

# **BYLAWS**

## **LEAGUE OF WOMEN VOTERS OF THE LEWISBURG AREA**

As amended May 10, 2017

### **ARTICLE I**

#### **Name**

Sec. 1. Name. The name of this organization shall be the League of Women Voters of the Lewisburg Area, hereinafter referred to in these bylaws as LWVLA, 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 Pennsylvania, hereinafter referred to in these bylaws as LWVPA.

### **ARTICLE II**

#### **Purposes and Policy**

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

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. Types of Membership

a. Voting Members. United States residents at least 16 years of age who join the LWVLA shall be voting members of the local and state Leagues of their place of joining and of the LWVUS; (1) those who live within the area of LWVLA may join that league or any other league; (2) those who reside outside the area of a 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 honorary life members excused from the payment of dues.

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

### **ARTICLE IV**

#### **Officers**

Sec. 1. Election, qualifications and Term. The officers of the LWVLA shall be a president, a first vice-president, a second vice-president, a secretary, and a treasurer. They must be voting

members of the LWVLA and shall be elected to staggered terms of two years by the annual meeting. They shall take office at the close of the annual meeting with the exception of the treasurer who shall take office at the beginning of the next fiscal year.

Sec. 2. The President. The president shall have such powers of supervision and management as customarily pertain the office; shall preside at all meetings of the organization and the board, or designate another person to do so; shall be, ex officio, a member of all committees except the nominating committee; may sign or endorse checks, drafts and notes in the absence of the treasurer; and shall perform such other duties as the board may direct. In the event of the absence, disability, resignation or death of the president, the vice-presidents, in order of their rank, shall assume the office. If no vice-president is able to serve as president, the board shall fill the vacancy from among the elected directors. The president, or designee, shall officially represent the League in public.

Sec. 3. The Vice-Presidents. The vice-presidents shall perform such duties as the president and board direct.

Sec. 4. The Secretary. The secretary shall keep minutes of the meetings of the membership and of the board. The secretary shall notify all officers and directors of their election and shall sign with the president all contracts and other instruments when so authorized by the board and shall perform such other duties as the president and board shall direct.

Sec. 5. The Treasurer. The treasurer shall collect and receive all monies, shall deposit them in a bank designated by the board, shall disburse the same only upon order of the board, and shall arrange for an annual audit of the books. The treasurer shall present statements to the board at their regular meetings and an annual report to the annual meeting.

## **ARTICLE V Board of Directors**

Sec. 1. Selection, Qualifications and Term. The board of directors shall consist of the officers of the LWVLA, a minimum of five (5) directors elected by the annual meeting and not more than five (5) directors appointed by the elected members of the board. All directors shall be members of the LWVLA. The elected directors shall serve for a term of two (2) years or until their successors have been elected and qualified and the appointed directors shall serve until the close of the next annual meeting. Vacancies other than the presidency may be filled by vote of the remaining members of the board.

Sec. 2. 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 instruction of the general membership. It shall select delegates to state convention and council and to national convention. It 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. The board shall create and designate such special committees as it may deem necessary and shall perform such other duties as are specified in these bylaws.

Sec. 3. Executive Committee. The board may appoint an executive committee consisting of no more than four (4) members of the board. The executive committee shall exercise such power and authority as may be delegated to it by the board and shall report to the board on all actions taken by it between regular meetings of the board.

Sec. 4. 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 and shall call a special meeting upon the written request of five (5) members of the board. Three (3) unwarranted consecutive

absences from regular board meetings shall constitute a resignation.

Sec. 5. Quorum. A majority of the members of the board shall constitute a quorum.

## **ARTICLE VI Meetings**

Sec. 1. Membership Meetings. There shall be at least nine (9) meetings each year, a minimum of three (3) to be general meetings. Time and place shall be determined by the board.

Sec. 2. Annual Meeting. An annual meeting shall be held before June 30, the exact date to be determined by the board. The annual meeting shall adopt a local program for the ensuing year; elect officers, directors and members of the nominating committee; adopt a budget; and transact such other business as may properly come before it.

Sec. 3. Quorum. Fifteen percent (15%) of the voting members shall constitute a quorum at all business meetings of the LWVLA provided written notice of the meeting is sent to the membership at least one week in advance.

