

# **The League of Women Voters of the Hamptons**

## **2019 By-laws As Approved May 2019**

### **ARTICLE I: NAME**

The name of this organization shall be the League of Women Voters of the Hamptons, hereinafter referred to in these Bylaws as LWWH. This local League is an integral part of the League of Women Voters of the United States (LWVUS),-the League of Women Voters of New York State (LWVNYS), and of the League of Women Voters of Suffolk County (LWVSC).

### **ARTICLE II: PURPOSE AND POLICY**

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

Section 2. Policy. LWWH shall not support or oppose any political party or candidate.

### **ARTICLE III: MEMBERSHIP**

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

Section 2. Types of Membership.

a. *Voting members.* Persons at least 16 years of age who join the League shall be voting members of local leagues, state Leagues, and of the LWVUS; (1) those 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.

b. *Associate members.* All others who join the League shall be associate members.

### **ARTICLE IV: BOARD OF DIRECTORS**

Section 1. Selection of term. The Board of Directors shall consist of:

a. The officers (see ARTICLE V: OFFICERS).

b. Elected Directors. Four directors, elected by the general membership at the Annual Meeting, who each serve a two-year term. Two of the four will be elected each year and will serve until their successors have been elected.

c. Appointed Directors. Not more than ten directors appointed by the members of the Board. They shall serve a term of one year.

Note: changes from 2018 are highlighted in yellow

Section 2. Qualifications. All directors shall be voting members of the LWVH.

Section 3. Vacancies. Any vacancy occurring in the Board of Directors by reason of absence, disability, resignation or death may be filled, until the next Annual Meeting by a majority vote of the remaining members of the Board of Directors. Three consecutive absences from a Board meeting by any member, without a valid reason, will be considered a resignation.

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 instructions from the National Convention, the State Convention and the LWVH Annual Meeting. The Board shall create and designate such special committees as it may deem necessary.

Section 5. Meetings. The Board of Directors shall meet at least nine times annually. 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.

Section 6. Quorum. A majority of the members of the Board of Directors shall constitute a quorum.

## **ARTICLE V: OFFICERS**

Section 1. Enumeration and Election of Officers. The officers of the LWVH shall be a President, Co-Presidents, or an Executive Committee; up to four Vice Presidents; a Secretary; and a Treasurer. If an Executive Committee is chosen, it should consist of members of the Board of Directors. The Nominating Committee will recommend the number of Vice Presidents. At the Annual Meeting, the general membership will elect the officers for two-year terms. They will take office immediately. The President(s), no more than two Vice Presidents, and the Secretary shall be elected in odd-numbered years. No more than two Vice Presidents and the Treasurer shall be elected in even-numbered years.

Section 2. The President. The President(s) shall preside at all meetings of the organization and of the Board of Directors. In the absence or disability of the Treasurer, the President(s) may sign or endorse checks, drafts and notes. The President(s) shall be, ex-officio, a member of all committees except the Nominating Committee. The President(s) shall have such usual powers of supervision and management as may pertain to that office and perform such other duties as may be designated by the Board.

Section 3. The Vice Presidents. In the event of the absence, resignation, disability or death of the President(s), the Vice Presidents, in order of years of service on the LWVH Board, shall assume the office until such time as the Board of Directors shall select a voting member of LWVH to fill the vacancy. The Vice Presidents shall perform such duties as the President(s) and the Board shall designate.

Section 4. The Secretary. The Secretary shall keep the minutes of the Annual Meeting; all meetings of the Board of Directors; and shall sign, with the President, all contracts and other instruments when so authorized by the Board; as well as performing other functions as may be incident to the office. If there is a Communications Secretary, he or she will also oversee content of The Voter, the public and members-only section of the LWVH website, Facebook, Constant Contact and other communications.

Note: changes from 2018 are highlighted in yellow

Section 5. The Treasurer. The Treasurer shall collect, receive and disburse all monies; be the custodian of these monies, deposit them in banks and other financial institutions designated by the Board, and give an annual report at the Annual Meeting and regular reports to the Board.

## **ARTICLE VI: FINANCIAL ADMINISTRATION**

Section 1. Fiscal Year. The fiscal year of LWVH shall be from June 1 to May 31 of each year.

Section 2. Dues. Annual dues shall be payable by June 1, in an amount determined by the Board prior to the Annual Meeting. Any member who fails to pay dues by December 1 will be notified and dropped from the membership rolls. Dues paid by new members between February 1 and May 31 will apply through May 31 of the following year. When two or more members reside at the same address in a common household, a payment equal to approximately one and one-half (1-1/2) times the annual dues shall be paid.

