

# BYLAWS OF THE LEAGUE OF WOMEN VOTERS OF ALACHUA COUNTY

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## ARTICLE I – NAME AND AFFILIATION

*Section 1 - Name:* The name of this organization shall be the League of Women Voters of Alachua County, Inc. (LWVAC). This local League is an integral part of the League of Women Voters of the United States (LWVUS) and of the League of Women Voters of Florida (LWVFL).

## ARTICLE II - PURPOSES AND POLICY

*Section 1 - Purposes:* The purposes of the LWVAC are to promote political responsibility through informed and active participation of citizens in government and to act on selected governmental issues.

*Section 2 - Political Policy:* The LWVAC shall not support or oppose any political party or any candidate.

## ARTICLE III - MEMBERSHIP

*Section 1 - Eligibility:* Any person who subscribes to the purposes and policies of the League shall be eligible for membership.

*Section 2 - Voting Members:* Persons at least 16 years of age who join the LWVAC shall be voting members of the local and state Leagues and of the LWVUS.

- a) Those who live within Alachua County may join the LWVAC or any other local League;
- b) Those who reside outside Alachua County may join the LWVAC, another local League or shall be state members-at-large;
- c) Those who make a lump-sum life membership payment to the LWVUS shall be paid life members and those who have been members of the League for 50 years or more shall be honorary life members excused from the payment of dues.

## ARTICLE IV - BOARD OF DIRECTORS

*Section 1 - Number, Manner of Selection and Term of Office:* The Board of Directors (the Board) of the LWVAC shall consist of the officers, 2 - 5 elected directors, the immediate past President and the Chairs of all Standing Committees. The President shall be elected for a 1 or 2-year term, to be determined by the Nominating Committee. The immediate past

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President shall serve for one year in that capacity. Except for the President and the immediate past President, all members of the Board shall serve for a two-year term. For all officers and directors, the maximum time that any person shall serve shall be four consecutive years in any one position.

Co-officers are permissible and references herein to any officer shall include the possibility of co-officers, provided, however, that in the case of co-officers, they shall equally split one vote.

*Section 2 – Qualifications:* No person shall be elected or appointed or shall continue to serve as an officer or director of this organization unless that person is a voting member of the LWWAC.

*Section 3 – Vacancies:* Any vacancy occurring on the Board may be filled until the next Annual Meeting by a majority vote of the remaining members of the Board. Three consecutive unexcused absences of any Board member from Board meetings shall be considered a resignation.

*Section 4 – Powers and Duties:* The Board 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 instructions of the general membership. The Board shall plan and direct the work necessary to carry out the program as adopted by the national convention, the state convention and the LWWAC Annual Meeting.

*Section 5 – Board Meetings:* There shall be at least four regular meetings of the Board annually. The President may call special meetings of the Board and shall call a special meeting upon written request of three members of the Board. Meetings may be held in person or by electronic means including, but not limited to, telephone conference, video conference, e-mail, or other electronic means. All in-person Board meetings shall be open to all LWWAC members and all electronic Board meetings shall be open to members who give the President at least 24 hours' notice of their desire to attend a particular Board meeting.

*Section 6 – Voting and Quorum:* A majority of the Board shall constitute a quorum. Votes of the Board shall be taken at duly scheduled Board meetings and, for minor issues that arise between Board meetings, by e-mail or other electronic means, as determined by Board policy.

*Section 7 – The Voter:* The Board shall publish a newsletter (The Voter) at least four times a year. The Voter shall include all notices required pursuant to these bylaws, information about the work of the Committees and other matters of interest to the general membership. The Voter shall be distributed to all LWWAC members electronically.

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## ARTICLE V – OFFICERS AND COMMITTEES

*Section 1 – Enumeration and Election of Officers:* The officers of the LWVAC shall be a President, a Vice President, a Secretary, a Treasurer, and the immediate Past President. Election of the officers (other than the immediate Past President) shall be by the general membership at an Annual Meeting, and they shall take office at the termination of this meeting. Any vacancy among the officers shall be filled until the next Annual Meeting by a majority vote of the Board.

*Section 2 – The President:* The President shall preside at all meetings of the Board; in the absence or disability of the Treasurer, shall sign or endorse checks, drafts and notes; shall be, ex-officio, a member of all Committees except the Nominating Committee; shall have such usual powers of supervision and management as may pertain to the office of the President; and perform other duties as may be designated by the Board. The President shall propose to the Executive Committee the names of persons to be appointed as Chairs of the Standing and Administrative/Ad Hoc Committees, except for the Chair of the Nominating Committee, who is elected by the membership. The President may also appoint short-term “Action Teams,” or Ad Hoc Committees as needed, to study designated issues for a limited time.

