

BYLAWS
LEAGUE OF WOMEN VOTERS OF GREATER HARTFORD, CONNECTICUT
As Amended at the Annual Meeting - May 1990, May 1991
And Editorially Revised and Approved at the Annual Meeting - May 1995
As Amended at the Annual Meeting - May 1998, May 1999, May 2002, May 2005,
May 2006, June 2007, May 2020

ARTICLE I

Section 1 The name of this organization shall be the League of Women Voters of Greater Hartford, hereinafter referred to in these bylaws as "LWVGH". This local League 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 Connecticut, hereinafter referred to in these bylaws as "LWVCT".

ARTICLE II - PURPOSES AND POLICY

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

Section 2 Political Policy. The LWVGH may take action on local governmental measures and policies in the public interest in conformity with the Principles of the LWVUS. It 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 policy of the LWVGH shall be eligible for membership.

Section 2 Types of Membership. The membership of the LWVGH shall be composed of voting members and associate members.

- a. Voting Members. Citizens at least 18 years of age who join the League shall be voting members of local League, state League and of the LWVUS.
 - (1) Individuals 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 members-at-large of LWVCT.
 - (3) Those who have been members of the League for 50 years or more shall be honorary Life Members, excused from the payment of dues.
- b. Associate Members. All others who join the League shall be associate members. Those residing outside the United States shall be members of the LWVUS.

ARTICLE IV- BOARD OF DIRECTORS

- Section 1. Number, Manner of Selection and Terms of Office. The Board of Directors (hereinafter "the Board") shall consist of a minimum of three officers of this League, a minimum of four and up to six elected directors and not more than six appointed directors. One half of the elected directors shall be elected by the general membership at each Annual meeting and shall serve for a term of two years. Appointed directorships may be created or abolished by the Board as the Board may from time to time determine are needed or desirable. The terms of office of the appointed directors shall be for one year. The Directors may include but are not limited to Voters Service, communications and Membership.
- Section 2 Qualifications. All officers and directors shall be voting members of the LWVGH.
- Section 3 Vacancies. Any vacancy occurring in the Board of Directors by reason of the resignation, death, or disqualification of an officer or elected member may be filled, until the next Annual Meeting, by a majority vote of the remaining voting members of the Board of Directors.
- Section 4 Powers and Duties. 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 Annual Meeting, the State Convention, and the National Convention. The Board may appoint Committee Chairs as it deems necessary to carry out the work of the Board. The Board shall create and designate such special committees as it may deem necessary.
- Section 5 Meetings. There shall be at least six regular meetings of the Board of Directors annually. The President may call special meetings of the Board of Directors and shall call a special meeting upon written request of five members of the Board. The Secretary will notify the Board members of such meetings.
- Section 6 Quorum. A majority of the voting members of the Board of Directors shall constitute a quorum.
- Section 7 Remote Participation. Any one or more members of the Board may participate in a meeting by means of telephone or similar communications equipment allowing all persons participating in the meeting to communicate with each other at the same time. Participation by such means shall constitute presence in person at a meeting.
- Section 8 Directors' Consent Without a Meeting: If all the Board members severally or collectively consent in writing, whether conveyed by U.S. mail, email, facsimile or electronic transmission or comparable method, to any action(s) to be taken by this League, such action(s) will be valid corporate action(s) as though it or they had been authorized at a meeting of the Board. If such consents are not ratified by a vote at the next meeting of the Board, the Secretary may file such consents with the minutes of the meetings of the Board.

ARTICLE V - OFFICERS

Section 1 Enumeration and Election of Officers: The Officers of this League will be a President or Chairman, a Vice President, a Secretary and a Treasurer. The person or persons filling these offices shall be elected for terms of two years by the general membership at an Annual meeting and take office immediately. The offices of President and Treasurer shall be filled in odd-numbered years. The offices of the Vice President and Secretary shall be filled in even-numbered years. Each elected officer of the LWVGH shall have one vote.

Section 2 The Responsibilities of the President/Chair are to:

- preside at all meetings of the organization and of the Board of Directors
- sign or endorse checks, drafts and notes in the absence or disability of the Treasurer (if necessary)
- be ex-officio, a member of all committees except the Nominating Committee
- have such usual powers of supervision and management as may pertain to the office of President and perform such duties as may be designated by the Board.

