

League of Women Voters of Highland Park/Highwood Bylaws

(As amended May 4, 1996)
(Reviewed April 17, 2002)
(As amended Spring 2008)
(Reviewed Spring 2009)
(As amended Spring 2013)
(As amended Spring 2019)
(As amended Spring 2021)

Article I Name

The name of this organization shall be League of Women Voters of Highland Park/Highwood, hereafter referred to in these bylaws as LWVHP/HWD or as the League. This local League is an integral part of the League of Women Voters of the United States, hereafter referred to in these bylaws as LWVUS, of the League of Women Voters of Illinois, hereafter referred to in these bylaws as LWVIL, and of the League of Women Voters of Lake County, hereafter referred to in these bylaws as LWVLC.

Article II Purposes and Policy

Sec. 1 Purposes. The purposes of the LWVHP/HWD are to promote political responsibility through informed and active participation of citizens in government and to act on selected governmental issues.

Sec. 2 Policies. The policies of the LWVHP/HWD are

1. Political Policy. The LWVHP/HWD shall not support or oppose any political party or any candidate.
2. Diversity, Equity & Inclusion Policy. The League is fully committed to ensure compliance – in principle and practice – with LWVUS’ Diversity, Equity and Inclusion Policy.

Article III Membership

Sec. 1 Eligibility. Any person who subscribes to the purpose and the policy of the LWVUS shall be eligible for membership.

Sec. 2 Types of Membership.

A. *Voting Members.* Persons at least **16** years of age who join the LWVHP/HWD 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 a local League may join a local League or shall be State members-at-large;
3. Those who have been members of the League for fifty (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
Leadership Team/Board of Directors**

At the LWVHP/HWD Annual Meeting in May 2016, a streamlined Leadership Team was voted on to replace the existing Board of Directors structure. The Leadership Team operates as a committee of the whole. There will be Leadership Team positions whose assignments the Leadership Team shall determine as part of their responsibilities, in like fashion to a Board of Directors. A Leadership Team Chair (or Convener) will be determined and shall preside at all meetings of the organization and the Leadership Team. All references to Board of Directors, that follow, shall be assumed by the Leadership Team.

Sec. 1 Number, Manner of Selection and Terms of Office. The Board of Directors shall consist of the officers of the League, not fewer than four (4) elected directors and appointed directors, not to exceed the number of elected directors. At least two (2) directors shall be elected by the general membership at each Annual Meeting, and shall serve a term of two (2) years or until their successors have been elected. The President with the approval of the elected members of the Board, shall appoint such additional directors, not exceeding the number of elected directors, as deemed 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 Annual Meeting. Other than the Presidency, any vacancy occurring in the Board of Directors may be filled until the next general membership meeting by a majority vote of the remaining members of the Board.

Sec. 2 Qualifications. No person shall be elected or appointed or shall continue to serve as an officer or director of this organization unless said person is a voting member of the LWVHP/HWD.

Sec. 3 Vacancies. If any member of the Board of Directors is absent from three Board meetings without a valid reason, said person shall be deemed to have resigned.

Sec. 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 be responsible for securing membership participation in program making; 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; and shall determine the means of securing the consensus of the membership on program. The Board shall create and designate such special committees as it may deem necessary.

Sec. 5 Meetings. There shall be at least nine 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 the written request of five (5) members of the Board.

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

Article V Officers

Sec. 1 Enumeration and Election of Officers. The officers of the LWVHP/HWD shall be a President, a Secretary and a Treasurer. The President shall be elected for a two-year term. In the year the President is not elected, one (1) or two (2) Vice-presidents, the Secretary and the Treasurer shall be elected for two-year terms. In the event the nominating committee is unable to fill the positions of President and Vice President/Vice Presidents, an executive Committee of at least three and no more than four members may be elected to fulfill the duties of these offices for staggered two year terms at the Annual Meeting.

Sec.2 President. The President shall preside at all meetings of the organization and of the Board of Directors, and, in the absence or disability of the Treasurer, shall sign or endorse checks, drafts and notes. The President shall be an ex-officio member of all committees except the Nominating Committee, 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 Presidency may be shared by two (2) people designated as Co-Presidents. All the powers and duties assigned to the President in these bylaws shall then be shared between the Co-Presidents by mutual consent. In the event of the absence, disability, resignation or death of one of the Co-Presidents, the remaining Co-President shall possess all the powers and perform all the duties of the President.

