

# BYLAWS OF THE LEAGUE OF WOMEN VOTERS OF THE PIEDMONT TRIAD

## ARTICLE I: Name

**Section 1 – Name.** The name of this organization is the League of Women Voters (LWV). The League of Women Voters of the Piedmont Triad (LWVPT) is an integral part of the League of Women Voters of United States (LWVUS) and the League of Women Voters of North Carolina (LWVNC).

## ARTICLE II: Purposes and Policy

**Section 1 – Purpose.** The LWV, a nonpartisan political organization, encourages informed and active participation in government, works to increase understanding of major public policy issues, and influences public policy through education and advocacy.

**Section 2 – Policy.** The LWV shall not support or oppose any political party or candidate.

## ARTICLE III: Membership

**Section 1 – Eligibility.** Any person who subscribes to the purpose and policy of the LWV shall be eligible for membership.

**Section 2 – Types of Membership.** The membership of the LWV shall be composed of voting members and associate members.

- a. Voting Members: U.S. citizens residing in the country who are at least 18 years of age and have joined the LWV shall be voting members locally and at the state and national levels. Citizens who have been enrolled in the LWV for 50 years and are no longer required to pay dues are also voting members.
- b. All others, such as noncitizens and those not yet 18 years old, shall be associate members. Those who reside outside the United States may join the LWV at the national level and pay dues to the LWVUS.

## ARTICLE IV: Officers

**Section 1 – Enumeration and Election of Officers.** The officers of the LWVPT shall be a president, a first vice president, a second vice president, a secretary, and a treasurer. Two persons may hold any of these offices; each person may vote on the issues. In place of a president, there can be co-presidents or a management team.

Officers shall be elected for staggered 2-year terms by the general membership at an annual meeting and take office at the end of the meeting. The president (or co-presidents or half of a management team), one vice president, and the treasurer shall be elected in even-numbered years. The secretary and one vice president (or half of a management team) shall be elected in odd-numbered years.

The board shall elect new members to fill any vacancies for unexpired terms of all officers.

### Section 2 – The President.

The word “president” shall refer to the president, or co-president, or any member of a management team as appropriate to the circumstances. The president shall:

- a. Preside at all meetings of the LWVPT or designate the appropriate presiding officer.
- b. Develop the agenda for all meetings.

- c. Assign areas of responsibility to board members after consultation with the individual officer or director.
- d. Serve ex-officio as a member of all committees except for Nominating Committee.
- e. Have such powers and duties of supervision and management as pertain to the office.
- f. Perform such other duties as may be designated by the board.
- g. In place of the treasurer the president may sign or endorse checks, drafts, and notes.

**Section 3 – The Vice Presidents.** The two vice presidents, in the order of rank, shall, in the event of absence 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 presidents shall perform such other duties as the president and the board may designate.

**Section 4 – The Secretary.** The secretary shall keep minutes of all meetings of the LWVPT and all meetings of the board of directors. The secretary shall notify all officers and directors of their election. The secretary shall sign, with the president, or a designated member of a management team, 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 monies due. The treasurer shall be the custodian of these monies, shall deposit them in a bank designated by the board of directors and shall disburse the same only upon order of the board. The treasurer shall present statements to the board at their regular meetings and an annual report to the annual meeting. The books shall be reviewed at the close of the fiscal year by a person chosen by the board of directors.

#### **ARTICLE V: Executive Committee**

**Section 1– The Executive Committee.** The Executive Committee shall consist of the president, first and second vice-presidents, secretary, and treasurer. The Executive Committee shall exercise such power and authority as may be delegated to it by the board and shall report to the board on all actions taken by it between regular meetings of the board.

#### **ARTICLE VI: Board of Directors**

**Section 1 – Number, Manner of Selection, and Terms of Office.** The board of directors shall consist of the officers of the LWVPT, up to six elected directors and up to six appointed directors. In addition, the immediate past president may serve ex-officio in an advisory capacity for one year.

- a. One-half of the elected directors shall be elected by the general membership at each annual meeting and shall serve terms of two years, or until their successors have been elected and qualified.
- b. The elected directors and officers shall appoint additional directors, not exceeding six, as they deem necessary to carry on the work of the LWVPT. The term of office of the appointed directors shall be one year and shall expire at the conclusion of the annual meeting. They may be reappointed.

**Section 2 – Qualifications.** No persons shall be elected or appointed or shall continue to serve as an officer or director of this organization unless they are a voting member of the LWVPT.

**Section 3 – Vacancies.** Any vacancy occurring on the board of directors by reason of the resignation, death, or disqualification of an officer or elected director may be filled by a majority vote of the remaining members of the board of directors. An officer or director elected to fill a vacancy shall serve for the unexpired term of office.

Three consecutive absences from board meetings of any member without a valid reason 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 local annual meeting. Each director is expected to assume responsibility for an area of LWV activity. The board shall create and designate special committees as it may deem necessary.