Section 3 The Vice-Presidents shall perform such duties as the President and the Board may designate. In the event of absence, disability, resignation or death of the President, the Vice-Presidents, in order of their rank, shall possess all the powers and perform all the duties of that office until the next Annual Meeting. In the event that none of the Vice-Presidents is able to serve in this capacity, the Nominating Committee shall present a nominee for approval by the Board of Directors to fill the vacancy until the next Annual Meeting.

Section 4 The Responsibilities of the Office of the Secretary are to:

- take and keep minutes of all meetings of the Board of Directors
- notify all officers and directors of their election and of the fact that their duties begin immediately
- sign, with the President, all contracts and other instruments when so authorized by the Board
- perform such other functions as may be incidental to the office

Section 5 The Responsibilities of the Office of the Treasurer are to:

- collect and receive all money due
- be the custodian of this money, deposit it in a bank designated by the Board of Directors, and disburse the same only upon order of the Board
- present statements to the Board at their regular meetings and an annual report to the Annual Meeting

The Board of Directors may appoint a qualified person to conduct an independent compilation or audit of the books every two years or when the Treasurer changes, whichever is sooner, and the findings shall be submitted to the Board.

Section 6 Offices held Jointly: Any executive position may be held jointly by more than one elected member.

ARTICLE VI - FINANCIAL ADMINISTRATION

- Section 1 Fiscal Year. The fiscal year of the LWVGH shall commence the first day of June each year.
- Section 2 Dues. There shall be annual dues. A two-thirds vote of the voting members present and voting at the Annual Meeting shall be required to make a change in the existing dues rate, and to set the date of implementation. Notice of a proposed dues change shall be sent to the membership at least one month in advance of the Annual Meeting. Any member who fails to pay these dues within 60 days after they become payable shall be dropped from the membership roll.
- Section 3 The Budget.
- a. A budget for the ensuing year shall be prepared prior to the Annual Meeting to include support for LWVGH, LWVCT, and LWVUS.
 - b. A Budget Committee may be appointed by the Board of Directors. The Treasurer shall not be eligible to serve as Chair of the Budget Committee. The Committee shall submit its budget to the Board of Directors for approval.
 - c. The Board of Directors shall send the proposed budget to all members at least one month before the Annual Meeting. A majority vote of voting members present and voting at the Annual Meeting shall be required for adoption.
- Section 4 Net Earnings: No part of the net earnings of LWVGH will inure to the benefit of, or be distributable to, its members, directors, officers, or other private persons, except that the LWVGH will be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of its purposes.
- Section 5 Self-Dealing: The LWVGH will not engage in any act of self-dealing, as defined in Section 4941(d) of the Internal Revenue Code of 1986 or corresponding provisions of any subsequent federal tax law.
- Section 6 Dissolution
- a. Procedures: Consistent with the bylaws, rules and procedures of the LWVUS and the LWVCT, this League may be dissolved at any time by the vote of not less than 2/3 of its members.
 - b. Distribution of Assets: Upon dissolution of this League, the Board will, after paying or making provision for the payment of all of the liabilities and obligations of this League, dispose of all of the assets of this League in such manner as the Board will resolve, to the LWVCT, provided that the LWVCT qualifies at the time of this League's dissolution as an exempt organization under Section 501(c)3 or Section 501(c)4 of the Internal Revenue Code of 1986 (or the corresponding provisions of any subsequent federal tax law), and provided further that the LWVCT is at that time an eligible recipient under the bylaws, rules and procedures of the LWVUS. If the LWVCT is at that time not qualified as exempt, this League will dispose of its assets in accordance with all then applicable state and federal laws, rules and regulations, and any then applicable bylaws, rules, and procedures of the LWVUS.

