

## League of Women Voters of Norman

### Bylaws

As Amended - ~~January 15, 2019~~ June 8, 2024

#### ARTICLE I NAME

The name of this organization shall be the League of Women Voters of Norman, Oklahoma, herein the LWVN. The LWVN, as a local League, is an integral part of the League of Women Voters of the United States, herein the LWVUS, and of the League of Women Voters of Oklahoma, herein the LWVOK.

#### ARTICLE II PURPOSE and POLICY

**A. Purpose.** The purpose of LWVN shall be to promote political responsibility through informed and active participation in government and to act on selected governmental issues.

**B. Policy.** ~~The LWVN may take action on local governmental measures and policies in the public interest in conformity with the principles of the LWVUS. It shall not support or oppose any political party or any candidate.~~

**1.** The LWVN may take action on local governmental measures and policies in the public interest in conformity with the principles of the LWVUS.

**2.** Political Party. The LWVN shall not support or oppose any political party or candidate.

**3.** Diversity, Equity & Inclusion Policy. The LWVN is fully committed to ensure compliance-in principle and in practice-with LWVUS' Diversity, Equity, and Inclusion Policy.

**C. Tax Status.** The LWVN is a membership organization structured and operated exclusively for charitable and educational purposes under Section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code. Notwithstanding any other provision of these Articles, the LWVN shall not carry on any other activities not permitted to be carried on by a corporation exempt from Federal Income Tax under such provisions of the Internal Revenue Code. No substantial part of the activities of the LWVN shall be attempting to influence legislation.

## ARTICLE III MEMBERSHIP

**A. Eligibility.** Any person who subscribes to the purpose and policy of the LWVN shall be eligible for membership.

**B. Types of Membership.**

**1. Voting Members.** Voting membership in the LWVN shall be composed of individual members, household members, and student members whose dues are currently paid. **Students are defined as individuals enrolled full or part time with an accredited institution.** Citizens of at least 16 years of age who join the LWVN shall be voting members of the LWVN, the LWVOK, and of the LWVUS.

a) Individuals who live within an area of any local League may join that League or any other local League.

b) Those who reside outside the area of any local League may join a local League or shall be a state members-at-large.

**2. Honorary Life Members.** Those who have been members of the LWVN for 50 years or more shall be Honorary Life Members excused from the payment of dues.

## ARTICLE IV GOVERNANCE

**A. Choice of Governance.** Under the current bylaws, the choice of governance is that of a Steering Committee. A vote to retain the committee structure or return to a Board structure may be made at any Annual Meeting.

**B. Manner of Selection, Terms of Office and Responsibilities of the Steering Committee.**

~~**1. Manner of Selection and Terms of Office.**~~

**1.** The Steering Committee shall consist of a minimum of seven (7) members who have been nominated at the Annual Meeting and express willingness to serve. **Term shall be two (2) years.** Election shall be by a show of hands. All members of the Steering Committee shall be voting members of the LWVN. Vacancies shall be filled by ~~appointment of the Chair with approval~~ **a majority vote** of the Steering Committee members.

**2.** **The Steering Committee shall manage and supervise the business, affairs, and activities of the LWVN. It shall select delegates to state convention and council and to National convention. It shall have the power to create special committees.**

**C. Officers and Duties.** The officers of the Steering Committee shall consist of a chair, vice-chair or co-chairs, a secretary, a treasurer, and a membership chair.

1. **Chair.** The chair shall preside at all meetings of the organization and of the Steering Committee and shall act as spokesperson for the LWVN, and shall, in the absence or disability of the treasurer, sign or endorse checks, drafts, and notes. **The chair shall sign, with the secretary, all contracts and other instruments when so authorized by the Steering Committee.** The chair shall be an ex officio of all committees and shall have such usual responsibilities of supervision and management as may pertain to the office of the chair and perform such other duties as may be designated by the Steering Committee. Co-chairs shall divide the duties between them, with one designated as spokesperson for the LWVN.

2. **Vice-chair.** The vice-chair shall, in the event of the absence of the chair, perform all the duties of that office, until such time as the Steering Committee shall select a member to fill the vacancy. Co-vice-chairs shall divide the duties between themselves.

3. **Secretary.** The secretary shall keep minutes of all business meetings of the LWVN and all meetings of the Steering Committee, shall sign, with the chair or co-chair, all contracts and other instruments when so authorized by the Steering Committee, and shall assist with correspondence concerning League business.

