

# **BYLAWS OF LEAGUE OF WOMEN VOTERS OF ANOKA, BLAINE, COON RAPIDS AREA, LLC**

(Amended April 14, 2025 by Annual Membership Meeting)

## **ARTICLE I**

### **Name**

The name of this organization shall be League of Women Voters of Anoka, Blaine, Coon Rapids Area, LLC, hereinafter referred to in these bylaws as LWV ABC or as the League. LWV ABC 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 Minnesota, hereinafter referred to in these bylaws as LWVMN.

## **ARTICLE II**

### **Purposes and Policy**

**Section 2.1 Purposes.** The purposes of LWV ABC are to promote political responsibility through informed and active participation in government and to act on selected governmental issues.

**Section 2.2 Policies.**

- a. LWV ABC will not support or oppose any political party or any candidate.
- b. LWV ABC is fully committed to ensure compliance -- in principle and in practice -- with the LWVUS' Diversity, Equity, and Inclusion Policy.

## **ARTICLE III**

### **Membership**

**Section 3.1 Eligibility.** Any person who subscribes to the purposes and policies of the League of Women Voters (LWV) will be eligible for membership.

**Section 3.2 Types of Membership.**

- a. Voting Members. Persons at least 16 years of age who join LWV ABC also will be voting members of LWVMN and LWVUS.
  1. Individuals who live within the area of a local LWV may join that LWV or any other local LWV.
  2. Individuals who reside outside the area of any local LWV may join a local LWV or become state members.
  3. Individuals who have been members of LWVUS for 50 years or more will be honorary 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 (non-voting) members. All others who join LWV ABC or LWVMN will be associate members.

## **ARTICLE IV**

### **Members**

**Section 4.1 Rights of Members.** Voting members shall have the right to attend, participate in and vote at all meetings of the local members. Voting members are also eligible to serve on the board of LWV ABC, as officers of LWV ABC, representatives on inter-league organizations, and as delegates to the Convention, Council and similar meetings of LWVMN and LWVUS.

**Section 4.2 Membership Term.** The term of membership lasts for one year after joining or renewal.

**Section 4.3 Local Membership.** Local members shall not be deemed to be "Members" within the meaning of the Minnesota Limited Liability Company Act, but shall have all of the rights and privileges set forth in these Bylaws.

**Section 4.4 Membership Dues.** Members shall pay dues in accordance with LWVUS policy.

**Section 4.5 Non-transferability of Membership.** A member may not transfer a membership in LWV ABC to another local LWV or a right arising from it.

**Section 4.6 Resignation.** A member may resign at any time. Dues are not refundable.

**Section 4.7 Termination of Membership.** Only LWVUS may rescind a person's membership. LWVMN and LWV ABC will coordinate with LWVUS in the rare instances in which revocation of membership is recommended.

## **ARTICLE V**

### **Officers**

**Section 5.1 Election, Qualifications and Term.** The officers of LWV ABC shall be a president, a vice president, a secretary and a treasurer. Officers shall be voting members of the League. Officer positions may be held by more than one individual as co-officers. The president and secretary shall be elected by the membership in odd numbered years. The vice president and treasurer shall be elected by the membership in even numbered years. Officers shall serve for a term of two years or until they resign or are removed from office by the membership at a membership business meeting.

**Section 5.2 The President.** The president shall have such powers of supervision and management as customarily pertain to the office; shall preside at all membership and board meetings of LWV ABC 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 president, 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 appointee shall serve until the next scheduled election.

**Section 5.3 The Vice President.** The vice president shall perform such duties as the president and board direct. In the event of a vice president vacancy, the board may fill the vacancy by appointment from among the voting members for the unexpired portion of the term.

**Section 5.4 The Secretary.** The secretary shall keep minutes of the membership business meetings and of the board meetings. The secretary shall notify all officers and directors of their election; 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 direct. In the event of a secretary vacancy, the board may fill the vacancy by appointment from among the voting members for the unexpired portion of the term.

**Section 5.5 The Treasurer.** The treasurer shall perform such duties as customarily pertain to the office; arrange for an annual audit of the books; maintain deposits in authorized financial institutions; provide the president with a copy of the monthly bank statement; serve as an ex officio member of the budget committee; and shall perform such other duties as the president and board direct. In the event of a treasurer vacancy, the board shall fill the vacancy by appointment from among the voting members for the unexpired portion of the term.

