



BYLAWS OF THE LEAGUE OF WOMEN VOTERS OF CONCORD-CARLISLE

Approved June 2026

As adopted May 20, 1947 and amended May 20, 1953; May 9, 1962; May 19, 1965; May 25, 1966; May 24, 1967; May 15, 1974; May 21, 1975; May 26, 1976; May 24, 1978; May 27, 1981; May 21, 1982; May 23, 1984; May 20, 1987; May 18, 1988; May 17, 1990; May 23, 2007; May 20, 2009; May 21, 2014, May 2016; June 2020; June 2022; June 2024; June 2026	
Sec. 1 as amended 1965, 1975, 1988	ARTICLE I The name of this organization shall be the League of Women Voters of Concord-Carlisle. This local League is an integral part of the League of Women Voters of the United States and of the League of Women Voters of Massachusetts.
Sec. 1 as amended 1967, 1975, 1988, 2014	ARTICLE II Purposes and Policy <i>Purposes.</i> The purposes of the League of Women Voters of Concord-Carlisle are to promote political responsibility through informed and active participation in government and to act on selected governmental issues.
Sec. 2 as amended 1962, 1967, 1975, 1988, 2014	<i>Political Policy.</i> The League shall not support or oppose any political party or any candidate.
Sec. 3 as amended 2021	<i>Diversity, Equity & Inclusion.</i> The League is fully committed to ensure compliance— in principle and in practice—with LWVUS’ Diversity, Equity and Inclusion Policy.
Sec. 1 as amended 1967, 2014	ARTICLE III Membership <i>Eligibility.</i> Any person who subscribes to the purpose and policy of the League of Women Voters shall be eligible for membership.
Sec. 2 as amended 1967, 1970, 1974, 1975, 1988, 2014, 2016, 2024	<i>Types of Membership.</i> The membership of the League of Women Voters of Concord-Carlisle shall be composed of voting members and associate members. (a) Voting members: Persons at least 16 years of age who join the League of Women Voters of Concord-Carlisle shall be voting members of the local league, the LWV of Massachusetts and the LWVUS. Those who have been members of the League for 50 years or more shall be life members, excused from the payment of dues. Those who are students are defined as individuals enrolled as full or part time with an accredited institution. (b) Associate members: All others who join the League shall be associate members.

Sec. 1 as amended, 1984, 1988, 2014, 2026	ARTICLE IV Officers <i>Enumeration and Election of Officers.</i> The Officers of the League of Women voters of Concord-Carlisle shall be a President or two co-Presidents, up to two Vice Presidents who shall be ranked numerically, a Secretary and a Treasurer. If there is a single President, there shall be at least one Vice President. These By-Laws shall be interpreted so that references to the President may include co-Presidents. Alternatively, the membership may elect a Board of Directors to share leadership of the organization as a Steering Committee. In this case, the enumerated and elected Officers shall be a Treasurer and a Spokesperson. In the case in which a not-for-profit partner organization of the League of Women Voters Concord Carlisle is in operation for educational and fundraising purposes, the Officers shall also include a Clerk. Officers shall be elected and shall serve in accordance with Article V, Section 1.
Sec. 2	<i>The President.</i> The President shall preside at all meetings of the organization and/or the Board of Directors. The President may, in the absence or disability of the Treasurer, sign or endorse checks, drafts and notes. That person shall be, <i>ex officio</i>, a member of all committees except the Nominating Committee. That person shall have such usual powers of supervision and management as may pertain to the office of the President, and perform such other duties as may be designated by the Board.
Sec. 3 as amended 1975, 1984, 2014	<i>The Vice Presidents.</i> The Vice President(s), in the order of their rank, shall, in the event of the absence, resignation, disability or death of the President, possess all the powers and perform all the duties of that office. In the event that no Vice President is able to serve in this capacity, the Board of Directors shall elect one of their members to fill the vacancy. The Vice President(s) shall perform such other duties as the President and Board may designate.
Sec. 4 as amended 1975, 1984, 2014	<i>The Secretary.</i> The Secretary shall keep minutes of business meetings of the League and of all meetings of the Board of Directors and shall perform such other duties as may be designated by the Board.
Sec. 5 as amended, 1975, 1981, 2014, 2022	<i>The Treasurer.</i> The Treasurer shall collect and receive all money due. The Treasurer shall be a custodian of these monies, shall deposit them in a bank and/or interest-bearing account designated by the Board of Directors and shall disburse the same as required to pay bills for the organization. That person shall present statements to the Board at their regular meetings and an annual report to the Annual Meeting. The books of the Treasurer shall be reviewed annually by a qualified individual appointed by the Board of Directors.
Sec. 6 as added 2026	<i>The Spokesperson.</i> The Spokesperson, in consultation and agreement with the Board, shall represent the League of Women Voters Concord Carlisle's views to the public either verbally or in writing.