Sec. 3 Vice-Presidents. The Vice-Presidents shall perform such duties as the President and the Board may designate. In the event of the absence, disability resignation or death of the President, the Vice-President with seniority in the office of the Vice-President shall possess all the powers and perform all the duties of President. If such Vice-President shall be unable to serve in that capacity, the office shall pass to the next in seniority, etc. If no Vice-President is able to serve, the Board shall elect a new President.

Sec. 4 Secretary. The Secretary shall keep the minutes of all meetings of the League and of all meetings of the Board of Directors. Together with the President, the Secretary shall sign all contracts and other instruments when so authorized by the Board, shall supervise clerical functions and shall perform such other tasks as may be incident to this office.

Sec. 5 Treasurer. The Treasurer, or an assistant duly appointed by the Treasurer and ratified by the Board of Directors, shall collect and receive all monies due. The Treasurer shall be the custodian of these monies, shall deposit them in depositories designated by the Board of Directors, and shall disburse the same only upon the order of the Board. The Treasurer shall sign along with the President, in the absence of the Secretary, all contracts and other instruments when so authorized by the Board. The Treasurer shall present statements to the Board at its regular meetings and an annual report to the Annual Meeting. The books of the Treasurer shall be audited annually and the report shall be published in the next Bulletin thereafter.

Article VI
Financial Administration

Sec. 1 Fiscal Year. The fiscal year of the LWVHP/HWD shall conform to the fiscal year of the LWVUS, which commences on the first day of July each year.

Sec. 2 Dues. Adequate annual dues shall be recommended to the membership by the Board of Directors.

- A. If a change in dues is proposed, the membership shall be notified at least one (1) month in advance and the change adopted at the next general membership meeting upon a two-thirds (2/3) vote of those present and voting.
- B. Dues shall be payable before January 31st of each year. The Treasurer, with the approval of the Board of Directors, may determine the deadline for dues payment, after which those not paying may be dropped from the membership rolls.
- C. Dues for new members joining after January 31st shall be applied to the following national membership year.
- D. When two (2) or more members reside at the same address, in a common household, their combined annual dues shall be adequate to cover the per member payment (pmp) for each member of the household.

Sec. 3 Budget Committee. A Budget Committee shall be appointed by the President with the approval of the Board of Directors at least three (3) months prior to the Annual Meeting. It shall prepare and submit for Board action a budget for the ensuing year and shall make recommendations for dues to the Board. The Treasurer shall not be eligible to serve as Chair of the Budget Committee. The proposed budget shall be sent to all members at least one (1) month before the Annual Meeting.

Sec. 4 Budget. A budget for the ensuing year shall be submitted by the Board of Directors to the Annual Meeting for adoption. A budget shall include support for the work of the League at every level.

Sec. 5 Budget Revision. Any major revision of the budget shall be considered by the Board of Directors and, if such change is recommended, submitted to the membership. Two-thirds (2/3) of those voting shall be needed to approve the revision.

Article VII Meetings

Sec. 1 General Membership Meetings. There shall be at least two (2) general membership meetings each year and such other meetings as the Board of Directors shall designate. Time and place shall be determined by the Board of Directors.

Sec. 2 Annual Meeting. An Annual Meeting shall be held between May 1 and June 15, the exact date to be determined by the Board of Directors. The Annual Meeting shall:

- A. Adopt a program for the ensuing year.
- B. Elect officers, directors and members of the' Nominating Committee.
- C. Adopt an annual budget.
- D. Transact such business as may come before it.

Sec 3. Quorum. Twenty (20) members shall constitute a quorum at all general membership meetings of the LWVHP/HWD.

Sec. 4 Virtual Meetings: The Leadership Team may elect, by majority vote, to meet using online conference tools or telephone or other means, as long as doing this does not eliminate any Leadership Team member's ability to participate.

Article VIII Nominations and Elections

Sec. 1 Nominating Committee. The Nominating Committee shall consist of five (5) members, two (2) of whom shall be members of the Board of Directors. The Chair and two (2) members, who shall not be members of the Board, shall be elected at the Annual Meeting. Nominations for these offices shall be made by the current Nominating Committee. The other members shall be appointed by the President, with the approval of the Board of Directors at least five (5) months prior to the next Annual Meeting. Nominations for officers and directors may be sent in writing to the Nominating Committee by any voting member. Any vacancy on the Nominating Committee shall be filled by the President, with the approval of the Board. No member of the Nominating Committee shall serve more than two (2) consecutive years.

Sec. 2 Report of the Nominating Committee and Nominations from the Floor. The report of the Nominating Committee with its nominations for officers, directors and members of the succeeding Nominating Committee shall be sent to all members one (1) month before the date of the Annual Meeting. Immediately following the presentation of this report at the Annual Meeting. Nominations may be made from the floor by any voting member, provided the consent of the nominee shall have been secured.

