

# BYLAWS OF LEAGUE OF WOMEN VOTERS OF WARREN COUNTY

## ARTICLE I. NAME

Section 1. Name – The name of this organization shall be the League of Women Voters of Warren County. This local League is an integral part of the League of Women Voters of the United States and of the League of Women Voters of Pennsylvania.

## ARTICLE II. PURPOSE AND POLICY

Section 1. Purpose – The purpose of the League of Women Voters of the United States is 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 League shall not support or oppose any political party or any candidate.

## ARTICLE III. MEMBERSHIP

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

Section 2. Types of Membership – The membership of the League of Women Voters of Warren County shall be composed of voting members.

- a) Voting members shall be citizens at least 16 years of age.
- b) Life Membership may be granted to any voting member of the League of Women Voters who attains 50 years as a member of the LWVUS. No further dues will be collected and all privileges will be retained as a voting member.

## ARTICLE IV. BOARD OF DIRECTORS

Section 1. Number, Manner of Selection and Terms of Office – The Board of Directors shall consist of six elected directors. Three shall be elected by the general membership at each annual meeting and shall serve for a term of two years, or until their successors have been elected and qualified.

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 the League of Women Voters of Warren County.

Section 3. Vacancies – Any vacancy occurring in the Board of Directors by reason of the resignation, death or disqualification of member may be filled, until the next annual meeting, by a majority vote of the remaining members of the Board of Directors. Three consecutive absences from a board meeting 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 annual meeting. The board shall create and designate such special committees as it may deem necessary.

Section 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 three members of the board.

Section 6. Quorum – A majority of the members of the Board of Directors shall constitute a quorum.

#### ARTICLE V. OFFICERS of the BOARD

Section 1. Enumeration and Election of Officers – The officers of the League of Women Voters of Warren County shall be a president, three vice presidents, a secretary, and a treasurer who shall be elected for terms of two years by the general membership at an annual meeting and take office immediately. The president, one vice president for communications, and the treasurer shall be elected in odd-numbered years. The other two vice presidents for membership and program and the secretary shall be elected in even-numbered years.

Section 2. The President – The president shall preside at all meetings of the organization and of the Board of Directors. She or he may, in the absence or disability of the treasurer, sign or endorse checks, drafts notes. She or he shall be ex-officio, a member of all committees except the nominating committee. She or he 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.

Section 3. The Vice Presidents – The vice president for communications 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 presidents shall perform such other duties as the president and board may designate.

Section 4. The Secretary – The secretary shall keep minutes of all meetings of the League and of all the meetings of the Board of Directors. She or he shall sign, with the president, 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. Treasurer – The treasurer shall collect and receive all monies due. She or he 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. She or he shall present statements to the board at their regular meetings, an annual report and audit at the annual meeting.

#### ARTICLE VI. FINANCIAL ADMINISTRATION

Section 1. Fiscal Year – The fiscal year of the League of Women Voters of Warren County shall conform to the fiscal year of the LWVPA.

Section 2. Dues – Annual dues shall be payable as of October 1. New members joining the League of Women Voters of Warren County after July 1 of each year shall pay dues equal to one-half the amount of annual dues upon joining, and pay full dues beginning in October for the year in which they join. Any member who fails to pay dues within two months after they become payable shall be dropped from the membership rolls. Increases in the dues shall be made by recommendation of the Board of Directors with notification to the membership of such an increase one month prior to annual meeting, and ratification of the proposal by the membership at annual meeting. A proposal for a dues increase may also be made from the floor at annual meeting.

- a) When two members reside at the same address in a common household, the dues payment shall be equal to one-and-half times the amount assessed an individual member.

## ARTICLE VII. MEETINGS

Section 1. Membership Meetings – There shall be at least two meetings of the 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 15 and June 15, the exact date to be determined by the Board of Directors. The annual meeting shall:

- a) adopt a program for the ensuing year
  - 1) members can adopt positions at the Annual Meeting
- b) elect officers and directors, and members of the nominating committee
- c) review and accept the budget
- d) transact such other business as may properly come before it

Section 3. Quorum – A simple majority of current membership shall constitute a quorum at all business meetings of the League of Women Voters of Warren County.

## ARTICLE VIII. NOMINATIONS AND ELECTIONS

Section 1. Nominating Committee – The nominating committee shall consist of two members, with staggered 2 year terms. The second year member shall serve as chairman. The chairman and the other member, who shall not be members of the board, shall be elected at the annual meeting. Nominations for these offices shall be made by the current nominating committee. 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 Nominating Committee and Nominations from the Floor – The report of the nominating committee may be sent to all members prior to the date of the annual meeting. The report of the nominating committee shall be presented to the annual meeting. Immediately following the presentation of this 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, oral or written, 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 of the adoption of programs.

Section 2. Program – The Program of the League of Women Voters of Warren County shall consist of:

- a) action to implement of the Principles of the League of Women Voters of the United States
- b) those local governmental 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 recommendations sent in by the voting members prior to the annual meeting and will consider formulating a program based on recommendations.

- b) The proposed program shall be sent to all members before the annual meeting.
- c) A majority of voting members present and voting at the annual meeting shall be required for adoption of subjects in the proposed program as presented for the annual meeting by the Board of Directors.
- d) Recommendations for programs submitted by voting members 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
  - 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) at least three members of the local League request an emergency meeting
  - 2) information concerning the proposed changes be sent to all members prior to a general membership meeting at which the change is to be discussed
  - 3) a majority of the members attending the general meeting adopt or reject the additional item or program

Section 4. Member Action – Members may act in the name of the League of Women Voters only when authorized to do so by the Board of Directors.

#### ARTICLE X. NATIONAL CONVENTION AND STATE CONVENTION

Section 1. National Convention – The membership or Board of Directors, at the 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 League of Women Voters of Warren County under the provisions of the bylaws of the League of Women Voters of the United States.

Section 2. State Convention – The membership or Board of Directors, at the 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 League of Women Voters of Warren County under the provisions of the bylaws of the League of Women Voters of Pennsylvania.

#### ARTICLE XI. 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 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 amendments were submitted to the membership in writing at least one month in advance of the meeting.

Section 2. Amendments – May also be made during the year according to the following steps:

- a) submitted to the Board of Directors
- b) submitted to the membership in writing
- c) approved by a two-thirds vote of those present at the next general meeting

Revised: April 26, 1990  
May 4, 1993

May 14, 1996  
April 18, 2000

April 25, 2002  
October 2, 2017