## **ARTICLE VII Nominations and Elections**

Sec. 1. Nominating Committee. The nominating committee shall consist of three (3) members, one of whom shall be a member of the board. The chairman, who shall not be a member of the board, and two (2) members shall be elected at the annual meeting. Nominations for these offices shall be made by the current nominating committee. Any vacancy on the nominating committee shall be filled by the board. Suggestions for nominations for officers and directors may be sent to this committee by any voting member.

Sec. 2. 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 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 nominee shall have been secured.

Sec. 3. Elections. The election shall be by ballot, except that if there is only one nominee for each office, it shall be by voice vote. A majority vote of voting members present and voting shall constitute an election. Absentee or proxy voting shall not be permitted.

## **ARTICLE VIII Principles and Program**

Sec. 1. Principles. The Principles are concepts of government adopted by the national convention and supported by the League as a whole. They are the authorization for the adoption of national, state and local program.

Sec. 2. Program. The program of the LWVLA shall consist of action to implement the Principles and those local governmental issues chosen by the annual meeting for concerted study and action as follows:

a. Voting members may make recommendations to the board at least two months before the annual meeting.

b. The board shall consider these recommendations and formulate a proposed program, which shall be sent to the members at least one month before the annual meeting.

c. The annual meeting shall adopt a program by a majority vote. Program recommendations submitted to the board at least two months before the annual meeting but not proposed by the board may be considered by the annual meeting provided that the annual meeting shall order consideration by a majority vote and the annual meeting shall adopt the item by a majority vote.

Sec. 3. Changes in Program. Changes in the program, in the case of altered conditions, may be made provided that information concerning the proposed change has been sent to all members at least two weeks before a general membership meeting at which the change is to be discussed and that final action by the membership is taken at a succeeding meeting.

Sec. 4. Program Action. Members may act in the name of the LWVLA only when authorized to do so by the appropriate board and may act only in conformity with, and not contrary to, a position taken by the LWVLA, the LWVPA and the LWVUS.

## **ARTICLE IX**

### **Financial Administration**

Sec. 1. Fiscal Year. The fiscal year of the LWVLA shall commence on the first day of July each year.

Sec. 2. Dues. September shall be considered LWVLA annual membership month. Specifically,

a. Annual dues of renewing members shall be payable on the first day of September of each year. Any member who fails to pay dues by January 15 will be dropped from the membership rolls.

b. New members may join at any time. New members joining between September 1 and the January 31 shall pay full dues. Those joining from February 1 until May 31 shall pay half dues. After June 1, new members shall pay the full amount, and that amount will be credited to the new fiscal year.

c. Dues for students or an additional household member shall be ½ of the regular membership amount.

Sec. 3. Budget. A budget for the ensuing year shall be submitted by the board of directors to the annual meeting for adoption. The proposed budget shall be sent to all members one month before the annual meeting. 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 at least two months prior to the annual meeting to prepare a budget for the ensuing year. The treasurer shall not be eligible to serve as chair of the budget committee.

Sec. 5. Distribution of Funds on Dissolution. In the event of the dissolution of the LWVLA all monies and securities which may at the time be owned by or under the control of the LWVLA shall be paid to the LWVPA after the state and national per member payments and other obligations have been met. All other property of whatsoever nature, whether real, personal, or mixed which may at the time be owned or under the control of the LWVLA shall be disposed of to such person, organization, or corporation for such public, charitable or educational use and purposes as the board in its absolute discretion may designate.

## **ARTICLE X**

## **Parliamentary Authority**

Sec. 1. Parliamentary Authority. The rules contained in the most recent edition of the Roberts Rules of Order shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with these bylaws.

## **ARTICLE XI Amendments**

Sec. 1. Amendments. These bylaws may be amended by a two-thirds vote of the voting members present and voting at the annual meeting, provided the proposed amendments were submitted to the membership in writing at least one month in advance of the meeting.

### **Previously amended:**

May 19, 1970

May 1974, Art. VI, Sec. 2

May 1975, Art. III, Sec. 2a.

May 20, 1992, Art. VI, Sec. 2.

May 5, 1998

May 25, 2005: Art. IV, Sec. 1; Art. V, Sec. 1 and 4; Art. IX, Sec. 2a, b and c

May 19, 2011, Article IX, Sec. 2b

May 15, 2014, Article III, Sec. 2a

June 2017, Article II, Sec. 2a (revised at 2016 LWVUS Convention)