



BYLAWS OF LWV OF NORTH PINELLAS COUNTY

(as amended April 21, 2001, April 26, 2003, April 23, 2005, April 9, 2016, June 18, 2016 to correspond with changes made to the LWVUS Bylaws, April 15, 2017, April 28, 2018, and April 27, 2019.)

ARTICLE I - NAME

Sec.1. Name. The name of this organization shall be: The League of Women Voters of North Pinellas County (LWVNPC). This local league is an integral part of the League of Women Voters of Florida (LWVFL) and of the League of Women Voters of the United States (LWVUS). In the event of dissolution of this organization, all funds and property will become the property of LWVF.

ARTICLE II-PURPOSE and POLICY

Sec. 1. Purpose. The League of Women Voters, 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.

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 Purpose and Policy of the League shall be eligible for membership.

Sec. 2. Members.

- a. Voting Members. Persons of at least 16 years of age who join the League shall be voting members of the local Leagues, state Leagues and of the League of Women Voters of the United States: (1) individuals who live within an area of a local League may join that League or any other local League; (2) those who reside outside the area of any local League may join a local League; (3) those who have been members of the League for 50 years or more shall be Life Members excused from the payment of dues. Those who wish to support the League in a more substantial way may apply for a Cornerstone Membership.
- b. Members are expected to pay annual dues to the organization. The President, may, at her/his discretion, determine a reduced rate when appropriate.

ARTICLE IV-BOARD OF DIRECTORS

Sec. 1. Number, Manner of Selection, Term of Office. The Board of Directors shall consist of the officers of the League, eight (8) elected directors and not more than eight (8) appointed directors. One-half of the elected directors shall be elected by the General Membership at each Annual Meeting and shall serve for a term of two (2) years, or until their successors have been elected and qualified. The elected members shall appoint such additional directors, not to exceed eight (8), as they deem necessary to carry on the work of the League. The terms of the appointed directors shall be one (1) year and shall expire at the conclusion of the next Annual Meeting.

Sec. 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 North Pinellas County.

Sec. 3. Vacancies. Any vacancy occurring in the Board of Directors by reason of resignation, death, or disqualification of an officer or elected member may be filled, until the next Annual Meeting, by a majority vote of the remaining members of the Board of Directors. Three (3) consecutive absences from a Board meeting of any member without a valid reason shall be deemed a resignation. Board members operating at odds with the prescribed purpose of this organizations may be removed by a vote of 2/3 of the Board.

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 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.

Sec. 5. Liability. Board members assume no personal liability for actions taken as a member of the LWVNPC Board.

Sec. 6. Conflict of Interest and Non-Partisan Policies. All Board members will conform to the League's Conflict of Interest and Non-Partisan Policies.

Sec. 7. Meetings. There shall be at least nine (9) 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 request of five (5) members of the Board.

Sec. 8. Quorum. A majority of the members of the Board of Directors shall constitute a quorum.

Sec.9. Electronic Board Meetings. Electronic board meetings to include, but not limited to, telephone, video and web conferencing shall be authorized to facilitate action on timely items that cannot wait until a regular Board Meeting. These meetings must be conducted with a quorum, as designated by the bylaws, and with a twenty-four (24) hour notice of date, time and place, by a technology that is available to all members eligible to participate and that allows all persons participating to hear each other at the same time.

ARTICLE V- OFFICERS

Sec. 1. Enumeration and Election of Officers. The officers of the League of Women Voters of North Pinellas County shall be a President or Co-Presidents, a First Vice President, a Second Vice President, a Secretary, and a Treasurer, all of whom shall be elected for terms of two (2) years, and take office immediately. The First Vice President and the Secretary shall be elected in odd-numbered years. The President(s), Second Vice President and the Treasurer shall be elected in even-numbered years.

Sec. 2. The President(s). The President(s) or Vice-president if so designated shall preside at all meetings of the organization and of the Board of Directors. The President(s) may, in the absence of the Treasurer, sign or endorse checks or drafts or notes. The President(s) shall be, *ex-officio*, a member of all committees except the Nominating Committee. The President(s), until such time as the Board of Directors decides, shall have such usual powers of supervision and management as may pertain to the office of President and perform such other duties as may be designated by the Board.

