

**Bylaws of the League of Women Voters of Evanston  
MAY, 2011**

**ARTICLE I – NAME**

Sec. 1. Name. The Name of this organization shall be the League of Women Voters of Evanston, hereinafter referred to in these bylaws as LWVE. This local League is an integral part of the League of Women Voters of the United States, hereinafter referred to as LWVUS; the League of Women Voters of Illinois, hereinafter referred to as LWVIL; and the League of Women Voters of Cook County, hereinafter referred to as LWVCC.

**ARTICLE II – PURPOSE AND POLICY**

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

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

**ARTICLE III – MEMBERSHIP**

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

Sec. 2. Types of Membership. The membership of the League shall be composed of voting members and associate members.

a. Voting members shall be those United States citizens at least 18 years of age who are paid members of the LWVE. League of Women Voters of Evanston members who have been enrolled in the LWVUS for 50 years or more shall be honorary members, shall not be required to pay annual dues, and shall retain voting rights.

b. All others who join the League, such as those who are not citizens or who are under 18 years of age, shall be associate members.

**ARTICLE IV – BOARD OF DIRECTORS**

Sec. 1. Number. Manner of Selection and Term of Office. The Board of Directors shall consist of the Officers of the League, the elected Directors and the appointed Directors.

a. Elected Directors. There shall be no more than ten elected Directors. Directors shall be elected by the general membership at the Annual Meeting from among the voting members and shall take office on July 1 concurrent with the fiscal year. They shall serve a term of one year or until their successors have been selected.

b. Appointed Directors. The President<sup>1</sup>, with the approval of the Board of Directors, shall appoint such additional Directors as the President deems necessary to carry on the work of the League. Appointed Directors shall serve for a term of one year and may continue to serve until a successor has been appointed. The number of appointed Directors shall not exceed one third of the total Board of Directors membership.

Sec. 2. Qualifications. Only voting members of the LWVE shall be elected or appointed or shall continue as an Officer or Director of this organization.

Sec. 3. Vacancies.

a. Any vacancy occurring on the Board of Directors by reason of resignation, death or disqualification of an elected member, except that of President, shall be referred to the

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<sup>1</sup> This shall at all times refer to President (single person) or Co-Presidents (multiple people).

Nominating Committee for recommendation. After considering such recommendation, the President shall fill the vacancy, subject to the approval of the Board of Directors, for the remainder of the term. Two consecutive absences from Board meetings without a valid reason shall be deemed a resignation.

b. In the event of a total vacancy in the office of President, the Nominating Committee shall present its recommendation to the Board of Directors, which shall fill the vacancy for the remainder of the term by a vote of the remaining members of the Board of Directors. If there are Co-Presidents and one resigns, the Board may appoint the remaining Co-President as President, or, based upon a recommendation of the Nominating Committee, may appoint another Co-President to serve for the remainder of the term.

Sec. 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 Annual Meeting, the LWVUS Convention, the LWVIL Convention, and the LWVCC Convention. The Board of Directors shall create or designate such special committees as it may deem necessary.

Sec. 5. Meetings. There shall be at least six regular meetings of the Board of Directors annually. The President 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. Board meetings are open to all League members, except that the President may also call a portion of the meeting into executive session, at which time only elected and appointed members of the Board of Directors are present.

Sec. 6. Quorum. A majority of the members of the Board of Directors shall constitute a quorum at meetings of the Board of Directors.

#### **ARTICLE V – OFFICERS**

Sec. 1. Enumeration and Election of Officers. The officers of the LWVE shall be a President or Co-Presidents, between one and three Vice Presidents, a Secretary, and a Treasurer. Officers shall be elected for terms of one year by the voting membership at the Annual Meeting and shall take office at the commencement of the fiscal year.

Sec. 2. President.

a. The President shall preside at all meetings of the organization and the Board of Directors. The President may, in the absence or disability of the Treasurer, sign or endorse checks, drafts, and notes. The President shall be an *ex officio* member of all committees except the Nominating Committee. The President shall have such usual powers of supervision and management as may pertain to the office of President.

b. The President shall appoint League members as Directors of the Board, in addition to the elected members, as may be necessary to carry on the work of the League, so long as the total number of appointed directors does not exceed one third of the total membership of the Board of Directors. Such appointments are subject to approval by the Board of Directors.