Sec. 7 as added 2026	<i>The Clerk.</i> The Clerk shall be responsible for coordination and collaboration between the League of Women Voters Concord Carlisle and its not-for-profit partner for education and fundraising, League of Women Voters Concord Carlisle Education Fund, if in existence. The Clerk may be, but is not required to be, the same director designated as Secretary or the Spokesperson.
Sec. 1 as amended 1953, 1967, 1974, 1975, 1978, 1984, 2026	ARTICLE V Board of Directors <i>Number, Manner of Selection and Term of Office.</i> The Board of Directors shall consist of either: (1) the officers of the League (President, Vice President, Treasurer and Secretary) and at least four (4) elected directors, or (2) the officers of the League (Treasurer, Spokesperson) and at least four (4) elected directors sharing leadership as a Steering Committee The officers and elected directors shall be elected by the Annual Meeting and shall serve until the conclusion of the next regular Annual Meeting or until successors have been elected and qualified. The Board of Directors shall appoint such additional directors as they deem necessary to carry on the work of the League. The terms of office of the appointed directors shall be one (1) year and shall expire at the conclusion of the next Annual Meeting.
Sec. 2 as amended 1967, 1975, 1988	<i>Qualifications.</i> 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 League of Women Voters of Concord-Carlisle.
Sec. 3 as amended 1975, 2014, 2022	<i>Vacancies.</i> In the event of a vacancy on the Board of Directors by reason of resignation, death, or disqualification of an officer or elected member, and upon the request of the Board of Directors, the Nominating Committee will be charged with nominating candidate(s) to fill the vacancy. Following the nomination, if any, a majority vote of the remaining members of the Board of Directors would fill the position until the next Annual Meeting. Three consecutive absences from a board meeting without a valid reason may be deemed a resignation.
Sec. 4	<i>Powers and Duties.</i> 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 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. The Board shall create and designate such special committees as it may deem necessary.
Sec. 5 as amended 2009, 2020	<i>Meetings.</i> There shall be at least nine (9) regular meetings of the Board of Directors annually, which shall be open to all members of the League of Women Voters of Concord-Carlisle. The President may call special meetings of the Board of Directors and shall call a special meeting upon the written request of five members of the Board. Meetings may be conducted by electronic means, such as telephone conference call, video conferencing or email.

Sec. 6 as amended 2009, 2022	<i>Quorum.</i> A majority of the members of the Board of Directors shall constitute a quorum, and a majority of the members in attendance at any Board Meeting shall, in the presence of a quorum, decide its action. Any one or more members of the board may participate in a meeting by means of electronic conferencing, allowing 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.
Sec. 7 as amended 1975, 2014	<i>Executive Committee.</i> The Board may appoint an executive committee consisting of no fewer than five (5) members of the Board. The executive committee shall act in emergencies between meetings of the Board and shall exercise such other power and authority as may be delegated to it by the Board. Any action of the executive committee shall be reported to the Board at its next regular meeting.
Sec. 1 as amended 1998, 2009	ARTICLE VI Financial Administration <i>Fiscal Year.</i> The fiscal year of the League of Women Voters of Concord-Carlisle shall commence on the first day of July in each year and shall end on June 30 of the following year.
Sec. 2 as amended 1962, 1966, 1967, 1971, 1972, 1975, 1976, 1981, 1982, 1987, 1990, 2009, 2014, 2024	<i>Dues.</i> All members shall pay membership dues in accordance with LWVUS policy; some members are exempt from paying dues per Article III. Membership lasts for one year after joining or renewal. Any member who fails to pay dues within the period specified by LWVUS will be removed from the roster.
Sec. 3	<i>Budget.</i> A budget for the ensuing year shall be submitted by the Board of Directors to the Annual Meeting for adoption. The budget shall include support for the work of the League as a whole.
Sec. 4 as amended 1962, 1974, 1975	<i>Budget Committee.</i> A Budget Committee shall be appointed by the Board of Directors at least two (2) months prior to the Annual Meeting to prepare a budget for the ensuing year. The proposed budget shall be sent to all members at least two (2) weeks before the Annual Meeting. The Treasurer shall be ex-officio a member of the Budget Committee, but shall not be eligible to serve as Chairman.
Sec. 5 as added 2014	<i>Distribution of Funds on Dissolution.</i> In the event of the dissolution of the League of Women Voters of Concord-Carlisle, all moneys and securities which may at the time be owned by or under the control of the League of Women Voters of Concord- Carlisle shall be paid to the LWV of Massachusetts 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 League of Women Voters of Concord-Carlisle 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.

