

**BYLAWS  
OF THE LEAGUE OF WOMEN VOTERS OF KENT**  
As adopted at the Annual Meeting, April 21, 1953

And amended on

|                |                |                |                |
|----------------|----------------|----------------|----------------|
| April 15, 1961 | April 20, 1971 | April 24, 1976 | April 27, 1982 |
| April 25, 1967 | April 15, 1972 | April 23, 1977 | April 23, 1987 |
| April 24, 1968 | April 27, 1974 | April 22, 1978 | May 15, 1990   |
| April 29, 1970 | April 26, 1975 | April 22, 1980 | May 24, 1994   |
| May 26, 2004   | June 6, 2015   | June 4, 2016   | June 20, 2016  |
| May 5, 2018    |                |                |                |

**ARTICLE I  
NAME**

The name of this organization shall be League of Women Voters of Kent, hereinafter referred to in these bylaws as LWV of Kent, or, as the League.

**ARTICLE II  
PURPOSES AND POLICY**

- Sec. 1. **Purposes.** The purposes of LWV of Kent are to promote political responsibility through informed and active participation in government.
- Sec. 2. LWV of Kent is organized and operated exclusively for charitable purposes under Section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code. Notwithstanding any other provision of those Articles, LWV of Kent shall not carry on any other activities not permitted to be carried on by a corporation exempt from Federal Income Tax under such provisions of the Internal Revenue Code. No substantial part of the activities of LWV of Kent shall be attempting to influence legislation.
- Sec. 3. **Political Policy.** The League shall not support or oppose any political party or any candidate.

**ARTICLE III  
MEMBERSHIP**

- Sec. 1. **Eligibility.** Any person who subscribes to the purposes and policy of the League shall be eligible for membership.
- Sec. 2. **Types of Membership.**
- a. Voting members. Persons at least 16 years of age who join LWV of Kent shall be voting members of LWV of Kent, the LWV of Ohio, and the LWVUS.
    - (1) Individuals who live within an area of a local League may join that League or any other 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**

- Sec. 1. **Number, Manner of Selection and Term of Office.** The Board of Directors shall be the officers of the League, seven elected Directors and not more than seven appointed Directors. Four Directors shall be elected by the general membership at the Annual Meeting in even-numbered years and three elected by the general membership at the Annual Meeting in odd-numbered years, and shall serve for a term of two years, or until their successors have been elected and qualified. The elected members shall appoint such additional Directors, not exceeding seven, as they deem necessary to carry on the work of the League. The terms of office of the appointed Directors shall be one year and shall begin on July 1 following the Annual Meeting and expire on June 30 of the next year.

- Sec. 2. **Qualifications.** No person shall be elected or appointed or shall continue to serve as an officer or director of this organization unless that person is a voting member of LWV of Kent.
- Sec. 3. **Vacancies.** Any vacancy, other than the presidency, occurring in the Board of Directors by reason of resignation, death or disqualification of an officer or elected member may be filled by a majority vote of the remaining members of the Board of Directors to complete the unexpired term.
- 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 plan and direct the work necessary to carry out the Program as adopted by the National Convention, the State Convention, and the Annual Meeting. The Board shall create and designate such special committees as it may deem necessary.
- Sec. 5. **Meetings.** There shall be at least eight regular meetings of the Board of Directors annually. Notice of meetings can be sent by mail, email or other forms of communication. 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. It may be necessary to address the issues of LWVK without a formal meeting. Any meeting which occurs electronically or telephonically will be considered the same as a formal meeting and any votes taken will be given full force and effect.
- Sec. 6. **Quorum.** A majority of the members of the Board of Directors shall constitute a quorum.

## ARTICLE V OFFICERS

- Sec. 1. **Election, Qualifications, and Terms.** The Officers of LWVK shall be a President, a Vice President(s), a Secretary and a Treasurer who shall be elected for terms of two years by the general membership at an Annual Meeting and who shall take office on July 1. The President and the Secretary shall be elected in odd-numbered years. The Vice President and the Treasurer shall be elected in even-numbered years. The Treasurer shall take office at the beginning of the fiscal year and shall serve for two fiscal years.
- Sec. 2. **The President.** The President shall preside at all meetings of the Organization and of the Board of Directors. The President may, in the absence or disability of the Treasurer, sign or endorse checks, drafts, and notes. The President shall be, ex officio, a member of all committees except the Nominating Committee. The President shall have the 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.
- Sec. 3. **The Vice President(s).** The Vice President(s) shall, in the event of absence, disability, or death of the President, possess all the powers and perform all the duties of that office, until such time as the Board of Directors shall select one of its members to fill the vacancy. The Vice President(s) shall perform such other duties as the President and Board may designate.
- Sec. 4. **The Secretary.** The Secretary shall keep minutes of the Annual Meeting and of all 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 duties as the President and Board shall direct.
- Sec. 5. **The Treasurer.** The Treasurer shall collect and receive all moneys due. The Treasurer shall be the custodian of these moneys, shall deposit them in a bank designated by the Board of Directors, and shall disburse the same only upon order of the Board. The Treasurer shall present statements to the Board at their regular meetings and an annual report to the Annual Meeting.

