

BYLAWS OF THE LEAGUE OF WOMEN VOTERS OF THE HELENA AREA

Last Update April 17, 2023

ARTICLE I Name

The name of this organization shall be League of Women Voters of the Helena Area, hereinafter referred to in these bylaws as LWVHA.

ARTICLE II Purposes

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

Section 2. Policies – Nonpartisanship and Diversity, Equity and Inclusion. The League shall not support or oppose any political party or any candidate.

- A. Political Policy. The LWV of the Helena Area shall not support or oppose any political party or any candidate.
- B. Diversity, Equity & Inclusion Policy. The LWV of the Helena Area is fully committed to ensure compliance – in principle and in practice – with LWVUS’ Diversity, Equity and Inclusion Policy.

ARTICLE III Membership

Section 1. Eligibility. Any person who subscribes to the purposes and policy of the LWVHA shall be eligible for membership.

Section 2. Types of Membership.

- A. Voting Members. Citizens at least 16 years of age who join the League shall be voting members of local Leagues, state Leagues 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 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

Section 1. LWVHA may use a traditional model of organization, or an alternative model subject to approval at the annual business meeting. This may include, but is not limited to elected officers, leadership team management, or co-leadership of particular offices or positions. The model chosen must

be approved at the annual business meeting. The structure chosen will be governed by the relevant sections of the bylaws.

Section 2. Traditional Structure - Officers and Board of Directors. The LWVHA may have a president, a vice president, secretary, treasurer, and at least three other Board of Directors members.

- A. Enumeration and Election of Officers. The officers of LWVHA--President, Vice-President, Secretary, and Treasurer--shall be elected by Convention for a two-year term and shall hold office until the conclusion of their term or until their successors have been elected and qualified. The President shall be elected in odd years and the Vice-President and Treasurer in even years.
- B. The President. The President shall have such powers of supervision and management as customarily pertain to the office; shall preside at all meetings of the organization and of the Board of Directors; shall be an ex-officio 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.
- C. The Vice-President. The Vice-President, in the absence, resignation, disability or death of the President will possess all the powers and perform all the duties of that office. If the Vice-President is unable to serve in this capacity, the Board of Directors shall elect one of its members to fill the vacancy. The Vice-President shall perform such other duties as the President and Board may designate.
- D. The Secretary. The Secretary shall keep minutes of the annual business meeting and of meetings of the Board of Directors. The Secretary shall notify all officers and directors of their election. The Secretary shall sign, with the President, all contracts and other instruments when so authorized by the Board, and shall perform such other functions as may be incident to the Secretary's office.
- E. The Treasurer. The Treasurer shall collect and receive all monies due, except that the Board may appoint a special project treasurer who shall be accountable to the Board. The Treasurer shall be the custodian of these monies, shall deposit them in a bank or banks designated by the Board of Directors, and shall disburse the same only upon order of the Board of Directors. The Treasurer shall present periodic statements to the Board at its regular meetings and an annual report at the annual business meeting. The President shall appoint a review committee to review the books annually and to present a report at the annual business meeting. The Treasurer shall file taxes in accordance with regulations for non-profit organizations and perform other financial duties as needed. The Treasurer shall maintain an up-to-date membership list of all League members.

Section 3. Leadership Team.

- A. Election, Qualifications and Term. The Board of LWVHA shall consist of a presiding officer, an assistant presiding officer, a treasurer and at least 3 directors. They shall be elected at the annual business meeting and shall serve for two-year terms or until their successors have been elected or appointed and qualified. All directors shall be voting members of the League. Vacancies may be filled or additional Leadership Team members may be added by appointment of the Leadership Team. They will serve until the next annual election.
- B. Powers. The Leadership Team shall manage and supervise the business, affairs and activities of the LWVHA, subject to the instructions of the annual business meeting. It shall accept responsibility for such other matters as the national or state board may, from time to time, delegate to it. It may have the power to create such special committees as it deems necessary and shall perform such other duties as are specified in these bylaws.

- C. The Leadership Team will inform the membership of the distribution of their duties at the annual business meeting.

Section 4. Co-leadership of particular offices or positions. This model follows the Traditional leadership model or the Leadership Team Options with the following exceptions:

- A. At the annual meeting each year, one or two members shall be elected to fill an office as needed and as available for a one or two-year term.
- B. The incumbent in the second year of holding the office, will assume the primary duties with assistance from the newly elected co-office-holder.
- C. Alternatively, duties may be shared between both Co-officers according to need and availability.

ARTICLE V Meetings

Section 1. Membership Meetings. There will be at least 9 meetings of the membership and or public each year. The Board or Leadership Team shall determine the time and place of the meetings. These meetings shall include an annual business meeting.

