

The League of Women Voters of the Cooperstown Area
BYLAWS

(Adopted April 24, 1972, revised May 1998, revised June 18, 2016; revised October 10, 2019; revised October 22,2020)

**Revisions for 2023: Underlined items are changes in language but not in meaning and do not require a vote by the membership.
Items that are struck will be removed and replacements appear in *italic*. Additions will appear in *italic*.**

ARTICLE I: NAME

Section I. The name of this organization shall be the League of Women Voters of The Cooperstown Area, hereinafter referred to in these bylaws as (LWVCA).

ARTICLE II: PURPOSE AND POLICIES

Section I. Purpose. The purposes of the LWVCA shall be to promote political responsibility through informed and active participation in government and to act on selected governmental issues.

Section 2. Political Policy. The LWVCA shall not support or oppose any political party or any candidate.

ARTICLE III: MEMBERSHIP

Section I. Eligibility. Any person who subscribes to the purpose and policy of the League shall be eligible for membership.

Section 2. Types of Membership

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;

(4) Those who are students are defined as individuals enrolled either as full or part time with an accredited institution.

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

ARTICLE IV: LEAGUE LEADERSHIP

Section 1. Number, Manner of Selection and Term of Office. When circumstances permit, the League may elect leadership as follows

a). The Board of Directors shall consist of the officers of the League, the elected directors, and appointed directors not exceeding in number the elected directors. The elected Board shall select the appointed directors. Elected directors will serve a term of two years or until their successors have been elected and qualified. The terms of office for appointed directors shall be one year and shall expire at the conclusion of the next Annual Meeting following their appointment.

b). Alternate Model. The League may create an alternative to the above when deemed necessary.

Section 2. *Ex officio* members. The past president of this League, members of the Leadership of the League of Women Voters of the United States, members of the Leadership of New York State who reside in the Cooperstown Area are members ex-officio of the Leadership

Section 3. Qualifications. No person shall be elected or appointed or shall continue to serve as a Leader of this organization who is not a voting member of the LWVCA.

Section 4. Vacancies. Any vacancy occurring in the Leadership by reason of resignation, death, or disqualification may be filled, until the next annual meeting, by a majority of the remaining members of Leadership. Three consecutive absences from a Leadership Meeting without a valid reason shall be deemed a resignation.

Section 5. Powers and Duties. The Leadership shall have full charge of the property and business 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 program as adopted by the National Convention, the State Convention, and the Annual Meeting. Each member of Leadership shall accept responsibility for carrying out the program as assigned by the Board. The Board shall create and designate such special committees, as it may deem necessary. ***In executing the duties of their office, Board members are expected to carry out applicable laws and regulations as well as League Bylaws, the Non-Partisan Policy, Other Policies, Principles, Positions, Standards, and Procedures. Board members who***

do not shall be counseled. If violations persist, such board members may be removed from office by a two-thirds vote of the Board of Directors.

Section 6. Meetings. There shall be at least one regular board meeting of Leadership annually. The President may call special meetings of the Leadership and shall call a special meeting upon the written request of five Leadership members.

Section 7. Quorum. A majority of members of Leadership shall constitute a quorum. Any Leadership member may participate in a meeting by means of conference telephone or similar communications equipment that allows 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: OFFICERS

Section 1. Enumeration and Election of Officers. The officers of the LWVCA shall be a President, or Co-presidents and a Treasurer. Additional Officers may be appointed or elected as needed and as resources are available. Term of office shall be two years, as an expectation. Elections shall be scheduled every year. at the Annual Meeting.

Section 2. THE PRESIDENT(S). The President(s) shall preside at all meetings. The President(s) may, in the absence or disability of the Treasurer, have signature authority. The President(s) shall have such usual powers of supervision and management as may pertain to the office of the President(s) and shall perform such other duties as may be designated by the Board of Directors. The President(s) shall be, ex-officio, a member of all committees except the nominating committee.

Section 3. OTHER LEADERS. Other appointed or elected members of the Board of Directors shall have duties, as appropriate and as needed, to conduct the business of the organization.

Section 4. SECRETARY. The Board of Directors shall appoint a Secretary *pro-tem* to perform appropriate duties, including minutes, at meetings of the Leadership and of the League.

