



BYLAWS*
LEAGUE OF WOMEN VOTERS OF
THE HOMEWOOD-FLOSSMOOR AREA

ARTICLE I

Name

Sec.1. NAME. The name of this organization shall be the League of Women Voters of the Homewood-Flossmoor Area. 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 Illinois and the League of Women Voters of Cook County.

ARTICLE II

Purpose and Policy

Sec. 1. PURPOSE. The purpose of the League of Women Voters of the Homewood-Flossmoor Area shall be to promote political responsibility through informed and active participation in government and to act on selected governmental issues.

Sec.2. 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. TYPES OF MEMBERSHIP. The membership of the League of Women Voters of the Homewood-Flossmoor Area shall be composed of voting members and associate members.

- A.** *Voting Members.* Persons at least 16 years of age who join the League shall be voting members of local Leagues, state Leagues, and of the LWVUS; (1) those 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 or shall be state members-at-large; (3) those who have been members of the League for 50 years or more shall be life members excused from the payment of dues.

- B.** *Associate Members.* All others who join the League shall be associate members.

*(Current as of May 2018)

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ARTICLE IV
Board of Directors

Sec. 1. NUMBER, MANNER OF SELECTION AND TERM OF OFFICE. The Board of Directors shall consist of: (i) the Officers of the League and (ii) not more than 12 Directors, of which not more than 6 shall be appointed Directors. Not more than 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 years. The elected members shall appoint such additional Directors, not exceeding six, as they deem necessary to carry on the work of the League. The terms of office of the appointed Directors shall be one year and shall expire at the conclusion of the next Annual Meeting. In the event that any Director's or Officer's term of office conflicts with these Bylaws, a one-time exception may be granted by a motion approved by the majority of the voting members present and voting at the Annual Meeting. The proposed motion shall be sent to all members at least one month before the Annual Meeting.

Sec. 2. QUALIFICATIONS. Only voting members shall be elected or appointed to serve as an Officer or Director of the League of Women Voters of the Homewood-Flossmoor Area.

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 consecutive absences from a Board Meeting of any member without a valid reason shall be deemed a resignation.

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 Local Public Policy Positions as adopted by the National Convention, the State Convention, County Convention and the Annual Meeting. The Board shall create and designate such special committees as it may deem necessary.

Sec. 5. MEETINGS. There shall be at least nine regular meetings of the Board of Directors annually. The President(s) 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.

Sec. 6. QUORUM. A majority of the members of the Board of Directors shall constitute a quorum.

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ARTICLE V
Officers

Sec. 1. ENUMERATION AND ELECTION OF OFFICERS. The officers of the League of Women Voters of the Homewood-Flossmoor Area shall be a President or Co-Presidents, Vice-President(s) as considered appropriate, a Secretary and a Treasurer who shall be elected for terms of two years by the general membership at an Annual Meeting. They shall take office immediately, with the exception of the Treasurer who shall take office at the beginning of the fiscal year. The President(s) and the Secretary shall be elected in odd-numbered years. One or more Vice-Presidents and the Treasurer shall be elected in even-numbered years.

Sec. 2. THE PRESIDENT(S). The President or Co-President shall preside at all meetings of the organization and of the Board of Directors except as provided in Section 3 of this article. The President(s) shall, in the absence or disability of the Treasurer, sign or endorse checks, drafts and notes. The President(s) shall have such usual powers of supervision and management as may pertain to the office of the President and perform such other duties as designated by the Board.

Sec. 3. THE VICE-PRESIDENTS. The Vice-Presidents shall perform duties as the President(s) and the Board of Directors may designate. In the absence, resignation, disability or death of the President(s), the Board of Directors shall elect one of the Vice-Presidents to fill the vacancy. In the event that none of the Vice-Presidents is able to serve in the capacity, the Board of Directors shall elect one of its members to serve as President.

Sec. 4. THE SECRETARY. The Secretary shall keep the minutes of all business meetings of the Board of Directors and of any Executive Board meetings. The Secretary shall sign, with the President(s), all contracts and other instruments when authorized by the Board and shall perform such other functions as to be incident to the office.