ARTICLE VII - MEETINGS

- Section 1 Membership Meetings. Each year there shall be at least three meetings/events open to the membership. Time and place shall be determined by the Board of Directors.
- Section 2 Annual Meeting. An Annual Meeting shall be held during the months of April or May, the exact date to be determined by the Board of Directors. 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 properly come before it.
- Section 3 Quorum. 20% of voting members present and voting shall constitute a quorum at the Annual Meeting and at general membership meetings where a vote is taken.
- Section 4. Remote Participation in a Meeting. Any one or more members, or all, of this League may participate in a meeting by means of email communications, mail communications via the United States Postal Service, telephone conference call, videoconference, or similar remote communications allowing all persons participating in the meeting to communicate with each other over the course of the meeting. Participation by such means shall constitute presence in person at a meeting.
- Section 5. Members' Consent Without a Meeting: If a majority of this League's members consent in writing, whether conveyed by U.S. mail, electronic transmission or any comparable method, to any action(s) to be taken by this League, such action(s) will be valid corporate action(s) as though it or they had been authorized at a general membership meeting. The Secretary will note such consents in the Minutes of the next general meeting or Board meeting immediately following the vote.

ARTICLE VIII - NOMINATIONS AND ELECTIONS

- Section 1 Nominating Committee. The Nominating Committee shall consist of three members: a Chair, a Board member, and a member from the general membership. The Chair shall be elected at the Annual Meeting. Nomination for this position shall be made by the current Nominating Committee. The other member from the Board, shall be appointed by the Board of Directors following the Annual Meeting. Suggestions for nominations for officers and directors may be sent to this committee by any voting member.
- Section 2 Report of the Nominating Committee and Nominations from the Floor. The report of the Nominating Committee of its nominations for officers, directors, and Chair of the Nominating Committee shall be sent to all members at least one month 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 provided the consent of the nominees shall have been secured.
- Section 3 Elections. The election shall be by ballot. If there is but one nominee for each office, then the Secretary shall be instructed to cast the ballot for every nominee. A majority vote of those qualified to vote and voting shall constitute an election.

ARTICLE IX - PROGRAM

Section 1 Authorization. The governmental principles adopted by the LWVUS in National Convention constitute the authorization for the adoption of program by LWVUS, LWVCT, and LWVGH.

Section 2 Program. The program of the LWVGH shall consist of those local, state, and national governmental issues chosen for concerted study and action. The program shall also include positions on governmental issues to which the LWVGH has given sustained attention and on which it may continue to act.

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 formulate a proposed program using recommendations made by the membership at program planning meetings.
- b. The proposed program shall be sent to all members at least one month before the Annual Meeting.
- c. A majority 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.
- e. Program item(s) that were not recommended by the Board of Directors may be considered by the Annual Meeting provided that:
 - (1) the membership shall be given prior notice of proposed not-recommended item(s) prior to the Annual Meeting;
 - (2) the Annual Meeting shall order consideration by a majority vote; and
 - (3) the Annual Meeting shall adopt the item(s) by a two-thirds vote.
- f. Changes in the program, in the case of altered conditions, may be made by the Board of Directors provided that the membership is notified at least two weeks in advance of the Board meeting at which the change is to be discussed. Members may appear and speak. A two-thirds vote of Board members present and voting shall be required to make a change in the program.

Section 4 Member Action.

- a. Members may act in the name of the LWVGH only when authorized to do so by the Board of Directors or by the Executive Committee. They may act only in conformity with and not contrary to a position taken by the LWV of Greater Hartford, the LWVCT, or the LWVUS.
- b. Member agreement for action may be reached through any of various methods approved by the Board, so long as members are fully informed and afforded an opportunity to respond.

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

Section 1 National Convention. The Board of Directors at a meeting before the date on which names of delegates must be sent to the National office, shall select delegates to the convention in the number allotted the LWVGH under the provisions of the bylaws of the 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 the LWVGH under the provisions of the bylaws of the LWVCT.

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 that council in the number allotted the LWVGH under the provisions of the bylaws of the LWVCT.

ARTICLE XI - PARLIAMENTARY AUTHORITY

Section 1 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 XII - AMENDMENTS

Section 1 Amendments. These bylaws shall be reviewed periodically by a committee appointed by the Board of Directors and may be amended by a two-thirds vote of the voting members present and voting at the Annual Meeting, provided the proposed amendment changes were submitted to the membership in writing at least one month in advance of the meeting. Proposed amendments to the bylaws not recommended by the committee appointed by the Board of Directors may be submitted to the membership at least one month in advance of the Annual Meeting. The Annual Meeting shall order consideration by a majority vote and shall adopt by a two-thirds vote.