Sec. 4. **Budget Committee.** The budget committee shall be appointed by the board in January. The proposed budget shall be approved by the board and sent to the membership at least one month before the annual meeting. The budget shall be adopted by the annual meeting by a majority vote.

Sec. 5. **Distribution of Funds upon Dissolution.** In the event of the dissolution of the LWVLC, all monies and securities which may at the time be owned by or under the control of the LWVLC shall be paid to the LWVPA after the state and national per member payments and other obligations have been met. All other property of whatsoever nature, where real, personal, or mixed which may at the time be owned or under the control of the LWVLC shall be disposed of to such person, organization, or corporation for such public, charitable or educational use and purposes as the board in its absolute discretion may designate.

## ARTICLE X

### National and State Convention

The board of directors, at meetings before the dates on which the names of delegates must be sent to the national and state offices, shall select delegates to the national and state conventions up to the number allotted to the LWVLC, under the provisions of the bylaws of the LWVUS and the LWVPA.

## ARTICLE XI

### Parliamentary Authority

The rules contained in Roberts' Rules of Order Newly Revised 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

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