Sec. 3 Election. The election shall be by ballot except when the number of nominees does not exceed the number to be elected, in which case the election may be by a voice vote.

Article IX
Local Program

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

Sec. 2 Program. The program of the LWVHP/HWD shall consist of:

- A. Action to implement the principles of the LWVUS.
- B. Study and action on program and positions held by other levels of League of which this League is a part.
- C. Study and action on those governmental issues chosen by the general membership.

Sec. 3 Adoption Procedures. Program shall be chosen as follows:

- A. The Board of Directors shall consider the recommendations sent in by the voting members two (2) months prior to the Annual Meeting, and shall formulate the proposed program.
- B. The proposed program shall be sent to all members one (1) month before the Annual Meeting.
- C. A majority vote of the members present and voting at the Annual Meeting shall be required for adoption of items in the proposed program, as presented to the Annual Meeting by the Board of Directors.
- D. Recommendations for program submitted by voting members two (2) months prior to the Annual Meeting, but not recommended by the Board of Directors, may be considered by the Annual Meeting provided that:
 - 1. the Annual Meeting shall order consideration by a majority vote of the members present and voting, and
 - 2. the Annual Meeting shall adopt the item by a three-fifths (3/5) vote of the members present and voting.
- E. If the Board deems that altered conditions make it advisable for the League to adopt a new study, the Board may appoint a study committee. The Board must notify the members of the formation of the committee at least two (2) months prior to a general membership meeting or a general membership communication, including e-mail and/or postal mail.
 - 1. In the case of a general meeting, provided a quorum is present, the membership can adopt the new study by a two-thirds (2/3) vote of the members present and voting.
 - 2. In the case of a general communication, the membership can adopt the new study, provided that at least ten percent (10%) of the membership responds and two-thirds (2/3) of those responding indicate approval of the new study.
 - 3. Upon adoption of the study, the committee's subsequent report can be presented and the normal consensus or concurrence processes followed. If two study meetings are held, a quorum and two-thirds (2/3) vote shall be determined

by combining the results of the two meetings. If a general mailing is used, the same conditions outlined above shall be used to determine results.

Sec. 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.

Sec. 5 Program Committee. The Program Committee Chair, to be appointed by the President, shall be a member of the Board of Directors. The other members shall be appointed by the Chair. The responsibilities of the Program Committee shall be:

A. Making meeting arrangements for the Annual Meeting and at least one (1) other general membership meeting.

B. Making meeting arrangements for program study unit(s) as requested by the Board of Directors.

C. Planning, organizing and making meeting managements for educational programs on topics and issues of general interest to the membership.

Article X Conventions

Sec. 1 National Convention. The Board of Directors, at a meeting before the date on which the names of the delegates to the convention of the LWVUS must be sent to the national office, shall select the delegates to the Convention in the number allotted to the LWVHP/HWD under the provisions of the bylaws of the LWVUS.

Sec. 2 State Convention. The Board of Directors, at a meeting before the date on which the names of the delegates to the Convention of the LWVIL must be sent to the state office, shall select the delegates to the Convention in the number allotted to the LWVHP/HWD under the provisions of the bylaws of the LWVIL.

Sec. 3 Lake County Convention. The Board of Directors, at a meeting before the date on which the names of the delegates to the Convention of the LWVLC must be sent to the county office, shall select the delegates to the Convention in the number allotted to the LWVHP/HWD under the provisions of the bylaws of the LWVLC.

Sec. 4 Lake County Interim Convention. The President! or a proxy, shall be the delegate to the Lake County Interim Convention under the provisions of the bylaws of the League of Women Voters of Lake County.

Article XI
Amendments

Sec. 1 Bylaws Committee. A Bylaws Committee shall be appointed by the President with the approval of the Board of Directors, at least three (3) months prior to the Annual Meeting to study the bylaws and suggest amendments, if necessary, and to consider proposals for change submitted to it by any member of the League. One (1) member of the Board shall serve on the Bylaws Committee, but shall not act as its Chair.

Sec. 2 Procedure. These bylaws may be amended by a two-thirds (2/3) vote of the members present and voting at a general membership meeting provided that:

A. The Bylaws Committee shall submit to the Board of Directors its suggested amendments and those that were considered.

B. All proposed amendments, together with the recommendations of the Board of Directors shall be submitted to the membership in writing at least one (1) month prior to the meeting.

Article XII
Parliamentary Authority

Sec. 1 Parliamentary Authority. The rules 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.