Section 2. Annual Business Meeting. There shall be an annual business meeting to elect officers or leadership team members, approve a budget, bylaws and board structure if there is a change, and other business such as program, annual goals or directions to delegates to LWVMT or LWVUS Conventions or Council.

Section 3. Quorum. Thirty percent (30%) of the voting members shall constitute a quorum at all business meetings of the LWVHA, provided that notice of the meeting is sent to the members at least one week in advance.

Section 4. Board or Leadership Team Meetings.

- A. Meetings. At least two (2) regular Meetings of the Board or Leadership Team shall be held annually
- B. The Board or Leadership Team may designate one member or the members may share the responsibility for preparing an agenda for each such meeting, with input from the remaining members of the Board, Leadership Team or the chair of any appropriate off-board committee and for ensuring that the minutes are kept of all meetings of the Board or Leadership Team and of the annual business meeting. The Presiding Member or Board President may call special meetings and shall call a special meeting upon the written request of two other members of the Board or Leadership Team. Three consecutive absences from meetings, without excuse, shall constitute a resignation.
- C. Quorum. A majority of the members of the Board or Leadership Team of the LWVHA shall constitute a quorum. Any one or more members of the Board or Team may participate in a meeting by means of a conference telephone or similar equipment 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.

Section 5. Electronically-Conferenced Meetings. When beneficial or desired, meetings may be held by conference telephone, video conferencing, or other communication technology.

ARTICLE VI
Nomination and Elections

Section 1. Nominating Committee. The Board or Leadership Team is responsible for succession planning. If a nominating committee is used, it shall consist of at least two members. The chair and one member, who shall not be members of the Board or Leadership Team, shall be elected by the annual business meeting. Immediately following the annual business meeting, the Board or Leadership Team shall appoint one of its members to the committee. Vacancies shall be filled by appointment of the Board or Leadership Team.

Section 2. Report of the Nominating Committee. The report of the nominating committee, containing its nominations for Officers, or Leadership Team and the chair and one member of the next nominating committee shall be sent to the members one month before the annual business meeting. The report of the nominating committee shall be presented to the annual business meeting. Nominations may be made from the floor immediately thereafter, provided the consent of the nominee has been obtained.

Section 3. Elections. Election shall be by ballot, except that if there is only one nominee for each Leadership Team position, it shall be by voice vote. A majority vote shall constitute election.

ARTICLE VII
Principles and Program

Section 1. Principles. The Principles are concepts of government adopted by the national convention and supported by the League as a whole. They are the authorization for the adoption of national, state and local programs.

Section 2. Program. The program of the LWVHA shall consist of action to implement the Principles and those governmental issues chosen by the annual business meeting for concerted study and action, provided that, as a condition of recognition by the state and national positions. The Board or Leadership Team shall recommend to the membership, at the annual business meeting, a program of work focused on the local community. Program of work, as used in these bylaws, may be in the form of observing local government, advocating on a local issue or educating the membership and the community on the structure and services of local government. The annual business meeting may adopt the Board or Leadership Team recommended program or any similar program of work provided that any program of work adopted by the LWVHA shall focus on the local community.

Section 3. Program Action. Members may act in the name of the LWVHA only when authorized to do so by the Board or Leadership Team. They may act only in conformity with a position taken by the LWVHA, the LWVMT and the LWVUS.

ARTICLE VIII
Financial Administration

Section 1. Fiscal Year. The fiscal year of the LWVHA shall commence on the first of April each year.

Section 2. Dues. Annual dues shall be payable by October 15 of each year. Any member who fails to pay dues by December 31 shall be dropped from the membership rolls.

Section 3. Budget. An annual budget shall be prepared by the Treasurer and approved by the Board or Leadership Team and shall be published to the membership no less than one month prior to the annual business meeting. The budget, as presented, may be amended at the annual business meeting and shall be adopted at the annual business meeting by a majority vote.

Section 4. Financial Review. The Board or Leadership Team shall appoint one or more members to audit the books and report the findings at the annual business meeting.

Section 5. Distribution of Funds on Dissolution. In the event of the dissolution of the LWVHA, all moneys and securities which may at the time be owned by or under the control of the LWVHA shall be paid to the LWVMT 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 by or under the control of the LWVHA shall be disposed of to such person, organization, or corporation for such public, charitable or educational use and purposes as the Board or Leadership Team may designate.

ARTICLE IX Parliamentary Authority

The rules contained in the current edition of *Roberts Rules of Order Newly Revised* shall govern the organization in all cases to which they are applicable and not inconsistent with these bylaws.

ARTICLE X Amendments

These bylaws may be amended by a two-thirds vote of the voting members at the annual business meeting, provided that the proposed amendments were submitted to the membership in writing at least one month in advance of the meeting.

Adopted 5/2012
Revised 4/2021
Revised 4/2023