



## Article V Officers

**Section 1** The officers of the LWVMHR shall be a President or two co-presidents, a Vice-President, a Secretary, and a Treasurer, who shall be elected for terms of two years by the general membership at the annual meeting and take office immediately. The Vice-President and Treasurer shall be elected for two-year terms in odd numbered years. The President or co-presidents and Secretary shall be elected for two year terms in even-numbered years. If an officer resigns, a replacement may be elected for a term of one year to maintain the election schedule.

**Section 2** The President or co-presidents:

- a. shall have such usual powers of supervision and management as may pertain to the office of President;
- b. shall preside at all meetings of the organization and of the Board of Directors;
- c. shall, in the absence or disability of the Treasurer, sign or endorse checks, drafts, and notes;
- d. shall have the power to appoint to fill vacancies with the approval of the Board of Directors;
- e. shall be an ex-officio member of all committees except the Nominating Committee;
- f. may not be a member of the Nominating Committee; and
- g. shall perform such other duties as may be designated by the Board of Directors.

**Section 3** The Vice-President:

- a. shall preside at all meetings in the absence of the President or co-presidents;
- b. shall assume the office of President until the next annual meeting in the event of the President's resignation or disability;
- c. shall assume the office of co-president if a co-president resigns and
- d. shall receive additional duties at the direction of the President and/or the Board of Directors.

**Section 4** The Secretary:

- a. shall keep minutes of all business meetings of the League and of all meetings of the Board of Directors;
- b. shall notify all officers and directors of their election;
- c. shall sign, with the President or co-presidents, all contracts and other instruments when so authorized by the Board; and
- d. shall perform such other duties as the President or co-presidents and Board shall direct.

**Section 5** The Treasurer:

- a. shall perform such duties as customarily pertain to the office;
- b. shall arrange for an annual audit of the books;
- c. shall at the direction of the Board, maintain deposits in authorized financial institutions;
- d. shall serve ex officio on a committee to prepare an annual budget for Board approval, but not as chairman; and
- e. shall report financial status against the budget to the board.

**Section 6** Directors:

- a. shall ensure that voter registration and education are carried out;
- b. shall provide for candidates' meetings and debates on request;
- c. shall oversee advocacy by the local League;
- d. shall perform strategic planning for the future of the LWVMHR;
- e. shall provide for membership development and fund-raising;
- f. shall communicate League positions to the media and public; and
- g. shall perform any duties assigned by the President, co-presidents, and/or Board of Directors.

## Article VI Financial Administration

**Section 1** The fiscal year of the LWVMHR shall be from June 1 to May 31.

**Section 2** The amount of annual dues shall be determined by vote of the general membership at the annual meeting. Notification of a proposed change in annual dues shall be mailed to members at least three weeks prior to the annual meeting in conjunction with the proposed budget. Annual dues shall be contracted and paid by July 1 or may be paid upon arrangement with the League treasurer.

**Section 3** Any enrolled member whose dues are not paid by December 31 shall be dropped from the rolls.

**Section 4** A Development Committee established by the Board shall be responsible for conducting the annual Finance Drive and other fund-raising activities.

**Section 5** In the event of the dissolution of the LWVMHR, all moneys and securities which may at the time be owned by or under the control of the LWVMHR shall be paid to the LWV of New York 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 that may at the time be owned or under the control of the LWVMHR 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 VII Meetings

**Section 1** There shall be at least four general meetings of the membership each year, one of which shall be the annual meeting. The time and place shall be determined by the Board of Directors.

**Section 2** The annual meeting shall:

- a. adopt a local program for the ensuing year;
- b. elect officers, directors, and members of the Nominating Committee;
- c. adopt an adequate budget; and
- d. transact such other business as may be properly brought before it.

**Section 3** Fifteen members shall constitute a quorum at all general, annual, and consensus-meetings of the LWVMHR.

## Article VIII Nominations and Elections

**Section 1** The Nominating Committee shall consist of five members:

- a. three of whom shall be appointed by the current nominating committee and elected at the annual meeting;
- b. two of whom shall be appointed from the Board of Directors, by the Board of Directors at its next meeting;
- c. the chairperson of the new nominating committee shall be elected by the new nominating committee within one month following the first Board of Directors meeting in the new year and shall be a non-Board member of the committee; and
- d. any vacancy occurring in the nominating committee shall be filled by appointment by the President or co-presidents with the approval of the Board of Directors until the next annual meeting.

**Section 2** 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 at least three weeks 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 providing the consent of the nominee has been secured.

**Section 3** The election shall be by ballot, except that if there is only one nominee for an office, voting 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. Only those voting members who are enrolled shall be permitted to vote at the annual meeting.

## Article IX Program

**Section 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 program.

**Section 2** Program: The program shall consist of:

- a. action to protect the right to vote of every citizen and
- b. those local governmental issues chosen for concrete study and action.

**Section 3** Action by the annual meeting: The annual meeting shall act upon the program using the following procedure:

- a. The Board of Directors shall consider the recommendations sent in by the voting members two months prior to the annual meeting and shall formulate a proposed program.
- b. The proposed program shall be sent to all members at least three weeks 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 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 order consideration by a majority vote, and
  2. the annual meeting shall adopt the item by a two-thirds vote.

**Section 4** Changes in the program, in the case of altered conditions, may be made, provided that:

- a. information concerning the proposed changes has been sent to all members at least two weeks prior to a general membership meeting at which the change is to be discussed, and
- b. final action by the membership is taken at a succeeding meeting

**Section 5** Member action: Members may act in the name of the LWVMHR only when authorized to do so by the Board of Directors.

## Article X Study Committees

**Section 1** Each of the study committees shall be created as a result of the adoption of the annual program at the national, state and local levels and shall have a chairperson appointed by the President or co-presidents with the approval of the Board of Directors.

**Section 2** The study committee chairpersons will be responsible for the direction and progress of their individual committees, reporting regularly to the Board of Directors.

## Article XI National Convention, State Convention, and Council

**Section 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 to LWVMHR under the provision of the Bylaws of LWVUS.

**Section 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 to LWVMHR under the provisions of the bylaws of LWVNYS..

**Section 3** State Council. 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 the Council In the number allotted to LWVMHR under the provisions of the bylaws of LWVNYS.

## Article XII 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 XIII Amendments

These Bylaws may be amended by a two-thirds vote of the voting members present and voting at a regular membership meeting provided the amendments were submitted to the membership in writing at least three weeks in advance of the meeting.

Standing rules:

1. Persons joining the League on or after February 1<sup>st</sup> will be members through the following League year.

\*\*\*\*\*

History of the Bylaws:

Adopted in May, 2007 by vote at the annual meeting.

Amended and adopted by vote at the annual meeting May 24, 2012

Amended and adopted by vote at a membership meeting November 19, 2016.

\*\*\*\*\*