



League of Women Voters of Highland Park-Highwood Bylaws

(As amended May 4, 1996)
(Reviewed April 17, 2002)
(As amended Spring 2008)
(Reviewed Spring 2009)
(As amended Spring 2013)
(As amended Spring 2019)
(As amended Spring 2021)
(As amended Spring 2024)
(As amended Spring 2025)

Contents

Article I: Name	3
Article II: Purposes and Policy	3
Sec. 1: Purposes	3
Sec. 2: Policies	3
Article III: Membership	3
Sec. 1: Eligibility	3
Sec. 2: Types of Membership	3
Article IV: League Organization Leadership Team.....	4
Sec. 1: Leadership Team Management Structure	4
Sec. 2: Qualifications	4
Sec. 3: Vacancies	4
Sec. 4: Powers and Duties.....	4
Sec. 5: Meetings.....	4
Sec. 6: Quorum	4
Article V: Officers	4
Sec. 1: Enumeration and Election of the Leadership Team.....	4
Sec. 2: Chairperson	5
Sec. 3: (Vice-Chairperson).....	5
Sec. 4: Secretary.....	5

Sec. 5: Treasurer	5
Article VI: Financial Administration	5
Sec. 1: Fiscal Year	5
Sec. 2: Dues	5
Sec. 3: Budget Committee	6
Sec. 4: Budget	6
Sec. 5: Budget Revision	6
Article VII: Meetings	6
Sec. 1: General Membership Meetings	6
Sec. 2: Annual Meeting	6
Sec. 3: Quorum	6
Sec. 4: Virtual Meetings	6
Article VIII: Nominations and Elections	7
Sec. 1: Nominating Committee	7
Sec. 2: Report of the Nominating Committee and Nominations from the Floor	7
Sec. 3: Election	7
Article IX: Local Program	7
Sec. 1: Authorization	7
Sec. 2: Program	7
Sec. 3: Adoption Procedures	7
Sec. 4: Member Action	8
Sec. 5: Program Committee	8
Article X: Conventions	9
Sec. 1: National Convention	9
Sec. 2: State Convention	9
Article XI: Amendments	9
Sec. 1: Bylaws Committee	9
Sec. 2: Procedure	9
Article XII: Parliamentary Authority	9
Sec. 1: Parliamentary Authority	9

Article I: Name

The name of this organization shall be League of Women Voters of Highland Park-Highwood, hereafter referred to in these bylaws as LWVHP-HWD or as the League. This local League is an integral part of the League of Women Voters of the United States, hereafter referred to in these bylaws as LWVUS; of the League of Women Voters of Illinois, hereafter referred to in these bylaws as LWVIL; and of the League of Women Voters of Lake County, hereafter referred to in these bylaws as LWVLC.

Article II: Purposes and Policy

Sec. 1: Purposes

The purposes of the LWVHP-HWD are to promote political responsibility through informed and active participation of citizens in government and to act on selected governmental issues.

Sec. 2: Policies

The policies of the LWVHP-HWD are

- A. Political Policy. The LWVHP-HWD shall not support or oppose any political party or any candidate.
- B. Diversity, Equity & Inclusion Policy. The League is fully committed to ensure compliance – in principle and practice – with LWVUS’ Diversity, Equity and Inclusion Policy.

Article III: Membership

Sec. 1: Eligibility

Any person who subscribes to the purpose and the policy of the LWVUS shall be eligible for membership.

Sec. 2: Types of Membership

1. **Voting Members.** Persons at least 16 years of age who join the League of Women Voters Highland Park-Highwood shall be voting members of the local and state Leagues of their place of joining and of the LWVUS. Those who have been members of the League for 50 years or more shall be honorary life members, excused from the payment of dues. Those who are students are defined as individuals enrolled as full or part time with an accredited institution.
2. **Associate Members.** All others who join the League shall be associate members.

Article IV: League Organization Leadership Team

Sec. 1: Leadership Team Management Structure

A streamlined management structure. As of May 2016, the Leadership Team Model replaced the traditional Board of Directors structure. The Leadership Team is the administrative and policy-making team for the League of Women Voters of Highland Park-Highwood.

Sec. 2: Qualifications

No person shall be elected or appointed or shall continue to serve as a member of the Leadership Team of this organization unless said person is a voting member of the LWWHP-HWD.

Sec. 3: Vacancies

Interested members may join the Leadership Team if approved by the existing Leadership Team Members.