Sec. 5. THE TREASURER. The treasurer shall collect and receive all monies due. The Treasurer shall be the custodian of these monies and shall deposit them in those financial institutions designated by the Board of Directors and shall disburse the same only upon the order of the Board. The Treasurer shall present financial statements to the Board at their regular meetings and annual report to the Annual Meeting. The Treasurer, with the approval of the Executive Board, shall arrange for an audit of the books at least every two years.

Sec. 6. THE EXECUTIVE COMMITTEE. The Executive Committee shall consist of the President(s), Vice-President(s), Secretary and Treasurer. It shall have all the powers of the Board except that it may not change the intent of any action taken by the Board of Directors. It shall meet on the call of the President(s) or any two of its members or as directed by the Board of Directors.

BYLAWS*
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ARTICLE VI
Financial Administration

Sec. 1. FISCAL YEAR. The fiscal year of the League of Women Voters of the Homewood-Flossmoor Area shall conform to that of the League of Women Voters of the United States.

Sec. 2. DUES. Dues as recommended by the Board of Directors and approved by the membership at the Annual Meeting shall be payable annually. Members who fail to pay their dues within three months after they become payable may be dropped from the membership rolls. When two members reside at the same address in a common household, their combined dues shall be equal to one and one-half times the amount dues for an individual. Provisions may be made for a student rate. (Sec. 2 amended May 21, 2008.)

Sec. 3 BUDGET. A budget for the ensuing year shall be submitted by the Board of Directors to the Annual Meeting for adoption. The budget shall include support for the work of the League as a whole.

Sec. 4. BUDGET COMMITTEE. 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 the ensuing year. The proposed budget shall be sent to the membership one month before the Annual Meeting. The Budget Committee shall be comprised of three members: the Treasurer, one Board Member, and an off-board person who shall serve as Chair.

Sec. 5. DISTRIBUTION OF FUNDS ON DISSOLUTION. In the event of dissolution for any cause of the League of Women Voters of the Homewood-Flossmoor Area, all monies and securities owned by the League of Women Voters of the Homewood-Flossmoor Area shall be paid to the League of Women Voters of Illinois.

ARTICLE VII
Meetings

Sec. 1. MEMBERSHIP MEETINGS. There shall be at least four meetings of the membership each year. Time and place shall be determined by the Board of Directors.

Sec. 2. ANNUAL MEETING. An Annual Meeting shall be held in May or June, the exact date to be determined by the Board of Directors. The Annual Meeting shall:

- a. Adopt the Local Public Policy Positions for the ensuing year.
- b. Elect Officers and Directors and members of the Nominating Committee.

*(Current as of May 2018)

BYLAWS*
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- c. Adopt an adequate budget.
- d. Transact such other business as may properly come before it.

Sec. 3. QUORUM. Fifteen percent of the voting membership shall constitute a quorum at the ANNUAL MEETING of the League of Women Voters of the Homewood-Flossmoor Area.

ARTICLE VIII
Nominations and Elections

Sec. 1. NOMINATING COMMITTEE. The Nominating Committee shall consist of five members, two of whom shall be members of the Board of Directors. The chair and two members, 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. The other members shall be appointed by the Board of Directors immediately following the Annual Meeting. Any vacancy on the nominations for Officers and Directors may be sent to the Committee by a voting member.

Sec. 2. NOMINATING COMMITTEE ANNOUNCES OPENING OF NOMINATIONS AND SEEKS NOMINATIONS FROM THE MEMBERSHIP. The Nominating Committee shall notify the membership that they are seeking nominations for the new slate of officers and elected Board Members. This notice will be given to the membership three months in advance of the Annual Meeting. Two months will be allowed for submission of nominations. Nominated individuals will not be guaranteed a position on the slate.

Two months after the call for nominations, the Nominating Committee will consider all nominations from the Membership, as well as candidates the Nominating Committee chooses, and will deliberate on the new slate of Board Members.

Sec. 3. 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 the membership one month before 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.