## **ARTICLE VI**

### **Board of Directors**

**Section 6.1 Board Membership.** In addition to officers, the board of directors shall consist of the action committee chair, the communications committee chair, the membership committee chair, the program committee chair, the voter services committee chair and emeritus directors appointed by the board. If a committee chair or officer position is held by elected co-chairs or elected co-officers, both individuals will be a voting member of the board.

**Section 6.2 Qualifications.** All directors shall be voting members of LWV ABC. Emeritus directors shall be voting members who previously served on the board.

**Section 6.3 Selection.** The chairs of the action committee, the program committee and the voter services committee shall be elected by the membership in even numbered years. The chairs of the communications committee and the membership committee shall be elected by the membership in odd numbered years. The board may appoint up to two emeritus directors in odd numbered years. Vacancies in the action committee chair, the communications committee chair, the membership committee chair, the program committee chair, the voter services committee chair or the emeritus directors may be filled by a board appointment for the unexpired portion of the term.

**Section 6.4 Term.** The directors shall serve for a term of two years or until they have resigned or have been removed from office by the LWV ABC membership. A member of the board may resign at any time, effective immediately or at a later date specified in the resignation, by giving written notice to the president. Three consecutive absences from regular board meetings without excuse shall constitute a resignation. A member of the board may be removed at any time, with or without cause, by the membership.

**Section 6.5 Powers.** The board shall manage and supervise the business affairs and activities of LWV ABC, subject to the instructions of the annual membership meeting. The board shall accept responsibility for such other matters as LWVUS or LWVMN may delegate to it. It shall perform such other duties as are specified in these bylaws or as directed by the LWV ABC membership.

**Section 6.6 Appointments by the Board.** The board shall select delegates to the LWVMN and LWVUS councils and conventions and representatives to inter-league organizations.

**Section 6.7 Committees of the Board.** The board may establish committees that report to the board and determine the number and the identity of persons to serve on such committees. Unless otherwise determined by the board, all committees shall make recommendations to the board and shall not have the authority to act on behalf of the board.

**Section 6.8 Regular Board Meetings.** At least four (4) regular meetings of the board shall be held annually. Regular meetings of the board shall be held as announced by the board. The board agenda will be made available to all LWV ABC members. All LWV ABC members may attend and participate in regular board meetings.

**Section 6.9 Special Board Meetings.** Special board meetings may be called at any time, for any purpose, by the president or any three members of the board. Notice of special board meetings shall be given to each member of the board no later than twenty-four (24) hours before the meeting if delivered in person, by email, or by telephone, or no later than five (5) days before the meeting if delivered by USPS.

**Section 6.10 Board Action without a Meeting.** When circumstances warrant, any action required or permitted to be taken at a meeting of the board may be taken by written or written electronic communication. Voting shall be by signed written statement or by authenticated electronic communication. A quorum is required to take action. If written action is taken by fewer than all members of the board, the remaining board members shall be promptly notified of that action.

**Section 6.11 Presence at Meetings.** Board members may participate in a board meeting by means of conference telephone or other electronic equipment which allow all participants to hear each other at the same time. Participation by such means shall constitute presence in person at a meeting. Absentee or proxy voting shall not be permitted.

**Section 6.12 Board Quorum.** The presence of five board members shall constitute a quorum for the transaction of business. A committee chair may delegate their board duties, including voting, for the duration of the board meeting to a designated member of their committee. A designee of a committee chair shall be counted as a committee chair for purposes of determining a quorum. The existence of a quorum is determined when a duly called meeting is convened. In absence of a quorum, members present have the power to adjourn the meeting.

## **ARTICLE VII**

### **Membership Meetings**

**Section 7.1 Annual Membership Meeting.** An annual meeting of the membership shall be held in April of each year, the exact date to be determined by the board. Prior to the meeting, the board shall provide written reports to the membership on the annual activities and the financial condition of LWV ABC. The annual membership meeting shall adopt an action agenda for the ensuing year; adopt a budget; elect officers, directors, a nominating committee chair and a nominating committee member; act on proposed bylaw revisions; and transact such other business as may properly come before it. Absentee or proxy voting shall not be permitted.

**Section 7.2 Membership Business Meetings.** The president or the board may call additional membership business meetings where votes are taken. The president shall call a special membership business meeting upon written request of ten (10%) of the voting members.