Sec. 3. Vice President. The Vice Presidents(s) shall perform such duties as the President and the Board of Directors may designate. In the event of the absence of the President, a Vice President designated by the President shall serve as Acting President; or if the President fails to act or is incapacitated, the Board of Directors shall designate a Vice President to serve as Acting President.

Sec. 4 Secretary. The Secretary shall keep minutes of all business meetings of the League and of the Board of Directors. The Secretary shall perform such other functions as the President and the Board may designate.

Sec. 5. Treasurer. The Treasurer shall receive all money due and shall be custodian of all monies. The Treasurer shall deposit them in financial institutions designated by the Board of Directors and shall

disburse it in accordance with budgeted expense items. The Treasurer shall present statements including year-to-date revenues and expenses compared with the budget and bank balance reconciliations to the Board of Directors at its regular meetings and an Annual Report to the Annual Meeting. The Treasurer shall perform such other functions as the President and the Board of Directors may designate.

#### **ARTICLE VI – FINANCIAL ADMINISTRATION**

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

Sec. 2. Annual Dues. Annual dues shall be set by the Board of Directors, subject to the approval of a majority of the members present and voting at a general membership meeting or at the Annual Meeting.

a. Any proposed dues change must be submitted (either electronically or by U.S. Postal Service) by the Board of Directors to the membership in writing at least ten days preceding the meeting at which action is to be taken.

b. When two members reside at the same address in a common household, the dues shall be equal to one and one-half times the dues of a single member. (Deletion of mailing newsletters to every household – exception member who opt in to receive U.S. postal service mailings vs. electronic mailings)

Sec. 3. Budget. The budget shall include support for the League as a whole.

a. 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 both the League and the Education Fund in the ensuing year. The proposed budget shall be sent (either electronically or by U.S. Postal Service) to all members at least ten days before the Annual Meeting.

b. The Treasurer shall not be eligible to serve as chairperson of the Budget Committee.

Sec. 4. Audit of Treasurer's Accounts. An annual financial review shall be made of the Treasurer's accounts at the discretion of the Board of Directors each year following the close of the books. This review shall adhere to guidelines developed by the Finance Committee, consistent with established League guidelines, and approved by the Board of Directors. A special financial review may be required at the discretion of the Board of Directors.

#### **ARTICLE VII – MEETINGS**

Sec. 1. Membership Meetings. There shall be at least one meeting of the general membership each year, the time and place to be determined by the Board of Directors. The general membership meeting may be the Annual Meeting.

Sec. 2. Special Meetings. Special meetings of the membership may be called by the Board of Directors or by petition of ten members, the object of the meeting to be stated in the call.

Sec. 3. Annual Meeting. The Annual Meeting shall be held in April or May, the exact date to be determined by the Board of Directors. In exceptional cases, the Board of Directors has the discretion to select a different month for the Annual Meeting. The Annual Meeting shall a) adopt a local program; b) elect officers, Directors and members of the nominating committee; c) adopt bylaws; d) adopt a budget; and e) transact such other business as may properly come before it.

Sec. 4. Quorum. Twenty voting members shall constitute a quorum at the Annual Meeting and any general membership meeting when League business is transacted.

#### **ARTICLE VIII – NOMINATIONS AND ELECTIONS**

Sec. 1. Nominating Committee. A Nominating Committee shall recommend nominations for all elected positions on the Board of Directors and the Chairperson of the successor Nominating Committee.

Suggestions for nominations for Officers and Directors may be sent to this committee by any voting member.

Sec. 2. Nominating Committee, Composition and Manner of Selection. The Nominating Committee shall be composed of a chairperson and two members. The Chairperson and one member, who shall not be members of the Board of Directors, shall be elected at each Annual Meeting. At the first meeting of the Board of Directors after the Annual Meeting, the President shall appoint, subject to the approval of the Board of Directors, one member of the Board of Directors to serve on the Nominating Committee. To this committee shall be entrusted all business relating to nominations and election. The Board of Directors shall fill any vacancy on the Nominating Committee.

Sec. 3. Report of the Nominating Committee. The report of the Nominating Committee of its nominations for Officers, Directors, and members of the succeeding Nominating Committee shall be sent (either electronically or by U.S. Postal Service) to all members at least ten days before the date of the Annual Meeting. Immediately following the presentation of this report at the Annual Meeting, nominations may be made from the floor by any voting member, provided the consent of the nominee shall have been secured.