*Section 3 – The Vice President:* The Vice President, in the event of absence, disability, death or resignation of the President, shall possess all the powers and perform all the duties of that office.

*Section 4 – The Secretary:* The Secretary shall keep and distribute to Board members minutes of all meetings of the Board and the Annual Meeting and shall perform such other functions as may be incident to the office.

*Section 5 – The Treasurer:* The Treasurer shall collect and receive all money due; shall be the custodian of the money; shall deposit it in a bank designated by the Board; and shall disburse it by order of the President. The Treasurer may delegate certain duties to a dues manager and/or a roster manager or other task managers to assist with the routine non-financial duties of office. The Treasurer shall file all required state and federal reports. The Treasurer shall present statements to the Board at their regular meetings and an annual report to the membership at the Annual Meeting. The Treasurer shall sign, with the President or another officer designated by the Executive Committee, all contracts and other instruments when so authorized by the Board.

*Section 6 – The Executive Committee:* The officers of the Board shall be considered the Executive Committee. The President may call meetings of the Executive Committee to deal with administrative or emergency issues that arise from time to time. The Executive Committee shall consider the nominees for Committee Chairs submitted by the President

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and provide advice and consent prior to any appointment by the President. The Executive Committee may assign duties it deems necessary to the Vice President.

*Section 7 – Standing Committees:* The Board shall create and designate Standing Committees to carry out the program and goals. Standing Committees shall work on on-going LWWAC issues in accordance with the annual program and/or as determined by the Board. The current Standing Committees include the following: Voter Services, Education, Natural Resources, Local Issues, Social and Criminal Justice, Oak Hammock and Communications. At any time, the Board may create additional Standing Committees and/or disband any Committee except for the Voter Services and Nominating Committees. All Standing Committee Chairs are appointed for two-year terms and may continue to serve in that capacity at the discretion of the Executive Committee.

Co-Chairs of all Committees are permissible and references herein to any Committee Chair shall include the possibility of co-chairs, provided, however, that each Committee shall have only one vote, shared by the co-chairs that are present during any instance requiring a vote.

*Section 8 – Administrative/Ad Hoc Committees:* In addition to the Standing Committees described herein, Administrative/Ad Hoc Committees may also be designated to focus on administrative/organizational matters or temporary issues that arise. These Administrative/Ad Hoc Committees may include but not be limited to: Speakers Bureau, Membership, Technical, Budget, Bylaws, Hot Topics, Naturalization, and Hospitality and shall include the Nominating Committee. All Administrative/Ad Hoc Committee Chairs are appointed for two-year terms and may continue to serve in that capacity at the discretion of the Executive Committee.

The Chairs of the Administrative/Ad Hoc Committees are encouraged, but not required to attend Board meetings. They are considered to be part of the leadership of LWWAC. They shall bring matters of importance to the President who will decide if a matter should be brought to the Board. If such a matter is brought to the Board, the Chair of that Committee is encouraged to attend the Board meeting where the matter will be discussed.

## ARTICLE VI - FINANCIAL ADMINISTRATION

*Section 1 - Fiscal Year:* The fiscal year of LWWAC shall commence on the first day of June of each year.

*Section 2 - Dues:* Annual membership dues shall be the sum of LWWAC, state (LWVFL), and national (LWVUS) dues. LWVUS and LWVFL dues are set by those entities. Any dues increase enacted by LWVUS or LWVFL shall be effective on the date required by the enacting body. LWWAC members shall be notified of a dues increase in The Voter.

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Local dues shall be set, effective immediately, at the Annual Meeting by a majority of the voting members present, provided a notice to do so is published in The Voter one month in advance of the meeting. If no notice is published, local dues will continue the same until the next Annual Meeting. All memberships are renewable 12 months after the anniversary date of the initial payment unless otherwise provided by the LWVFL. Notice of renewal will be sent prior to expiration.

Local dues for student members shall be free unless determined otherwise by the LWVFL. Local dues for two or more non-student members residing at the same address in a common household shall be in the amount of one full local dues payment and one-half payment for each additional member.