The dues for a member who is a student shall be proposed by the Membership Committee and approved by the LWVH Board. A student is an individual enrolled either full-or part-time in an accredited institution.

Section 3. Budget. A budget for the coming year shall be submitted by the Board of Directors at the Annual Meeting for adoption. The budget shall include support for the work of the League as a whole.

Section 4. Budget Committee. A Budget Committee shall be appointed by the Board of Directors 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 Chairman of the Budget Committee. The proposed budget shall be sent, electronically whenever an e-mail address is available, to all members one month before the Annual Meeting.

## **ARTICLE VII: MEETINGS**

**Section 1. Meetings. There shall be at least four Public Information Meetings (PIM) sponsored by the LWVH each year; an Annual Meeting (see below); and a Program Planning Meeting (see Article IX).**

Section 2. Annual Meeting. An Annual Meeting shall be held in May. The exact date is 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 a budget
- d. Transact such other business as may properly come before it.

**Section 3. Quorum.** The quorum for the Annual Meeting shall be 15% of the voting members.

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## **ARTICLE VIII: NOMINATIONS AND ELECTIONS**

Section 1. Nominating Committee. The Nominating Committee shall consist of five members, two of whom shall be members of the Board of Directors. The chairman and two members, who shall not be members of the Board, shall be elected at the Annual Meeting. Nominations for these three positions shall be made by the current Nominating Committee. The other two members shall be appointed by the Board of Directors immediately following the Annual Meeting. Nominations for officers and directors may be sent to this committee by any voting member. The Board of Directors should appoint a replacement for any vacancy on the Nominating Committee.

Section 2. Report of Nominating Committee and Nominations from the Floor. The report of the Nominating Committee of its nominations for officers, directors and the members of the succeeding Nominating Committee shall be sent to all members one month before the date of 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 nominee shall have been secured.

Section 3. Elections. The election of officers and directors shall be by ballot. When there is only one nominee for an office, the Secretary may be instructed to cast the ballot for that office. Election is by majority vote. Absentee or proxy voting shall not be permitted.

## **ARTICLE IX: PROGRAM**

Section 1. Authorization. The governmental issues adopted by the National Convention, and supported by the League as a whole, constitute the authorization for the adoption of the program.

Section 2. Program. The program of LWVH shall consist of those issues chosen for study and action.

a. The Board of Directors shall consider recommendations made by the voting members **who attend the Program Planning Meeting** and shall formulate a proposed program.

b. The proposed program shall be sent to all members one month before the Annual Meeting. This information shall be sent electronically whenever an e-mail address is available.

Section 3. Action by the Annual Meeting. The Annual Meeting shall act upon the program using the following procedures: A majority vote of those present and voting at the Annual Meeting shall be required for adoption of the proposed program presented by the Board of Directors. Program recommendations submitted by voting members, but not recommended by the Board of Directors, may be considered by the Annual Meeting provided:

a. Consideration is ordered by a majority vote of the Annual Meeting.

b. The Annual Meeting adopts the recommendation by a two-thirds vote. In the case of altered conditions, changes in the program can be made during the year provided:

1) 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. This information may be sent, electronically whenever an e-mail address is available,

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2) Final action by the membership is taken at a succeeding meeting.

Section 4. Member Action. Members may act in the name of LWVH only when authorized to do so by the Board of Directors.

**Section 5. Local League Action. LWVH may not take actions that contradict positions taken by LWVNYS and LWVUS.**

**ARTICLE X: NATIONAL CONVENTION, STATE CONVENTION AND COUNCIL**

Section 1. National Convention. The Board of Directors selects delegates to that Convention in the number allotted LWVH under the provisions of Bylaws of LWVUS. Suggestions for names of delegates may be submitted to the Board by any voting member.

Section 2. State Convention. The Board of Directors selects delegates to the Convention in the number allotted the LWVH under the provisions of the bylaws of the LWVNYS. Suggestions for names of delegates may be submitted to the Board by any voting member.

Section 3. State Council. The Board of Directors selects delegates to that Council in the number allotted the LWVH under the provisions of the bylaws of LWVNYS. Suggestions for names of delegates may be submitted to the Board by any voting member.

**ARTICLE XI: PARLIAMENTARY AUTHORITY**

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**

Amendments. These bylaws 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 one month in advance of the meeting.

Revised 5/97, 5/98, 5/99, 5/01, 5/03, 5/04, 5/09, 5/10, 4/11, 4/12, 4/13, 4/14, 5/15, 5/16, 5/17, **5/18**  
**5/5/1919**

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**Respectfully submitted, Judi Roth, Judy Samuelson**

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