Sec. 4. Elections. Elections at the Annual Meeting shall be by voice vote or, if requested, by ballot. When there is but one nominee for each office, elections may be by voice. A majority vote of voting members present and voting shall constitute an election, a quorum being present.

#### **ARTICLE IX – PRINCIPLES AND PROGRAM**

Sec. 1. Principles. The principles are concepts of government adopted by the LWVUS Convention and supported by the League as a whole. They are the basis for the adoption of the national, state and local program.

Sec. 2. Program. The program consists of the governmental measures and policies on which the LWVE may take action.

- a. National Program, State Program and County Program shall be those items chosen for study and action by the National, State and County Conventions of those Leagues of Women Voters.
- b. Local Program shall consist of local governmental items chosen for study and action at the Annual Meeting by the LWVE.

Sec. 3. Annual Meeting. The Annual Meeting shall act upon the program using the following procedures:

- a. The Board of Directors shall request recommendations for local program from voting members at least 60 days prior to the Annual Meeting and shall schedule member discussions, as deemed necessary by the Board of Directors, for suggested areas of study and action.
- b. The Board of Directors shall formulate a proposed program from the recommendations of the members, which shall be sent (either electronically or by U.S. Postal Service) to all members at least ten days before the Annual Meeting.
- c. A majority vote of voting members present and voting at the Annual Meeting, a quorum being present, shall be required for adoption of items in the proposed program as presented at the Annual Meeting by the Board of Directors.
- d. Recommendations for Program submitted by voting members to the Board of Directors, but not included in the proposed program recommended by the Board of Directors, may be adopted by the Annual Meeting provided that:
  - 1) The Annual Meeting shall order consideration by a majority vote of the voting members present; and,
  - 2) The Annual Meeting shall adopt these items by a majority vote of the voting members present.

Sec. 4. Changes to Program. Changes in the program, in case of altered or new conditions, may be made at a general membership meeting at which a quorum is present, using the following procedures:

a. Information concerning the proposed changes shall be sent (either electronically or by U.S. Postal Service) to all members at least ten days prior to the general membership meeting at which the changes are to be discussed.

b. A majority vote of voting members present and voting at the general membership meeting shall be required for adoption of the proposed changes to the program.

Sec. 5. The local program positions shall be reviewed by the Board of Directors once every two years to see that all positions are relevant, up-to-date, and appropriately worded for action.

Sec. 6. Member Action. Members may act, speak, or write in the name of the League of Women Voters only when authorized by the Board of Directors and in conformity with all levels of League.

#### **ARTICLE X – NATIONAL CONVENTION, STATE CONVENTION AND COUNCIL**

Sec. 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 LWVE under the provisions of the Bylaws of the LWVUS.

Sec. 2. State Convention. The Board of Directors, at a meeting before the date on which names of delegates must be sent to the state office, shall select delegates to that convention in the number allotted the LWVE under the provisions of the bylaws of the LWVIL.

Sec. 3. County Convention or Council. The Board of Directors, at a meeting before the date on which names of delegates must be sent to the county office, shall select delegates to that convention or council in the number allotted the LWVE under the provisions of the bylaws of the LWVCC.

Sec. 4. Interleague Organization (ILO) Convention or Council. The Board of Directors, at a meeting before the date on which the names of delegates must be sent to an ILO, shall select delegates to that convention or council in the number allotted the LWVE under the provisions of the bylaws of that ILO.

#### **ARTICLE XI – PARLIAMENTARY AUTHORITY**

The rules contained in Robert's Rules of Order, Newly Revised, shall govern this organization, as applicable and as consistent with these bylaws.

#### **ARTICLE XII – ARTICLE AMENDMENTS**

Sec. 1. Bylaws Committee. A Bylaws Committee shall be appointed by the Board of Directors, following the Annual Meeting, to study the bylaws, suggest amendments if necessary, and consider proposals suggested by any League member for changing the bylaws.

Sec. 2. Procedures. These bylaws may be amended at the Annual Meeting or at a general membership meeting by a two-thirds (2/3) vote of all voting members present and voting, a quorum being present, providing that the proposed amendments were presented to the Board of Directors and submitted to the membership (either electronically or by U.S. Postal Service) at least ten days preceding the meeting at which action is to be taken.