

LEAGUE OF WOMEN VOTERS OF THE LA GRANGE AREA BYLAWS

Approved December 4, 2018

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MISSION STATEMENT

The League of Women Voters, a nonpartisan political organization, encourages informed and active participation in government, works to increase understanding of major public policy issues, and influences public policy through education and advocacy.

ARTICLE I - ORGANIZATION

Section 1. NAME.

The name of this organization shall be the League of Women Voters of the La Grange Area (hereinafter referred to as "LWVLGA"). The LWVLGA is an integral part of the League of Women Voters of the United States (hereinafter referred to as "LWVUS"), the League of Women Voters of Illinois (hereinafter referred to as "LWVIL") and the League of Women Voters of Cook County (hereinafter referred to as "LWVCC").

ARTICLE II - PURPOSE AND POLICY

Section 1. PURPOSE.

The purpose of the LWVLGA is to promote political responsibility through informed and active participation in government and to act on selected government issues

Section 2. POLITICAL POLICY.

LWVLGA may take action on local government 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 purpose and policy of the LWVLGA shall be eligible for membership.

Section 2. TYPES OF MEMBERSHIP.

The membership of the LWVLGA shall be composed of voting members and associate members.

- A. **Voting Members** - Persons at least 16 years of age who join the League shall be voting members of the local, county, and state leagues of their place of joining and of the LWVUS. Those who

have been members of the League for 50 years or more shall be honorary life members, excused from the payment of dues to the LWVLGA.

B. **Associate Members** - All others who join the League shall be associate members.

ARTICLE IV BOARD OF DIRECTORS

Section 1. NUMBER. MANNER OF SELECTION AND TERM OF OFFICE.

The Board of Directors shall consist of the officers of the LWVLGA, four elected Directors, and not more than four appointed Directors. Two of the elected Directors shall be elected by the general membership at the Annual Meeting in odd-numbered years, and two of the elected Directors in even-numbered years, and they shall serve for a period of two years or until their successors have been elected and qualified. The President shall appoint, with the approval of the officers and the elected Directors, such additional Directors, not exceeding four, as deemed necessary to carry on the work of the LWVLGA. The term of the appointed Directors shall be one year and shall expire at the conclusion of the next Annual Meeting.

Section 2. QUALIFICATIONS AND TENURE.

No person shall be elected or shall continue to serve as a Director of this organization who is not a voting member of the LWVLGA.

Section 3. VACANCIES.

Any vacancy occurring in the elected Directors by reason of resignation, death, or disqualification may be filled, until the next Annual Meeting, by a majority vote of the remaining Board of Directors. Three consecutive absences from a Board Meeting of any elected Director without valid reasons shall be deemed a resignation. A vote by the Members at the next Annual Meeting shall fill the vacancy remaining in the term, if any.

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 National, State and County Conventions, and at the Annual Meeting. The Board shall create and designate such special committees as it may deem necessary. A Parliamentarian may be requested by the President to attend Board or Membership Meetings in an advisory capacity but not as a member of the Board. The Board may authorize the destruction of any LWVLGA records over seven years old.

Section 5. MEETINGS.

Annually, there shall be at least six Board of Directors meetings. The President may call special meetings of the Board of Directors and shall call a special meeting upon written request of four members of the

Board. Board members shall be notified of a Board meeting at least one week prior to the meeting. It shall be at the President's option to conduct special meetings and a maximum of three regular meetings by electronic or other available inclusive alternative methods. The President can, with the approval of a majority of Board members, call additional electronic meetings when an in-person meeting would be ill-advised or impossible.

Each board member may remotely attend up to three in-person meetings per year with full voting privileges if he or she is unable to attend in person due to work requirements, family emergencies, or health issues, and providing the request is made with enough advance notice to accommodate his or her full participation via electronic means.

ARTICLE V OFFICERS

Section 1. ENUMERATION AND ELECTION OF OFFICERS.

The Officers of the LWVLGA shall be a President (or two Co Presidents), a First Vice President, a Second Vice President, a Secretary, and a Treasurer, who shall be elected for terms of two years by the general membership at the Annual Meeting and take office immediately. The President(s), the Second Vice President, and the Treasurer shall be elected in odd numbered years. The First Vice President and the Secretary shall be elected in even numbered years. No Officer shall serve more than two successive terms in the same office.

Section 2. THE PRESIDENT.

The President(s) shall preside at all meetings of the organization and the Board of Directors. In the absence or disability of the Treasurer, the President(s) shall sign or endorse checks, drafts and notes. The President(s) shall be, ex officio, a member(s) of all committees except the Nominating Committee, and 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. The President shall have authority to appoint committees from time to time that may be required to carry out the mission of the LWVLGA.

Section 3. THE VICE PRESIDENTS.