*Section 3 - Budget:* A budget for the coming year shall be submitted by the Board to the membership for adoption at the Annual Meeting. The budget shall include support for the work of the LWVAC.

*Section 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. The proposed budget shall be published in The Voter one month before the Annual Meeting.

## ARTICLE VII – MEMBERSHIP MEETINGS

*Section 1 - Membership Meeting:* There shall be at least one meeting of the membership each year (the Annual Meeting). The time and place shall be determined by the Board. The Annual Meeting may be held electronically, if deemed appropriate by the Board.

*Section 2 – Annual Meeting:* The Annual Meeting shall:

- a) Adopt a local program for the ensuing year.
- b) Elect officers and directors and members of the Nominating Committee. The duties of all elected officials shall commence at the termination of this meeting.
- c) Set dues for the new fiscal year if there is a proposed change.
- d) Adopt a budget for the new fiscal year.
- e) Transact such other business as may properly come before it.
- f) Approve any proposed changes to the bylaws. If new or amended bylaws are approved, they will automatically take effect upon the termination of the Annual Meeting.

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*Section 3 – Quorum:* Twenty-five voting members shall constitute a quorum for the transaction of business at the Annual Meeting except for approval of bylaw changes, which requires a 2/3 vote of the members present and voting at the Annual Meeting.

## ARTICLE VIII – NOMINATIONS AND ELECTIONS

*Section 1 – Nominating Committee:* The Nominating Committee shall consist of five members. The Chair and two Committee members shall not be members of the Board and shall be elected at the Annual Meeting. Two Committee members shall be members of the Board and appointed by the Board at an early meeting. The Nominating Committee shall present to the membership at the Annual Meeting a slate of officers, directors, and Nominating Committee members for the coming year. Nominations for officers and directors may be sent to the Committee by any voting member. Any vacancy on the Nominating Committee shall be filled by the Board until the next Annual Meeting.

*Section 2 – Report of Nominating Committee and Nominations from the Floor:* The report of the Nominating Committee shall be published in The Voter one month before the date of the Annual Meeting. The consent of each nominee shall be obtained in advance. The report of the Nominating Committee shall be presented at the Annual Meeting. Immediately following the presentation of the report, nominations may be made from the floor by any voting member, provided the consent of the nominee shall have been obtained.

*Section 3 – Elections:* Election shall be by ballot except if there is only one nominee for an office, the vote for that office shall be by voice vote or a show of hands. A majority of those qualified to vote and voting shall determine the winner of the election.

## ARTICLE IX – PROGRAM

*Section 1 – Authorization:* The governmental principles adopted by the national convention, and supported by the League as a whole, constitute authorization for the adoption of the program.

*Section 2 – Program:* The program for the next fiscal year shall consist of those local governmental issues chosen for study and action. The program shall be limited to such local governmental issues as the membership shall determine:

- a) The Board shall consider those recommendations sent to the President by voting members no later than 6 weeks prior to the Annual Meeting in addition to recommendations from Board members and Committee Chairs and shall formulate a proposed program for the next fiscal year.
- b) The proposed program shall be sent to the membership via e-mail no later than

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three weeks before the Annual Meeting.

- c) A majority vote of those present and voting at the Annual Meeting shall be required for adoption of the proposed program as presented to the membership by the Board.

*Section 3 - Member Action:* Members may not act or speak in the name of the LWVUS, LWVFL, and/or the LWVAC or any committee of the LWVAC unless authorized by the President or the Board.

*Section 4 – Local League Action:* LWVAC may act only in conformity with, and not contrary to, the positions taken by the board of LWVUS on national government issues and by the board of LWVFL on governmental issues of the State of Florida.

## **ARTICLE X - NATIONAL CONVENTION, STATE CONVENTION AND COUNCIL**

*Section 1 – National Convention, State Convention and Council:* The President shall timely designate delegates who volunteer to attend the national or state conventions or councils in accordance with the provisions of the bylaws of the LWVUS and the LWVFL.

## **ARTICLE XI - PARLIAMENTARY AUTHORITY**

*Section 1 - Parliamentary Authority:* The rules contained in “Robert’s Rules of Order Newly Revised” shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with these bylaws.

## **ARTICLE XII - AMENDMENTS**

*Section 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 revised bylaws were published in The Voter one month in advance of the Annual Meeting. If approved, the new bylaws shall automatically take effect upon the termination of the Annual Meeting at which they were approved.

As amended May 2023