**Section 7.3 Meeting Notice.** Notice of all membership meetings where votes are taken shall be given to every member. The notice shall contain the date, time and place of the meeting and be given at least ten (10) days before the date of the meeting and not more than ninety (90) days before the date of the meeting. In the case of a special meeting, the notice shall contain a statement of the purposes of the meeting. Notice shall be sent by electronic communication. If electronic communication is not available, notice will be sent by USPS.

**Section 7.4 Presence at Membership Meetings.** Members may participate in a membership meeting, including the annual membership meeting, by means of conference telephone or other electronic equipment which allows all participants to hear each other at the same time. Participation by such means shall constitute presence in person at a meeting.

**Section 7.5 Quorum.** Ten percent (10%) of the voting members shall constitute a quorum at all membership business meetings of LWV ABC, provided written notice of the meeting is sent to the membership at least one week in advance. In absence of a quorum, members present have the power to adjourn the meeting.

**Section 7.6 Manner of Acting.** The membership shall take action by the affirmative vote of a majority of the members present and voting. Absentee or proxy voting shall not be permitted.

## **ARTICLE VIII**

### **Elections and Nominations**

**Section 8.1 Nominating Committee.** The nominating committee shall consist of three members. The chair and one member, who shall not be members of the board, shall be elected by the membership at the annual membership meeting. Immediately following the annual membership meeting, the board shall appoint one of the board members to the nominating committee. The term of office for members of the nominating committee shall be one year. Vacancies shall be filled by appointment by the LWV ABC board.

**Section 8.2 Report of the Nominating Committee.** The report of the nominating committee, containing its nominations for officers, directors, nominating committee chair and a nominating committee member shall be sent to the membership the month preceding the annual membership meeting. The report of the nominating committee shall be presented to the annual membership meeting. Nominations may be made from the floor immediately thereafter, provided the consent of the nominee has been obtained.

**Section 8.3 Election.** Election shall be by ballot. If there is only one nominee for an office, voting may be by voice vote. A majority vote shall constitute election.

## **ARTICLE IX**

### **Program**

**Section 9.1 Program Action.** Members may act in the name of the LWV ABC only when authorized to do so by the LWV ABC board. They may act only in conformity with, and not contrary to, a position taken by LWV ABC, LWVMN and/or LWVUS.

## **ARTICLE X**

### **Financial Administration**

**Section 10.1 Fiscal Year.** The fiscal year of LWV ABC shall be April 1 to March 31.

**Section 10.2 Budget Committee.** The board shall appoint a budget committee. The treasurer shall be an ex officio member of the budget committee but shall not serve as chair. The budget committee shall propose an annual budget to the board in February. The board shall consider the proposed budget and recommend a budget, which shall be sent to the membership in the month before the annual membership meeting.

**Section 10.3 Compensation and Reimbursement.** Members of LWV ABC shall be reimbursed for reasonable out-of-pocket expenses incurred by the member in rendering services to LWV ABC. No person shall receive compensation for serving on the board.

**Section 10.4 Distribution of Funds on Dissolution.** In the event of the dissolution of LWV ABC, all moneys and securities which may at the time be owned by or under the control of LWV ABC shall be paid to LWVMN after 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 LWV ABC 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 XI**

### **Electronic Meetings**

Regular meetings of the board, special meetings of the board, Convention, Council, and committees are authorized to meet by electronic means so long as all members can simultaneously hear each other and participate during the meeting. An anonymous vote conducted through a designated Internet meeting service shall be deemed a ballot vote, fulfilling any requirement in the bylaws or rules that a vote be conducted by ballot.

## **ARTICLE XII**

### **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 they are applicable and not inconsistent with these bylaws.

## **ARTICLE XIII**

### **Bylaws**

**Section 13.1 Bylaws Committee.** The bylaws committee shall consist of at least two members, one of whom shall be a member of the board. Members of the bylaws committee shall be appointed by the board. The bylaws committee will propose bylaw amendments to the board at least 3 months prior to the annual membership meeting. The board shall consider the proposed amendments to the bylaws and make a recommendation of amendments to bylaws to the membership. The board recommendation for bylaws shall be sent to the members in the month before the annual meeting.

**Section 13.2 Amendments to Bylaws.** LWV ABC bylaws may be amended by a two-thirds vote of the voting members in attendance at the annual membership meeting, provided that the proposed amendments were submitted to the membership in writing in the month before the annual meeting. Any proposed amendment of these Bylaws also requires the approval of the Board of League of Women Voters