Sec. 3. The Vice Presidents. The two Vice Presidents, in the order of their rank, shall, in the event of absence, resignation, disability, disqualification or death of the President(s), possess all the powers and perform all the duties of the office of President(s), 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.

Sec. 4. The Secretary. The Secretary shall keep minutes of the Annual Meeting of the League and of 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, all contracts and other instruments when so authorized by the Board, and shall perform such other functions as may be incident to the Office of Secretary, and shall keep bylaws up to date.

Sec. 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, savings and loan, or money market fund as designated by the Board of Directors, and shall disburse them only upon order of the Board of Directors. The Treasurer shall present statements to the Board of Directors at their regular meetings and an annual report to the Annual Meeting.

ARTICLE VI-FINANCIAL ADMINISTRATION

Sec. 1. Fiscal Year. The Fiscal Year of the League of Women Voters of North Pinellas County shall be from April 1 of each year to March 31 of the following year.

Section 2. Dues. Annual dues shall be set at the Annual Meeting.

Members joining on or after April 28, 2018, shall have anniversary billing, and their dues shall be payable on or before their yearly anniversary date.

Dues for previous members shall continue to be due and payable on or before May first, with the exception of those who joined between February 1, 2018, and April 27, 2018, whose first renewal date shall not be until May 1, 2019.

Membership will alert the Board of expiring memberships two (2) months following due date. Any member whose dues have not been received within three (3) months of their due date shall be dropped from membership.

Expired members rejoining will receive a new anniversary date.

When two or more members reside at the same address, full payment of dues shall be made for the first member; a payment equal to one-half the annual dues payment shall be made for each additional member. Dues for Cornerstone Members shall be twice the annual dues.

If the League of Women Voters of Florida or the League of Women Voters of the United States should change the per member payment, the dues of the League of Women Voters of North Pinellas County shall be changed to reflect the change at the time it becomes effective

Sec. 3. Budget. A budget for the ensuing year shall be submitted to the Annual Meeting by the Board of Directors for adoption. The budget shall include support for the work of the League as a whole. "Ensuing year" means the fiscal year beginning April 1st of the calendar year in which the Annual Meeting adopts the budget.

Sec. 4. Budget Committee. A Budget Committee shall be appointed by the Board of Directors at least two (2) months prior to the Annual Meeting to prepare a budget for the ensuing year. The Proposed Budget shall be sent to all members one (1) month before the Annual Meeting. The Treasurer shall not be eligible to serve as chairperson of the Budget Committee.

Sec. 5. Review of Books. The books of the Treasurer shall be reviewed and inspected annually prior to each Annual Meeting by a person or persons designated by the Board of Directors.

ARTICLE VII-MEETINGS

Sec. 1. Membership Meetings. There shall be at least four (4) General Membership Meetings each year, including the Annual Meeting. The Annual Meeting shall be held between the last of March and the first of June, exact date to be determined by the Board of Directors.

Sec. 2. Annual Meeting. The Annual Meeting shall:

- a. adopt a local program for the ensuing year;
- b. elect Officers and Directors, and members of the Nominating Committee;
- c. adopt a budget; and

- d. transact such other business as may properly come before it.

Sec. 3. Quorum. Those members present and voting at a meeting of which all members have received thirty (30) days written notice, shall constitute a quorum. The act of a majority of the members present at a meeting shall be an act of the organization, unless the act of a greater number is required by these bylaws.

ARTICLE VIII-NOMINATIONS AND ELECTIONS

Sec. 1. Nominating Committee. The Nominating Committee shall consist of three (3) members, one (1) of which shall be a member of the Board of Directors. The chairperson and one member, who shall not be members of the Board, shall be elected for the period of a one year term at the Annual Meeting. In the event the League is unable to obtain two non-Board Nominating Committee members, the number may be less, but a minimum of one. Nominations for those offices shall be made by the current Nominating Committee. The other members of the nominating committee shall be appointed by the Board of Directors. Any vacancy occurring among the elected members of the Nominating Committee by reason of resignation, death or disqualification, shall be filled by a majority vote of the members of the Board of Directors. The Nominating Committee shall request nominations for Officers and Directors from the membership, this request to be published in **The Voter** sixty (60) days prior to the final report of the Nominating Committee.

Sec. 2. Report of Nominating Committee and Nominations from the Floor. The report of the Nominating Committee and its nominations for Officers, Directors and members of the succeeding Nominating Committee, shall be sent to all members one month before 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 nominees shall have been secured.