Section 5. TREASURER. The Treasurer shall collect and receive all money due; shall be the custodian of these monies; shall deposit them in a bank designated by the Leadership, and shall disburse them only upon the order of the Leadership. The Treasurer shall present statements to the Leadership at their meetings as appropriate and an annual report at the Annual Meeting. The books of the Treasurer shall be audited at the close of each fiscal year. The Board will appoint an auditor.

ARTICLE VI: FINANCIAL ADMINISTRATION

Section I. The Fiscal Year. The fiscal year of the LWVCA shall commence on the first day of ~~April~~ *July* each year.

Section 2. Dues. Annual dues shall be payable before February 1. Any member who fails to pay dues before February 1 shall be dropped from the membership rolls. The amount of annual dues shall be proposed by the Board of Directors to the membership at a general meeting. Notification of a proposed change in annual dues shall be mailed to all members four weeks prior to a general meeting.

Section 3. Financial Report. A Financial Report for the ensuing year shall be prepared by the Board of Directors at least ~~two months~~ **thirty (30) days** in advance of the Annual Meeting. The Financial Report shall be submitted by the Leadership to the Annual Meeting for adoption. The Financial Report shall include support for the work of the League as a whole.

Section 4. Disposition of funds. Upon dissolution, the funds of the LWVCA shall be paid to the League of Women Voters of New York State.

ARTICLE VII: MEETINGS

Section I. Membership meetings. There shall be at least one meeting of the membership each year, including the Annual Meeting. Time and place shall be determined by the Leadership.

Section 2. Annual meeting. An Annual Meeting shall be held, the exact date to be determined by the Leadership. The Annual Meeting shall:

- (a) Consider local programs for the ensuing year;
- (b) Establish, by election or otherwise, the Leadership;
- (c) Adopt an adequate Financial Report;
- (d) Transact such other business as may properly come before it.

Section 3. Quorum. Twenty (20) percent of the voting members of the organization shall constitute a quorum for a general meeting.

ARTICLE VIII: NOMINATIONS AND ELECTIONS

Section I. Nominating Committee. The Nominating Committee may be appointed by the Board of Directors to ensure appropriate roles are filled in order to conduct the business of the organization.

Section 2. Elections. The election process shall be determined by the Nominating Committee

ARTICLE IX: PROGRAM

Section I. 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 of the LWVCA shall consist of:

(a) those local government issues chosen for concerted study and action at the Annual Meeting, and (b) action to implement the Principles.

Section 3. Action by the Annual Meeting. The Annual Meeting shall act upon the Program using the following procedures:

(a) The Board of Directors shall consider the recommendations sent in by the voting members prior to the Annual Meeting and shall formulate a Proposed Program.

(b) The Proposed Program shall be sent to all members 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 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 majority vote; and

(2) The Annual Meeting shall adopt the item by a two-thirds vote.

(e) Changes in the Program, 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 weeks prior to a general membership meeting at which the change is to be discussed.

(2) final action by the membership is taken at a succeeding meeting.

Section 4. Member action. Members may act in the name of the League of Women Voters only when authorized to do so by the Board of Directors. They may act only in conformity with, and not contrary to, a position taken by the LWVCA, the League of Women Voters of New York State, and the League of Women Voters of the United States.

Section 5. Local League Action. The LWVCA may act only in conformity with, or not contrary to the position taken by the League of Women Voters as stated in the Program.

ARTICLE X: NATIONAL CONVENTION, STATE CONVENTION, COUNCIL

Section I. National Convention. The membership or the Board of Directors shall select delegates to that Convention in the number allotted by the LWVCA under the provisions of the Bylaws of the League of Women Voters of the United States.

Section 2. State Convention. The membership or the Board of Directors shall select delegates to that Convention in the number allotted by the LWVCA under the provisions of the Bylaws of the League of Women Voters of New York State.

Section 3. State Council. The membership or the Board of Directors shall select delegates to that Council in the number allotted the LWVCA under the provisions of the Bylaws of the League of Women Voters of New York State.

ARTICLE XI: PARLIMENTARY AUTHORITY

Section I. The Board of Directors may use for Parliamentary Authority the rules contained in Robert's Rules of Order Revised to govern the organization in all cases to which they are applicable and in which they are not inconsistent with these Bylaws.

ARTICLE XII: AMENDMENTS/REVISIONS

Section I. These Bylaws may be revised or amended by a two-thirds vote of voting members present at a membership meeting provided that the revisions and/or the amendments were submitted to the membership in writing at least thirty (30) days in advance of the meeting, or were read at a previous meeting and written notice of such reading were sent to all members.