Sec. 4: Powers and Duties

The Leadership Team may have full charge of the property and business of the organization, with full power and authority to manage and conduct these functions, subject to the instructions of the general membership. It shall be responsible for securing membership participation in program making; 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; and shall determine the means of securing the consensus of the membership on program. The Leadership Team shall create and designate such special committees as it may deem necessary.

Sec. 5: Meetings

It is the goal of the Leadership Team to hold monthly meetings, at a minimum of nine annually to discuss and coordinate the events and activities in the League's calendar. The Chairperson may call special meetings. Meetings can be in person or virtual and voting requires a quorum.

Sec. 6: Quorum

A majority of the members of the Leadership Team shall constitute a quorum.

Article V: Officers

Sec. 1: Enumeration and Election of the Leadership Team

The Leadership Team (LT) positions, as part of the streamlined management structure as per Article IV Sec. 1, may include:

- Chairperson
- Vice Chairperson
- Secretary
- Treasurer
- Communications/Website Administrator
- Member Coordinator

- Advocacy Person
- Program Chairperson
- Voter Services – Candidate Forums
- Voter Services – Voter Registration
- Additional participants can be added.

Leadership Team Members will vote on topics moved for a vote.

Sec. 2: Chairperson

The Chairperson of the Leadership Team may call for meetings, create the agenda and conduct the Leadership Team meetings. Another of the other LT members may be designated to serve as Assistant Chairperson.

Sec. 3: (Vice-Chairperson)

A person designated to officiate in the absence of the Chairperson.

Sec. 4: Secretary

The Secretary shall keep the minutes of all meetings of the League and of all meetings of the Leadership Team. Together with the Chairperson, the Secretary may sign all contracts and other instruments when so authorized by the LT, shall supervise clerical functions and shall perform such other tasks as may be incident to this office.

Sec. 5: Treasurer

The Treasurer, or an assistant duly appointed by the Treasurer and ratified by the Leadership Team, shall collect and receive all monies due. The Treasurer shall be the custodian of these monies, shall deposit them in depositories designated by the Leadership Team and shall disburse the same with approval of the Leadership Team. The Treasurer shall sign along with the Chairperson, in the absence of the Secretary, all contracts and other instruments when so authorized by the Leadership Team. The Treasurer shall present statements to the Leadership Team at its regular meetings and an annual report to the Annual Meeting.

Article VI: Financial Administration

Sec. 1: Fiscal Year

The fiscal year of the LWVHP-HWD shall conform to the fiscal year of the LWVUS, which commences on the first day of July each year.

Sec. 2: Dues

Members shall pay dues in accordance with LWVUS policy.

Rev 2024 Previous Financial Administration Section 2: Dues wording will be replaced when the National Membership Program goes live (expected January 2025). The new wording to be: “Members shall pay dues in accordance with LWVUS policy.”

Rev 2025. Change, as per approved Rev 2024, was implemented Feb 2025.

Sec. 3: Budget Committee

A Budget Committee may be appointed by the Treasurer to propose a budget for approval by the Leadership Team at least two (2) months prior to the Annual Meeting. The proposed budget shall be sent to all members at least one (1) month before the Annual Meeting.

Sec. 4: Budget

A budget for the ensuing year shall be submitted by the Leadership Team to the Annual Meeting for adoption. A budget shall include support for the work of the League at every level.

Sec. 5: Budget Revision

Any major revision of the budget shall be considered by the Leadership Team and, if such change is recommended, submitted to the membership. Two-thirds (2/3) of those voting shall be needed to approve the revision.

Article VII: Meetings

Sec. 1: General Membership Meetings

It is suggested that there be two (2) general membership meetings each year and such other meetings as the Leadership Team may designate. Time and place shall be determined by the Leadership Team.

Sec. 2: Annual Meeting

An Annual Meeting shall be held between May 1 and June 30, the exact date to be determined by the Leadership Team. The Annual Meeting shall:

- A. Adopt a program for the ensuing year.
- B. Elect the Leadership Team and members of the Nominating Committee.
- C. Adopt an annual budget.
- D. Transact such business as may come before it.

Sec. 3: Quorum

Fifteen (15) members shall constitute a quorum at all general membership meetings of the LWVHP-HWD.

Sec. 4: Virtual Meetings

The Leadership Team may elect, by majority vote, to meet using online conference tools or telephone or other means.

Article VIII: Nominations and Elections

Sec. 1: Nominating Committee

A Nominating Committee will meet on an annual basis prior to the required 1 (one) month notice.

