

# BYLAWS OF THE LEAGUE OF WOMEN VOTERS OF PULASKI COUNTY

*As amended June 17, 2024*

## ARTICLE I

### Name

The name of this organization shall be League of Women Voters of Pulaski County, hereinafter referred to in these Bylaws as LWVPC or as the League. This local League is an integral part of the League of Women Voters of the United States, hereinafter referred to in these Bylaws as LWVUS, and of the League of Women Voters of Arkansas (LWVAR).

## ARTICLE II

### Purposes and Policies

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

### Section 2. Policies

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

## ARTICLE III

### Membership

Section 1. **Eligibility.** Any person who subscribes to the purposes and policies of the League of Women Voters shall be eligible for membership.

### Section 2. Types of Membership.

- a. **Voting Members.** Persons at least 16 years of age who join the LWVPC 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.

- b. Associate Members: All others who join the League shall be associate members.

## **ARTICLE IV**

### **Leadership Team**

Section 1. **Election, Qualifications, Terms, and Restrictions.** The Leadership Team of the LWVPC shall consist of a minimum of four (4) directors and a maximum of six (6) directors elected at the Annual Business Meeting who shall serve for terms of two (2) years or until their successors have been elected or appointed and qualified. All directors shall be voting members of the League. Vacancies may be filled by vote of the remaining members of the Leadership Team.

The League of Women Voters of Pulaski County may take action on governmental measures and policies, but it shall not support or oppose any political party or any candidate. Recognizing that the League experience uniquely equips members for public life and wishing to encourage members to utilize their knowledge and abilities, non-Leadership Team members are urged to participate fully in political activities (on an individual basis). Leadership Team members' activities must be limited to preserve the League's nonpartisan status.

No Leadership Team member shall run for or hold elective office. If a Leadership Team member declares for an elective office, the member should resign from the Leadership Team. Public notices released by the League announcing the resignation of a Leadership Team member to run for such an office should be carefully worded to avoid the appearance of endorsing the resigning Team member's candidacy.

Leadership Team members shall not undertake any action that will cause them to be identified publicly as supporting any candidate for office or any political party. The Leadership Team members shall not participate in any political campaign in any way.

A Leadership Team member may serve on any public board, commission, committee, or coalition; however, that Leadership Team member does not represent the League unless officially designated as a League representative by the League Leadership Team.

A Leadership Team member may not speak or in any way work against a League position.

The political activities of a spouse or relative of a Leadership Team member are to be considered as separate and distinct from the activities of the Leadership Team member.

Section 2. **Officers.** The Leadership Team shall act as officers of the League. The Leadership Team shall designate which team members shall perform such duties that customarily pertain to the office of president and treasurer, including but not limited to the duties of serving as spokesperson for the League, signing and endorsing checks and drafts, maintaining deposits in authorized financial institutions, and arranging for regular audits of the financial books and records.

Section 3. **Powers.** The Leadership Team shall manage and supervise the business affairs and activities of the LWVPC, subject to the instructions that the membership provides at the Annual Business Meeting. The Leadership Team shall accept responsibility for such other matters as the LWVUS or LWVAR may from time-to-time delegate to it. It shall have the power to create standing and ad hoc committees, as it deems necessary, and shall perform such other duties as are specified in these Bylaws.

Section 4. **Duties.** As a condition of recognition by the LWVAR and LWVUS, the Leadership Team of LWVPC shall designate one of its members to perform each of the following tasks:

- a. Preside over the Leadership Team, membership, and public meetings and serve as spokesperson for the LWVPC.
- b. Handle any and all financial and money matters for the LWVPC, including the collection of dues and the renewal of membership, unless otherwise assigned to the state or national league, preparing financial statements, and, with the assistance of the remaining members of the Leadership Team, preparing an annual budget and planning to raise funds for the LWVPC.
- c. Create and maintain a website with input from the remaining members of the Leadership Team or the chair or any appropriate LWVPC-appointed committee or team.
- d. Maintain regular contact with members, including new members, to notify members of meetings, recruit members to serve on standing and ad hoc committees, and inform them of and facilitate other activities of the LWVPC.
- e. Create, with input from the remaining members of the Leadership Team, a community-based program, using member volunteers and community partners. The community-based program may include observing local government, advocating on a local issue, or studying the local community and local government.

Section 5. **Meetings.** At least four (4) regular meetings of the Leadership Team shall be held annually. The Leadership Team may designate one (1) member, or the members may share the responsibility for preparing an agenda for each such meeting, with input from the remaining members of the Leadership Team or the chair of any appropriate Leadership Team-appointed committee and for ensuring that minutes are kept of all meetings of the Leadership Team and of the Annual Business Meeting. The presiding member may call special meetings and shall call a special meeting upon the written

request of two (2) other members of the Leadership Team. Three (3) consecutive absences from regular team meetings, without excuse, shall constitute a resignation.