The two Vice Presidents, in the order of their rank, shall in the event of the absence, death or disability of the President(s), possess all the powers and perform all the duties of that office until such time as the President is able to resume the duties of that office.

Section 4. THE SECRETARY.

The Secretary shall keep minutes of all meetings of the Board of Directors and shall perform such other functions as may be incident to the office.

Section 5. THE TREASURER.

The Treasurer shall collect and receive all monies due, shall be custodian of these monies, shall deposit them with a financial institution approved by the Board of Directors and shall disburse the same in accordance with the budget or upon order of the Board. The Treasurer shall present statements to the Board at their regular Board Meetings, and an annual report at the Annual Meeting. The Treasurer shall sign with the President(s) all contracts and other instruments when so authorized by the Board.

Section 6. EXECUTIVE COMMITTEE.

The President(s), Vice Presidents, Secretary and Treasurer shall constitute an Executive Committee. Said Committee shall have the authority to deal with any emergency matter which may occur and which cannot await action at a regular Board Meeting. At the next regular Board Meeting, the Committee shall report on all actions taken by it after the last regular meeting off the Board.

Section 7. OFFICER VACANCIES.

Vacancies in the offices of Vice President, Secretary, or Treasurer, occurring by reason of resignation, death or disqualification, shall be filled by a majority vote of the remaining members of the Board of Directors, until the next Annual Meeting, at which time the office shall be filled for the balance of its term, by a vote of the membership.

ARTICLE VI FINANCIAL ADMINISTRATION

Section 2. DUES.

Dues, as recommended by the Board of Directors, with the approval of the general membership, shall be payable annually at the beginning of the fiscal year, July 1. Any Member who fails to pay within six months after dues are payable may be dropped from the membership rolls, at the discretion of the President and Treasurer. New members who join between January 31 and June 30 shall remain members until June 30 of the following fiscal year. Members who are enrolled in the LWVLGA shall be voting members of the LWVLGA, Interleague Organizations, the LWVIL and the LVWUS and shall pay annual dues to the LWVLGA as determined by the LWVLGA.

- a) When two Members reside at the same address in a common household, their combined dues shall be equal to one and one-half times the amount of dues for an individual.
- b) Students may be offered a reduced membership rate, as approved by the Board. A student is defined as an individual enrolled full time in an accredited educational institution.
- c) On an ad hoc basis, the Executive Committee and Membership Development Chair(s) can reduce membership dues based on need.

Section 3. BUDGET.

The current budget, proposed budget, and actual financial statement then shall be sent to all Members one month before the Annual Meeting when the proposed budget will be submitted to the Members for adoption. The budget shall include support for the work of the LWVLGA as a whole.

Section 4. BUDGET COMMITTEE.

A Budget Committee shall be appointed by the Board of Directors at least three months before the annual meeting to prepare a budget for the next fiscal year. At least two months prior to the Annual Meeting when the proposed budget will be submitted to the Members, the proposed budget first shall be submitted to the Board for review and approval. The Budget Committee shall consist of the Treasurer and at least one non Board member. The Treasurer shall not be eligible to serve as Chairperson of the Budget Committee

Section 5. FINANCIAL REVIEW.

The books of the Treasurer shall be closed for the purpose of review at the end of the fiscal year and at any time during the fiscal year when there is a change of Treasurer. A non-Board Member shall be appointed by the President(s) to conduct the review.

Section 6. LIMIT OF FINANCIAL OBLIGATION.

No Member or committee shall incur financial obligations for the LWVLGA except by approval of the Board or Executive Committee.

Section 7. DISTRIBUTION OF FUNDS ON DISSOLUTION.

In the event of dissolution of LWVLGA for any reason, all monies and securities owned by the LWVLGA shall be paid to the LWVIL, after other obligations have been met.

ARTICLE VII MEETINGS

Section 1. MEMBERSHIP MEETINGS.

The time and place of the Membership (general) Meetings of the LWVLGA shall be determined by the Board of Directors. The President may call Special Membership Meetings. There shall be at least four meetings of the membership, including the Annual Meeting, each year.

Section 2. ANNUAL MEETINGS.

Annual Meetings shall be held in May or June, the exact date to be determined by the Board of Directors. At the Annual Meeting, Members:

- a) May adopt a local Program for the ensuing year;
- b) Shall elect Officers, Directors, and members of the Nominating Committee;
- c) Shall adopt an adequate budget; and
- d) May transact such other business as may properly come before it.

Section 3. QUORUM.

One-fifth of the membership shall constitute a quorum at the Annual Meeting and Membership (general) Meetings of the LWVLGA.

ARTICLE VIII NOMINATIONS AND ELECTIONS

Section 1. NOMINATING COMMITTEE.