## ARTICLE VI FINANCIAL ADMINISTRATION

- Sec. 1. **Fiscal Year.** The fiscal year of the LWV of Kent shall coincide with the fiscal year of the LWVUS and the LWV Ohio.
- Sec. 2. **Dues.** Annual dues shall be payable at the Annual Meeting. The amount of dues shall be recommended to the Board of Directors by the budget committee and approved by the membership

at the Annual Meeting and shall be in effect until changed by a vote at the Annual Meeting. Any member who fails to pay dues by October 31 shall be dropped from the membership rolls. When two or more members reside at the same address in a common household, the primary member shall pay the full annual dues and each additional member shall pay one-half times the annual dues. A student member shall pay dues at one-half times the annual dues.

- Sec. 3. **Budget.** A budget for the ensuing 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.
- Sec. 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 proposed budget shall be sent to all members one month before the Annual Meeting. The Treasurer shall be, ex officio, a member of the budget committee but shall not be eligible to serve as chair.
- Sec. 5. **Distribution of Funds on Dissolution.** In the event of the dissolution of LWV of Kent for any reason, all moneys and securities or other property of whatsoever nature which at the time is owned or under the absolute control of LWV of Kent shall be distributed at the discretion of the board, or such other persons as shall be charged by law with the liquidation or winding up of LWV of Kent and its affairs to any member organization of the League of Women Voters of Ohio and/or United States which is exempt under Section 501(c)(3) of the Internal Revenue Code or the corresponding section of any future tax code; or if none of these organizations are then in existence or exempt under those tax provisions, then, at the discretion of the board to another organization which is organized and operated exclusively for charitable and educational purposes and which has established its tax-exempt status under such designated tax provisions after the state and national per member payments and other obligations have been met.

## ARTICLE VII MEETINGS

- Sec. 1. **Membership Meetings.** There shall be at least three (3) general meetings of the membership each year. Time and place shall be determined by the Board of Directors. The Board may call a special general membership meeting and shall call such a meeting upon the written request of 15 percent of the voting members.
- Sec. 2. **Annual Meeting.** An Annual Meeting shall be held between April 1 and June 30, the exact date to be determined by the Board of Directors. At the Annual Meeting the membership shall:
- adopt a local Program for the ensuing year,
  - elect officers, directors, and members of the Nominating Committee,
  - adopt an adequate budget, and
  - transact such other business as may properly come before it.
- Absentee or proxy voting shall not be permitted.
- Sec. 3. **Quorum.** Fifteen percent (15%) of the members shall constitute a quorum at all meetings of LWVK.

## ARTICLE VIII NOMINATIONS AND ELECTIONS

- Sec. 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 and take office on July 1 following the Annual Meeting. Nominations for these offices shall be made by the current Nominating Committee. The other members shall be appointed by the Board of Directors after July 1. 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 this Committee by any voting member.
- Sec. 2. **Report of the 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 the membership one month before the Annual Meeting. The report of the Nominating Committee shall be presented at 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.

Sec. 3. **Elections.** The election shall be by ballot at the Annual Meeting. When there is but one nominee for each office, the secretary may be instructed to cast the ballot for every nominee. A majority vote of those qualified to vote and voting shall constitute an election. Absentee or proxy voting shall not be permitted.

**ARTICLE IX  
PRINCIPLES AND PROGRAM**

- Sec. 1. **Principles.** The governmental principles adopted by the National and State Conventions constitute the authorization for the adoption of program.
- Sec. 2. **Program.** The program of LWV of Kent shall consist of:
- a. action to implement the principles of the LWVUS and of the LWV Ohio and
  - b. those local issues chosen for concerted study and action.
- Sec. 3. **Action at the Annual Meeting.** At the Annual Meeting the membership shall act upon the Program using the following procedures:
- a. The Board of Directors shall consider the recommendations sent in by the voting members two months prior to the Annual Meeting and shall formulate a Proposed Program.
  - b. The Proposed Program shall be sent to all members one month before the Annual Meeting.
  - c. A majority vote of voting members present and voting at the Annual Meeting shall be required for adoption of the Proposed Program as presented to the membership by the Board of Directors.
  - d. Recommendations for Program submitted by voting members two months prior to the Annual Meeting but not recommended by the Board of Directors may be considered at the Annual Meeting provided that: (1) the membership shall order consideration by a majority vote and (2) the membership shall adopt the item by a two-thirds vote.
  - e. Changes in the Program, in the case of altered conditions, may be made provided that: (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 and (2) final action by the membership is taken at a succeeding meeting.
- 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. They may act only in conformity with, and not contrary to, a position taken by LWV of Kent, the LWV Ohio, and the LWVUS.

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

- Sec. 1. **National Convention.** The Board of Directors shall select delegates to that Convention. The Board shall send the number allotted LWV of Kent under the provisions of the Bylaws of the LWVUS.
- Sec. 2. **State Convention.** The Board of Directors shall select delegates to that Convention. The Board shall send the number allotted LWV of Kent under the provisions of the Bylaws of the LWV Ohio.
- Sec. 3. **State Council.** The Board of Directors shall select delegates to that Council. The Board shall send the number allotted LWV of Kent under the provisions of the Bylaws of the LWV Ohio.

**ARTICLE XI  
PARLIAMENTARY AUTHORITY**

The rules contained in the most recent *Robert's Rules of Order* 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**

These Bylaws may be amended by a two-thirds vote of the voting members present and voting at the Annual Meeting, or at a meeting called by the board, provided the amendments were submitted to the membership in writing at least one month in advance of the meeting.