Section 6. **Quorum.** A majority of the members of the Leadership Team of the LWVPC shall constitute a quorum. Any one (1) or more members of the team may participate in a meeting by means of conference telephone or similar equipment allowing all persons participating in the meeting to hear each other at the same time. Participation by such means shall constitute presence in person at a meeting.

## **ARTICLE V**

### **Meetings**

Section 1. **Membership Meetings.** There shall be a minimum of four (4) meetings of the membership and/or public each year. The Leadership Team shall determine the time and place of the meetings.

These four (4) meetings shall include an Annual Business Meeting at which the Leadership Team is elected in alternating years and an annual budget and Bylaws are approved;

Special meetings of the membership may be called by the Leadership Team or upon written request of ten (10) percent of the voting members.

Section 2. **Quorum.** Ten (10) percent of the voting members shall constitute a quorum at all business meetings of the LWVPC, provided that written notice of the meeting is sent to the membership at least one (1) week in advance.

## **ARTICLE VI**

### **Nominations and Elections**

Section 1. **Nominating Committee.** The Leadership Team is responsible for succession planning. If a Nominating Committee is used, it shall consist of three (3) members. The chair and one member, who shall not be members of the Leadership Team, shall be elected by the Annual Business Meeting. Immediately following the Annual Business Meeting, the Leadership Team shall appoint one (1) of its members to the committee. The term of office shall be for two (2) years. Vacancies shall be filled by appointment by the Leadership Team.

Section 2. **Report of the Nominating Committee.** The report of the Nominating Committee, containing its nominations for the Leadership Team and the chair and one (1) member of the next Nominating Committee shall be sent to the members two weeks before the Annual Business Meeting. The report of the Nominating Committee shall be presented to the Annual Business Meeting. Nominations may be made from the floor immediately thereafter, provided the consent of the nominee has been obtained.

Section 3. **Elections.** Election shall be by ballot, except that if there is only one (1) nominee for each Leadership Team position, it shall be by voice vote. A majority vote shall constitute election.

## **ARTICLE VII**

### **Principles and Program**

Section 1. **Principles.** The Principles are concepts of government adopted by the national convention of the LWVUS and supported by the League as a whole. The Principles are the authorization for the adoption of national, state, and local programs.

Section 2. **Program of Work.** The Program of the LWVPC shall consist of action to implement the Principles and those governmental issues chosen by the Annual Business Meeting for concerted study and action, provided that, as a condition of recognition by the LWVAR and LWVUS, the LWVPC shall act only on existing local positions or state or national positions.

- a. The Program of Work is member driven and will be developed based upon member input during a Program Planning meeting and/or exercise held prior to the Annual Business Meeting.
- b. The Leadership Team shall present to the membership, at the Annual Business Meeting, a Program of Work developed by members during the Program Planning meeting and/or exercise referenced above. The Program of Work will be focused on the local community. The Program of Work, as used in these Bylaws, may be in the form of observing local government, advocating on a local issue, or educating the membership and the community on the structure and services of local government. The Annual Business Meeting may adopt the Leadership Team presented Program of Work and/or amendments as long as adopted Program shall focus on the local community.

Section 3. **Program Action.** Members may act in the name of the LWVPC only when authorized to do so by the Leadership Team. They act only in conformity with, and not contrary to, a position taken by the LWVPC, the LWVAR, and the LWVUS.

## **ARTICLE VIII**

### **Financial Administration**

Section 1. **Fiscal Year.** The fiscal year of the LWVPC shall commence on the first of July of each year.

Section 2. **Dues** Members shall pay dues in accordance with LWVUS policy. Members who fail to renew within the period specified by LWVUS will be removed from the roster.

Section 3. **Budget.** An annual budget shall be prepared by the Leadership Team and shall be published to the membership no less than two weeks prior to the Annual

Business Meeting. The budget, as presented, may be amended at the Annual Business Meeting, and shall be adopted at the Annual Business Meeting by a majority vote.

**Section 4. Distribution of Funds on Dissolution.** In the event of the dissolution of the LWVPC, all moneys and securities which may at the time be owned by or under the control of the LWVPC shall be paid to the LWVAR after other obligations have been met. All other property of whatsoever nature, whether real, personal, or mixed that may at the time be owned by or under the control of the LWVPC shall be disposed of to such person, organization, or corporation for such public, charitable or educational use and purposes as the Leadership Team in its absolute discretion may designate.

## **ARTICLE IX**

### **Parliamentary Authority**

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the organization in all cases to which said rules are applicable and not inconsistent with these Bylaws.

## **ARTICLE X**

### **Amendments**

These Bylaws may be amended by a vote of two-thirds (2/3) of the voting members at the Annual Business Meeting, provided that the proposed amendments were submitted to the membership in writing at least two weeks in advance of the meeting date.

*Amended at Annual Business Meeting, June 21, 2021*

*Amended at Annual Business Meeting, June 17, 2024*