Sec. 3. Elections. Election shall be by ballot, provided that when there is but one (1) 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 voting or proxy voting shall not be permitted.

ARTICLE IX-PROGRAM

Sec. 1. Program. The program of the League of Women Voters of North Pinellas County shall consist of education and action:

- a. to protect the right of every citizen to vote;
- b. to promote those governmental issues chosen at the National and State Conventions, councils and local annual meetings for concerned study and action; and
- c. to implement League principles.

Sec. 2. Program Selection. The Annual Meeting shall act upon the Program using the following procedures:

- a. The Board of Directors shall consider the recommendations sent in by the voting members two (2) months prior to the Annual Meeting and shall formulate a Proposed Program;
- b. The Proposed Program shall be sent to all members one (1) 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 (2) months prior to the Annual Meeting, but not recommended by the Board of Directors may be considered by the Annual Meeting provided that:
 - i. The Annual Meeting shall order consideration by a majority vote, and
 - ii. 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:

- i. Information concerning the proposed change(s) has been sent to all members at least two (2) weeks prior to a Membership Meeting at which the change(s) will be discussed.
- ii. Final action by the membership is taken at a succeeding Membership Meeting.

Sect. 3. Member Action. Members may act in the name of the League of Women Voters only when authorized by the local President under the direction of the local, state, or national Board.

ARTICLE X-NATIONAL AND STATE CONVENTIONS, STATE 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 League of Women Voters of North Pinellas County under the provisions of the bylaws of the League of Women Voters of the United States.

Sec. 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 League of Women Voters of North Pinellas County under the provisions of the bylaws of the League of Women Voters of Florida.

ARTICLE XI-PARLIAMENTARY PROCEDURE

Sec. 1. Parliamentary Procedure. The rules contained in *Robert's Rules of Order*, Newly Revised, shall govern the organization in all cases to which they are applicable and not inconsistent with these bylaws.

ARTICLE XII-ANTI-DISCRIMINATION POLICY

Section 1. The League of Women Voters North Pinellas County is an organization fully committed to diversity, equity, and inclusion in principle and in practice. There shall be no barriers to full participation in this organization on the basis of gender, gender identity, ethnicity, race, native or indigenous origin, age, generation, sexual orientation, culture, religion, belief system, marital status, parental status, socioeconomic status, language, accent, ability status, mental health, educational level or background, geography, nationality, work style, work experience, job role function, thinking style, personality type, physical appearance, political perspective or affiliation and/or any other characteristic that can be identified as recognizing or illustrating diversity. Diversity, equity, and inclusion are central to the organization's current and future success in engaging all individuals, households, communities, and policy makers in creating a more perfect democracy.

Section 2. The Board of Directors will investigate any and all complaints or perceived departures from this policy.

ARTICLE XIII-ANTI-HARASSMENT POLICY

SEC. 1. Anti-Harassment Policy. The LWVNPC will not tolerate unlawful harassment in any form, against anyone, at any time, for any reason. The Board of Directors will investigate any and all complaints.

ARTICLE XIV-AMENDMENTS

Sec. 1. Amendments. These bylaws may be amended by a two-thirds (2/3) vote of the voting members present and voting at the Annual Meeting, provided the amendment(s) were submitted to the membership in writing at least one (1) month in advance of the meeting.

ARTICLE XV – ELECTRONIC COMMUNICATIONS/SOCIAL MEDIA

Section 1. Electronic communications shall be respectful and written in such a way that if they ever became public, the League would remain true to its founding principles described in its mission statement and current bylaws.

Section 2. The League President and Vice President(s) shall maintain a confidential list of current passwords to League-level electronic and social media and web site accounts. These accounts shall include web site hosting and development platforms, Facebook or other social media platforms such as Twitter and the like, Email marketing accounts, PayPal and any other League-level accounts used for electronic communication and social media. This is intended to maintain transparency in leadership and prevent a single point of failure should an illness or emergency impact password-holders. The League Board of Directors shall decide who is eligible to utilize the accounts. Passwords shall be shared verbally, in confidential written form, or if sent by email, shall be encrypted and password-protected.

Amended:

April 21, 2001
April 26, 2003
April 23, 2005
April 9, 2016
April 15, 2017
April 28, 2018
April 27, 2019