Sec. 1 as amended 2009, 2020, 2022	ARTICLE VII Meetings <i>Meetings.</i> There shall be at least two (2) meetings each year, in addition to the Annual Meeting. Time and place shall be determined by the Board of Directors. Meetings may be conducted by electronic conferencing.
Sec. 2 as amended 1967 1975, 1988, 1990, 2014, 2020	<i>Annual Meeting.</i> An Annual Meeting shall be held yearly, the exact date and place to be determined by the Board of Directors. The Annual Meeting shall: (a) Adopt a local program and a budget for the ensuing year. (b) Elect officers and directors, and members of the Nominating Committee. (c) Transact such other business as may properly come before it. <i>Quorum.</i> Ten (10%) of the members shall constitute a quorum. Annual meetings may be conducted by electronic conferencing.
Sec. 1 as amended 1953, 1967, 1988	ARTICLE VIII Nominations and Elections <i>Nominating Committee.</i> The Nominating Committee shall consist of five (5) members, two (2) of whom shall be members of the Board of Directors. The Chairman and two (2) members who shall not be members of the Board of Directors, shall be elected at the Annual Meeting. Nominations for these offices shall be made by the current Nominating Committee. The other two (2) members of the Committee shall be appointed by the Board of Directors, immediately after the Annual Meeting. Vacancies occurring in the Nominating Committee shall be filled by the Board of Directors.
Sec. 1 as adopted and amended 1962, 1967, 1974, 1975	ARTICLE IX Local Program and Positions <i>Authorization.</i> The governmental principles adopted by the National Convention, and supported by the League as a whole, constitute the authorization for the adoption of the Program.

Sec. 2	Local Program The Program of the League of Women Voters of Concord-Carlisle shall consist of those local government issues chosen for concerted study, advocacy and action for the coming year. The Annual Meeting shall act upon the Program using the following procedures: a. Recommendations for the Program for the upcoming year shall be considered by the Board of Directors prior to adoption at the Annual Meeting. Recommendations come either from the Program Planning meeting, or from individual LWVCC voting members. In either situation, the recommendations shall be submitted to the Board at least six weeks prior to the Annual Meeting. b. Upon consideration of the recommendations, the Board shall formulate a Proposed Program for the coming year. c. The Proposed Program shall be sent to all voting members at least two (2) weeks prior to the Annual Meeting. d. A <u>majority vote</u> of voting members present and voting at the Annual Meeting shall be required for adoption of the Proposed Program as presented to the Annual Meeting by the Board of Directors. e. If a recommendation submitted to the Board and considered by the Board is not included in the Program formulated and recommended to the Annual Meeting, then it may still come to the Annual Meeting for adoption under the following procedures: • A <u>majority</u> of voting members at the Annual Meeting <u>agree to consider the proposal</u>; and • A minimum of <u>two-thirds vote</u> is required for adoption. • <u>Changes in the Program</u>, in case of altered conditions, may be made at any time during the year upon recommendation of the Board, provided that 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. A <u>majority vote</u> of voting members present and voting is required for passage.
Sec. 3	Local Positions The LWVCC has adopted positions on a wide variety of local issues over the years. Many of these positions build on those adopted by the State and National Leagues. These are annually reviewed, as needed, by the Board. Any changes in the local positions of the LWVCC must be approved by members at the Annual Meeting. Notice of any proposed changes to local positions should be sent to members at least two (2) weeks prior to the Annual Meeting. A <u>majority vote</u> of voting members present and voting is required for passage.
Sec. 4	<i>Member Action.</i> Members may act in the name of the League of Women Voters only when authorized to do so by the President and/or Board of Directors.

Sec. 1 as amended 1962, 1967, 1975, 1988	ARTICLE X National Convention, State Convention and Council <i>National Convention.</i> 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 the convention in the number allotted the League of Women Voters of Concord- Carlisle under the provisions of the By-Laws of the League of Women Voters of the United States.
Sec. 2 as amended 1962, 1967, 1975, 1988	<i>State Convention.</i> 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 Convention in the number allotted the League of Women Voters of Concord- Carlisle under the provisions of the By-Laws of the League of Women Voters of Massachusetts.
Sec. 3 as amended 1962, 1967, 1975, 1988	<i>State Council.</i> 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 Council in the number allotted the League of Women Voters of Concord-Carlisle under the provisions of the By-Laws of the League of Women Voters of Massachusetts.
Sec. 1 as amended 1975, 2014	ARTICLE XI Parliamentary Authority <i>Parliamentary Authority.</i> The rules contained in the current version of Roberts 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.
Sec. 1 as amended 1974, 1975, 2009	ARTICLE XII Amendments <i>Amendments.</i> These By-Laws may be amended by a two-thirds vote of the voting members at the Annual Meeting, provided the amendments were submitted to the membership in writing at least two (2) weeks in advance of the meeting.
Sec. 1 as added 2007	ARTICLE XIII Temporary Variations in Governance Structure <i>Temporary Variations in the Governance Structure.</i> Notwithstanding any provision of these By-Laws to the contrary, the membership may, at any Annual Meeting, accept a slate of officers and directors that varies from that otherwise required by Articles IV and V of the By-Laws. The leadership group elected at any such annual Meeting shall carry out the responsibilities assigned to officers and directors in these Bylaws.