4. **Treasurer.** The treasurer shall collect and receive all monies due, shall be the custodian of these monies, shall deposit them in a bank designated by the Steering Committee and shall disburse the same only upon order of the Steering Committee. The treasurer shall present statements to the Steering Committee at the regular meetings and an annual report to the Annual meeting.

5. **Membership Chair.** The membership chair is responsible for, **in coordination with LWVUS and LWVOK, sending out dues notices, coordinating payment of dues with the treasurer, keeping a master list of all paid members, relaying membership information to National, re-per member payment,** and corresponding with prospective members, including sending them League information.

**D. Quorum.** A majority of the members of the Steering Committee of the LWVN shall constitute a quorum.

**E. Notice.** Advance notice of a meeting stating the place, day and hour shall be provided to each member. The attendance of any Steering Committee member at any meeting shall constitute a waiver of notice of the meeting.

**F. Voting.** Any action required or permitted to be taken by the Steering Committee may be taken without a meeting if a majority of the Committee Members consent to the action.

**D. Decision-making by Email.** Regular and special Steering Committee meetings may be held by electronic means (telephone conference or email) if discussion/debate procedures are followed.

## ARTICLE V FINANCIAL ADMINISTRATION

**A. Fiscal Year.** The fiscal year of the LWVN shall be from July 1 to June 30 each year.

**B. Dues.** The rate of annual dues shall be established at the Annual Meeting ~~unless otherwise established by LWVUS.~~ Dues shall be payable ~~September 1~~ **July 1** of each year ~~or on such date as specified by LWVUS~~ Any member failing to pay dues ~~by December 1~~ **three months after the deadline** of the current year shall be dropped from membership rolls. ~~The Steering Committee LWVN may set rules or recommendations regarding dues so long as they are not in conflict with dues requirements set forth by LWVUS may establish special rates for certain specified individuals or situations.~~

**C. Budget.** A budget ~~shall be prepared for the ensuing year shall be presented by the Steering Committee or by a committee appointed by the Steering Committee for that purpose and presented to the Annual Meeting for adoption.~~ **The treasurer shall be, ex officio, a member of the budget committee but shall not be eligible to serve as chair.** The budget shall be sent to the membership at least two weeks prior to the Annual Meeting.

## ARTICLE VI MEETINGS

**A. Membership Meetings.** There shall be at least two (2) meetings of the membership each year. Time and place of the meetings shall be determined by the Steering Committee.

**B. Annual Meeting.** An Annual Meeting shall be held at a place and time to be determined by the Steering Committee. The Annual Meeting shall:

1. Adopt a local program and review current positions for the ensuing year.
2. Elect or appoint members for the Steering Committee and ~~members of a nominating committee~~ **chair.**
3. Adopt an adequate budget; and

4. Transact such other business as may properly come before it.

**C. Quorum.** Twenty percent (20%) of the members shall constitute a quorum at all meetings of the LWVN.

**D. Voting.** All decisions of the Annual Meeting shall be made by a majority vote of those Members present.

## ARTICLE VII PROGRAM

**A. Authorization.** ~~The governmental principles adopted by the National Convention, and supported by the LWVN as a whole, constitute the authorization for the adoption of a new local study.~~ **The LWV Principles are concepts of government adopted by the National Convention and supported by the LWV as a whole. They are the authorization for the adoption of national, state, and local program.**

**B. Program.** The Study Program of the LWVN shall consist of:

1. Those governmental issues chosen for concerted study and action at the local, state and/or national level; and
2. Action on the principles and positions of the LWVN.

**C. Action by the Annual Meeting.** The Annual Meeting shall act upon the Study Program using the following procedures.

1. The Steering Committee shall consider the recommendations made by the voting members ~~two~~ **one (1)** month prior to the Annual Meeting and shall formulate a Proposed Study.
2. The Proposed Study shall be sent to all members two weeks before the Annual Meeting.
3. A majority of voting members present and voting at the Annual Meeting shall be required for adoption of subjects in the Proposed Study as presented to the Annual Meeting by the Steering Committee.
4. Recommendations for a new study submitted by a voting member to the membership at least one week prior to the Annual Meeting, but not recommended by the Steering Committee, may be considered by the Annual Meeting provided that: (1) the Annual Meeting shall order consideration by a majority vote and (2) the Annual Meeting shall adopt the item by a two-thirds vote.