A Nominating Committee of three Members shall be elected by the membership at the Annual Meeting. One member shall be from the Board of Directors. The Chairman and the third member shall come from the membership at large. The committee shall be considering potential LWVLGA leadership throughout the year so that it may be able to present the best possible slate for elections at the Annual Meeting. Any vacancy on the Nominating Committee shall be filled by the Board of Directors. Suggestions for nominations for Officers and Directors may be sent to the committee by any voting Member. The non-Board Members of the Nominating Committee shall endeavor to attend at least two Board Meetings prior to presentation of the report of nominations.

Section 2. DUTIES AND REPORT OF THE NOMINATING COMMITTEE AND NOMINATIONS FROM THE FLOOR.

The Nominating Committee shall provide a nominee for each office to be filled for the ensuing year and three members of the Nominating Committee. The report of the Nominating Committee shall be presented to the Board at least two months before the date of the Annual Meeting and the recommendations shall be sent to all Members one month before the date of the Annual Meeting. Immediately following the presentation of the report at the Annual Meeting, nominations may be made from the floor by any voting Member provided the consent of the nominee has been secured.

Section 3. ELECTIONS.

The election shall be by ballot at the Annual Meeting, provided that when there is but one nominee for an office, the Secretary shall be directed by the President to cast the ballot for that uncontested office. If all offices are uncontested, the President shall declare the election for the slate by acclamation

ARTICLE IX LOCAL PROGRAM

Section 1. AUTHORIZATION.

The governmental principles adopted by the National Convention and supported by the LWVUS as a whole constitute the authorization of the Program

Section 2. PROGRAM.

The Program of the LWVLGA shall consist of those local government issues chosen for concerted study and action.

a) At least four months prior to the Annual Meeting, the Board shall solicit recommendations for proposed study and action and, at least two months prior to the Annual Meeting, voting Members may submit recommendations for proposed study and action to the Board of Directors.

b) The Board of Directors shall consider the recommendations submitted by the voting Members two months prior to the Annual Meeting, and shall formulate a Proposed Program.

c) The Proposed Program shall be sent to all Members one month before the Annual Meeting.

d) A majority vote of voting Members present 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) Recommendations for Program submitted by voting Members may be considered at the Annual Meeting provided that:

1)The Annual Meeting shall order consideration by a majority vote of voting Members present.

2)The Annual Meeting shall adopt the item by a two-thirds vote of voting Members present. Section 3. Program Changes In the case of altered conditions, program changes may be made provided that:

a) Information concerning the proposed changes has been sent to all Members at least one month prior to a Membership (general) Meeting at which the change will be discussed and voted upon; and

b) A quorum is present at the membership meeting. A majority vote shall be required for adoption.

Section 3. Program Changes

In the case of altered conditions, program changes may be made provided that:

a) Information concerning the proposed changes has been sent to all Members at least one month prior to a Membership (general) Meeting at which the change will be discussed and voted upon, and

b) A quorum is present at the Membership Meeting. A majority vote will be required for adoption.

Section 4. MEMBER ACTION.

Members may act in the name of the League of Women Voters only when authorized to do so by the appropriate Board of Directors of LWVUS, LWVIL, LWVCC, or LWVLGA.

ARTICLE X. NATIONAL, STATE AND COUNTY CONVENTIONS AND STATE COUNCIL

Section 1. NATIONAL CONVENTION.

The Board of Directors, at a meeting before the date on which the names of delegates will be sent to the LWVUS, shall select delegates to that convention in the number allotted the LWVLGA 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 will be sent to the LWVIL, shall select delegates to that convention in the number allotted the LWVLGA under the provisions of the Bylaws of the LWVIL.

Section 3. COUNTY CONVENTION.

The Board of Directors, at a meeting before the date on which the names of delegates will be sent to the LWVCC, shall select delegates to that convention in the number allotted the LWVLGA under the provisions of the Bylaws of the LWVCC.

Section 4. STATE COUNCIL.

The President(s) may be the first delegate to the State Council Meeting. The Board of Directors may select any interested Members to attend as delegates in the number allotted by LWVIL.

ARTICLE XI PARLIAMENTARY AUTHORITY

Section 1. RULES.

a) The rules contained in Roberts 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.

b) A Parliamentarian shall be appointed by the President following the Annual Meeting to serve through the next Annual Meeting. c) The Parliamentarian shall attend the Annual Meeting.

ARTICLE XII AMENDMENTS

Section 1. AMENDMENTS.

These Bylaws may be revised/amended by a two-thirds vote of the voting Members present and voting at any Membership Meeting, provided that:

a) The proposed amendments were submitted to the membership in writing at least one month in advance of the meeting, and

b) Copies of the proposed amendments were previously submitted to the LWVIL and to the LWVLGA Board of Directors.