BYLAWS*
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THE HOMEWOOD-FLOSSMOOR AREA

Sec. 4. **ELECTIONS.** The election shall be by ballot, provided that when there is but one nominee for each office, it shall be by voice vote. A majority vote of those qualified to vote and voting shall constitute an election. Absentee or proxy voting shall not be permitted.

ARTICLE IX
Public Policy Positions

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 the Local Public Policy Positions.

Sec. 2. **PUBLIC POLICY POSITIONS.** The Public Policy Positions of the League of Women Voters of the Homewood- Flossmoor Area shall consist of those governmental issues chosen by National, State, County, and local conventions for concerted study and action.

Sec. 3. **ACTION BY THE ANNUAL MEETING.** The Annual Meeting shall act upon the Public Policy Positions using the following procedures:

- a. The Board of Directors shall consider, two months prior to the Annual Meeting, Public Policy Positions recommended by voting members and shall formulate proposed Public Policy Positions.
- b. The proposed Public Policy Positions shall be sent to all members at least one month before the Annual Meeting.
- c. The proposed Public Policy Positions shall be adopted by a majority of those members present and voting.
- d. Recommendations for Public Policy Positions 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 that:
 - (1) The Annual Meeting shall order consideration by a 3/5 vote of the voting members present and voting.
 - (2) The Annual Meeting shall adopt the item by a 3/5 voting of the voting members present and voting.

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Sec. 4. PUBLIC POLICY POSITIONS MODIFICATION – ADDITION OF NEW EMERGENCY PUBLIC POLICY POSITIONS. Between Annual Meetings, Public Policy Positions may be modified, or new emergency Public Policy Positions undertaken after Board approval provided that:

- a. Information concerning the proposed modification or new Public Policy Position has been sent to all members at least two weeks prior to a general membership meeting at which the changes are discussed, and,
- b. At this meeting a majority of voting members who are present and voting adopt the proposed changes.

ARTICLE X

National Convention, State Convention, County Convention and Interim Councils

Sec. 1. NATIONAL CONVENTION. The Board of Directors at a meeting before the date of which the names of the delegates must be sent to the national office shall select delegates to the Convention in the number allotted the League of Women Voters of the Homewood-Flossmoor Area 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 the delegates must be sent to the state office shall select delegates to that convention in the number allotted the League of women Voters of the Homewood-Flossmoor Area under the provisions of the Bylaws of the League of Women Voters of Illinois.

Sec. 3. STATE COUNCIL. The President, a Co-President, or an appointed proxy shall be the delegate to the State Council under the provisions of the Bylaws of the League of Women Voters of Illinois.

Sec. 4. COUNTY CONVENTION. The Board of Directors at a meeting before the date on which the names of delegates must be sent to the county league office, shall select delegates to that Convention in the number allotted the League of Women Voters of the Homewood-Flossmoor Area under the provisions of the Bylaws of the League of Women Voters of Cook County.

Sec. 5. COUNTY COUNCIL. The President, a Co-President, or an appointed proxy shall be the delegate to the Cook County Council under the provisions of the League of Women Voters of Cook County.

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ARTICLE XI
Parliamentary Authority

Sec. 1. PARLIAMENTARY AUTHORITY. The rules contained in Robert's Rule of Order, latest edition, shall govern the organization in all cases to which they are applicable and in which they are not consistent with the Bylaws.

ARTICLE XII
Amendments

Sec. 1. AMENDMENTS. These Bylaws may be amended by a 2/3 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 Annual Meeting.

Sec. 2. BYLAWS COMMITTEE. A Bylaws Committee shall be appointed by the Presidents(s) at least three months prior to the Annual Meeting. The Bylaws Committee shall consist of at least three members; one board member and two non-board members. One of the non-board members shall be designated Chair. The Bylaws Committee shall present its recommendations for changes to the Board of Directors at least two months prior to the Annual Meeting. The proposed changes in the Bylaws shall be sent to all members at least one month before the Annual meeting. The Bylaws Committee shall submit its proposal to the Annual Meeting for adoption.

Last Amended: 5/2018
5/2014
5/2010
5/2008
5/2004
5/1998