5. The scope of an item may be changed by the Annual Meeting without prior notification to the membership provided that: (1) the Annual Meeting shall order consideration by a majority vote and (2) the Annual Meeting shall adopt the changed scope by a two-thirds vote.

6. Current Program shall be retained unless the Steering Committee has reviewed the items and recommended one or more be eliminated one (1) month prior to the Annual Meeting. The item(s) may be eliminated by a majority vote of the membership.

**D. Interim Program Changes.** Changes in the Study Program between Annual Meetings, in the case of altered conditions, may be made provided that:

1. Information concerning the proposed changes has been sent to all members at least two (2) weeks prior to a general membership meeting at which the change is to be discussed; and

2. Final action by the membership is taken at a succeeding meeting by majority vote.

**E. Action.** Members may act in the name of the League of Women Voters only when authorized to do so by the proper Board of Directors of LWWUS, or LWWOK, or by the Steering Committee of the LWWN.

## **ARTICLE VIII AMENDMENTS**

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

## **ARTICLE IX NATIONAL CONVENTION, STATE CONVENTION, and COUNCIL**

**A. LWWUS Convention.** The membership at a meeting before the date on which the name of the delegates must be sent to the National office shall elect delegates to the Convention in the number allotted to the LWWN, under the provisions of the *Bylaws of the LWWUS*. The delegate(s) are recommended to be the incoming LWWN Chair and/or an experienced member of the LWWN Steering Committee.

**B. LWVOK Convention.** The membership at a meeting before the date on which the names of delegates must be sent to the LWVOK office shall elect delegates to the Convention in the number allotted to the LWVN under the provisions of the *Bylaws of the LWVOK*.

**C. LWVOK Council.** The membership at a meeting before the date on which the names of delegates must be sent to the LWVOK office shall elect delegates to the Council in the number allotted the League of LWVN under the provisions of the *Bylaws of the LWVOK*.

## **ARTICLE X PARLIAMENTARY AUTHORITY**

The rules contained 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.

## **Article XI CONFLICT OF INTEREST POLICY**

**A.** Conflict of interest may exist when the interest or activities of any LWVN Steering Committee Member may be seen as competing with the interests or activities of the LWVN, or the Steering Committee Member has a financial or other material gain as a result of the direct or indirect relationship. In such instances the following is required:

**1. Disclosure.** Any possible conflict of interest shall be disclosed in writing to the Steering Committee.

**2. Abstinance from Vote.** When any conflict of interest relates to the matter requiring action by the Steering Committee, the interested person shall call it to the attention of the Steering Committee and such person shall not vote on the matter; provided however, that any Committee Member disclosing a conflict of interest may be counted in determining the presence of a quorum at a meeting of the Steering Committee or a committee thereof.

**3. Absence from Discussion.** Unless requested to remain present during the meeting, the person having the conflict shall retire from the room in which the Steering Committee or its committee is meeting and shall not participate in the final deliberation or decision regarding the matter under consideration. However, that person shall provide the Steering Committee or its committee with all relevant information.

**4. Minutes.** The minutes of the meeting shall reflect that the conflict of interest was disclosed, and the interested person was not present during the final discussion and did not vote. When there is doubt as to whether a conflict of interest exists, the matter shall be resolved by a vote of the Steering Committee or its committee, excluding the person concerning whose situation over which the doubt has arisen.

## **ARTICLE ~~XI~~ XII Dissolution**

In the event of the merger or dissolution of the LWVN for any reason, all monies and securities or other property of whatsoever nature which at the time be owned or under the absolute control of the LWVN shall be distributed **after any outstanding obligations have been met** at the discretion of the ~~board~~, **Steering Committee**, or such other persons as shall be charged by law with the liquidation or winding up of the LWVN and its affairs, to any member organization of the League of Women Voters national organization which is exempt under Section 501(c)(3) of the Internal Revenue Code or the corresponding section of any future federal code; or if none of these organizations are then in existence or exempt under those tax provisions, then, at the discretion of the ~~board~~, **Steering Committee**, to another organization which is organized and operated exclusively for charitable and educational purposes and which has established its tax exempt status under such designated tax provisions.