**Section 5 – Meetings.** There shall be at least six regular meetings of the board of directors annually. Additional meetings shall be held as deemed necessary by the board. The president may call special meetings of the board of directors and must call special meetings upon written request of three members of the board.

Although most board and committee meetings will take place in person, regular and special meetings may be held by electronic means. The board should only use electronic meetings if board members have access to the electronic media used (e.g., all must have e-mail or phone access, etc). Board members should not be excluded from meetings due to lack of access.

Procedural and media requirements should be established by the president with consent of the board members. Quorum rules and voting procedures are among the procedural requirements.

**Section 6 – Quorum.** A majority of the members of the board of directors shall constitute a quorum.

## **ARTICLE VII: Financial Administration**

**Section 1 – Fiscal Year.** The fiscal year of the LWVPT shall commence on the same date as the fiscal year of the LWVNC.

**Section 2 – Dues.** The amount of annual membership dues shall be determined at the annual meeting. This amount shall be at least equal to the total per member payment to the LWVUS and to the LWVNC.

- a. Dues shall be payable at the beginning of each fiscal year. Any member who fails to pay by the end of the first quarter will be dropped from the membership rolls.
- b. For those who have been members of the LWV for 50 years, no further dues are collected and all privileges as voting members are retained.
- c. Household member dues shall be 100% for the first member and 50% for each additional member within the household.
- d. The board may reduce dues for full-time students. At its discretion, it also may reduce dues for members requiring assistance.
- e. For new members who join after the first half of the fiscal year, dues will be assessed at half the annual amount.

**Section 3 – Budget.** The board of directors shall submit a budget to the annual meeting for adoption by members. The budget shall include support for the work of the LWV as a whole.

**Section 4 – Budget Committee.** A Budget Committee, usually at least two persons, plus the treasurer who shall serve ex-officio, shall be appointed by the board of the directors at least four 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.

### **ARTICLE VIII: Meetings**

**Section 1 – Membership Meetings.** Each year, there shall be at least three meetings of the membership, one of which may be a business meeting to prepare for the annual meeting. Time and place shall be determined by the board of directors.

**Section 2 – Annual Meeting.** An annual meeting shall be held in the spring, 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, directors, and members of the Nominating Committee.
- c. Adopt a budget.
- d. Transact such other business as may properly come before it.

**Section 3 – Quorum.** Ten percent of the members shall consist of a quorum at all meetings of the LWVPT.

### **ARTICLE IX: Nominations and Elections**

**Section 1. Nominating Committee.** The Nominating Committee shall consist of five members, two of whom shall be members of the board of directors. The chairperson and two members, who shall not be members of the board, shall be elected at the annual meeting. Nominations for those members shall be made by the current Nominating Committee. The other members shall be appointed by the board of directors 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 a 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. Immediately following the presentation of this report to the members at the annual meeting, nominations, may be made from the floor by any voting member, provided the prior consent of the nominee has been secured.

**Section 3 – Election.** The elections shall be by ballot. A majority vote of those qualified to vote and voting shall constitute an election. Absentee or proxy voting shall not be permitted.

### **ARTICLE X: Program**

**Section 1 – Authorization.** The principles adopted by the national convention and supported by the LWV as a whole constitute the authorization for the adoption of the program.

**Section 2 – Program.** The program of the LWV shall consist of those governmental issues chosen for study and action.

**Section 3 – Procedures.** The annual meeting of the LWVPT shall act upon the program using the following procedures:

- a. The board of directors shall consider the recommendations sent in by voting members two months prior to the annual meeting and shall formulate a proposed program.
- b. The program shall be sent to all members one month before the annual meeting.
- c. A majority vote of voting members present and voting at the annual meeting shall be required for adoption of subjects in the proposed program as presented to the annual meeting by the board of directors.
- d. Recommendations for program submitted by voting members two months prior to the annual meeting, but not recommended by the board of directors, may be considered by the annual meeting, provided a majority of the members at the annual meeting vote to consider a nonrecommended item and then, after discussion, adopt the item by a majority vote.
- e. Changes in an adopted program, in the case of altered conditions, may be made, provided that: (1) information concerning the proposed changes has been sent to all members at least two weeks prior to a general membership meeting at which the change is to be discussed, and (2) final action by the membership is taken at a succeeding meeting.

**Section 4 – Member Action.** Members may act in the name of the LWVPT only when authorized by the board of directors.

#### **ARTICLE XI: National Convention, State Convention and State 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 LWVPT 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 LWVPT under the provisions of the bylaws of the LWVNC.

**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 to the LWVPT by the bylaws of the LWVNC.

#### **ARTICLE XII: Parliamentary Authority**

**Section 1 – Parliamentary Authority.** The rules contained in *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 XIII: Amendments**

**Section 1 – Amendments.** These bylaws may be amended by a majority 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.

**Section 2 – Adoption.** The bylaws above were adopted as amended by the LWVPT at the May 2010 annual meeting. [History: Revised 1989. Amended 1990, 1992, 1998. Name change August 1999. Amended 2001, 2006, 2007, 2010.]