Sec. 2: Report of the Nominating Committee and Nominations from the Floor

The report of the Nominating Committee with its nominations for the Leadership Team and members of the succeeding Nominating Committee shall be sent to all members one (1) month 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. 3: Election

The election shall be by ballot except when the number of nominees does not exceed the number to be elected, in which case the election may be by a voice vote.

Article IX: Local Program

Sec. 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 program.

Sec. 2: Program

The program of the LWVHP-HWD shall consist of:

- A. Action to implement the principles of the LWVUS.
- B. Study and action on program and positions held by other levels of League of which this League is a part.
- C. Study and action on those governmental issues chosen by the general membership

Sec. 3: Adoption Procedures

Program shall be chosen as follows:

- A. The Leadership Team may consider the recommendations from the voting members one (1) month prior to the Annual Meeting and shall formulate the proposed program.
- B. The proposed program shall be sent to all members one (1) month before the Annual Meeting.

C. A majority vote of the members present and voting at the Annual Meeting shall be required for adoption of items in the proposed program, as presented to the Annual Meeting by the Leadership Team.

D. Recommendations for program submitted by voting members one (1) months prior to the Annual Meeting, but not recommended by the Leadership Team, may be considered by the Annual Meeting provided that:

1. the Annual Meeting shall order consideration by a majority vote of the members present and voting, and
2. the Annual Meeting shall adopt the item by a three-fifths (3/5) vote of the members present and voting.

E. If the Leadership Team deems that altered conditions make it advisable for the League to adopt a new study, the Leadership Team may appoint a study committee. The Leadership Team must notify the members of the formation of the committee at least one (1) month prior to a general membership meeting or a general membership communication, including e-mail and/or postal mail.

1. In the case of a general meeting, provided a quorum is present, the membership can adopt the new study by a two-thirds (2/3) vote of the members present and voting.
2. In the case of a general communication, the membership can adopt the new study, provided that at least ten percent (10%) of the membership responds and two-thirds (2/3) of those responding indicate approval of the new study.
3. Upon adoption of the study, the committee's subsequent report can be presented and the normal consensus or concurrence processes followed. If two meetings are held, a quorum and two-thirds (2/3) vote shall be determined by combining the results of the two meetings. If a general mailing is used, the same conditions outlined above shall be used to determine results.

Sec. 4: Member Action

Members may act in the name of the League of Women Voters only when authorized to do so by the Leadership Team.

Sec. 5: Program Committee

The Program Committee Chairperson, to be appointed by the Leadership Team Chairperson, shall be a member of the Leadership Team. The responsibilities of the Program Committee shall be:

- A. Making meeting arrangements for the Annual Meeting and at least one (1) other general membership meeting.
- B. Making meeting arrangements for program study unit(s) as requested by the Leadership Team.
- C. Planning, organizing and making meeting managements for educational programs on topics and issues of general interest to the membership.

Article X: Conventions

Sec. 1: National Convention

The Leadership Team, at a meeting before the date on which the names of the delegates to the convention of the LWVUS must be sent to the national office, shall select the delegates to the Convention in the number allotted to the LWVHP-HWD under the provisions of the bylaws of the LWVUS.

Sec. 2: State Convention

The Leadership Team, at a meeting before the date on which the names of the delegates to the Convention of the LWVIL must be sent to the state office, shall select the delegates to the Convention in the number allotted to the LWVHP-HWD under the provisions of the bylaws of the LWVIL.

Article XI: Amendments

Sec. 1: Bylaws Committee

A Bylaws Committee shall be appointed by the President with the approval of the Leadership Team, at least three (2) months prior to the Annual Meeting to study the bylaws and suggest amendments, if necessary, and to consider proposals for change submitted to it by any member of the League.

Sec. 2: Procedure

These bylaws may be amended by a two-thirds (2/3) vote of the members present and voting at a general membership meeting provided that:

- A. The Bylaws Committee shall submit to the Leadership Team its suggested amendments and those that were considered.
- B. All proposed amendments, together with the recommendations of the Leadership Team shall be submitted to the membership in writing at least (1) month prior to the meeting.

Article XII: Parliamentary Authority

Sec. 1: Parliamentary Authority

The rules in Robert's Rules of Order Revised shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with these bylaws.

(Rev 2024): References to Board of Directors properly replaced and language for the anticipated January 2025 Dues section for membership approved when appropriate.