

Bylaws of the League of Women Voters of the Oberlin Area

Article I – Name

Sec. 1 Name. The name of this organization shall be the League of Women Voters of the Oberlin Area, hereafter referred to as LWVOA. This organization is an integral part of the League of Women Voters of the United States (LWVUS) and the League of Women Voters of Ohio (LWVO).

Article II - Purposes and Policy

Sec. 1 Purposes. The purposes of the LWVOA are to promote informed and active participation in government and to act on selected governmental issues.

Sec. 2 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 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 payment of dues.

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

c. Friend of the League. Any individual can become a Friend with a donation to the LWVOA (non tax-deductible) and/or to the LWVOA Education Fund (tax-deductible). Friends are not added to the roster of members of the LWVUS or LWVO, but may choose to receive all mailings from the LWVOA by signing up for electronic or United States Postal Service distribution. They are welcome as non-voting participants in all League functions.

Article IV – Officers

Sec. 1 Enumeration and Election of Officers. The officers of the LWVOA shall be a president or co-presidents, a vice-president, a secretary, and a treasurer, all of whom shall be elected for terms of two years by the voting membership at the annual meeting, and who will take office July 1. The president or co-presidents and treasurer shall be elected in odd numbered years, and the vice-president and secretary in even numbered years. These officers shall constitute the Executive Committee.

Sec. 2 President/Co-President The president or co-president shall preside at all meetings of the organization and of the board of directors and may, in the absence or disability of the treasurer, sign or endorse checks, drafts, and notes. The president or co-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 and perform such other duties as may be designated by the board of directors.

Sec. 3 Vice-President. The vice-president shall, in the event of the absence, disability, or death of the president or one of the co-presidents, possess all the powers and perform all the duties of that office until the next annual meeting. The board of directors shall select one of its members to fill vice-presidential vacancies. The vice-president shall perform such other duties as the board may designate.

Sec. 4 Secretary. The secretary shall keep minutes of all general membership meetings at which business is to be transacted and of all meetings of the board of directors. The secretary shall notify all officers and committee members of their election and shall sign, with the president, all contracts and other instruments when so authorized by the board of directors. The secretary shall perform such other functions as may be incident to the office. The secretary shall retain all records except those for financial accounting.

Sec. 5 Treasurer. The treasurer shall collect and receive all monies due. The treasurer shall be the custodian of the monies, shall deposit them in a bank designated by the board of directors, and shall disburse the same only upon order of the board of directors. The treasurer shall present statements to the board at their regular meetings and an annual report at the annual meeting. The treasurer shall keep all treasurers' records. The treasurer's records shall be reviewed annually by at least one designated board member and one non-board member.

Article V - Board of Directors

Sec. 1 Board of Directors. A board of directors shall consist of the officers of the LWVOA, four elected directors, and any additional appointed directors. Officers and elected directors shall be elected by the general membership at the annual meeting. The elected board members shall appoint such additional directors, not exceeding four, as they deem necessary to carry on the work of the LWVOA. The terms of office of appointed directors shall be one year and elected directors shall be two years. Of the four elected directors, two shall be elected in odd numbered years and two in even numbered years.

Sec. 2 Qualifications. All elected officers and elected directors of the LWVOA must be voting members of the LWV. Appointed members may be voting or associate members.

Sec. 3 Vacancies. Any vacancy occurring on the board of directors may be filled until the next annual meeting by a majority vote of the remaining members of the board.

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 select delegates to State Convention and Council and to National Convention. It shall plan and direct the work necessary to carry out the program as adopted by the National Convention, the State Convention, and the local League. The directors shall create and designate such special committees as they may deem necessary.

The Executive Committee shall exercise such power and authority as may be delegated to it by the board and shall report to the board on all actions taken by it between regular meetings of the board.

The board of directors will affirm and abide by specific guidelines of the LWVO and LWVUS ensuring its nonpartisanship.

Sec. 5 Meetings. There shall be at least six (6) regular meetings of the board of directors annually. The president may call a special meeting of the board of directors and shall call a special meeting upon the written request of one-third of the board members. Board meetings shall be open to all members. A quorum for conducting business shall consist of a simple majority of the current board of directors, including at least two officers.

Sec. 6 Attendance. Three consecutive absences from regular board meetings without excuse will constitute a resignation.

Article VI - Financial Administration

Sec. 1 Fiscal Year. The fiscal year of the LWVOA shall be from July 1 to June 30.

Sec. 2 Dues. Annual dues shall be payable at the annual meeting and thereafter to the LWVOA treasurer. Any member who fails to pay dues to the LWVOA by February 1 shall be dropped from the membership rolls. Dues are determined by the Board of Directors, in keeping with the dues structure of the LWVUS and LWVO, including Individual, Household, and Student membership rates.

Sec. 3 Budget Committee. The budget shall be prepared by a committee that shall be appointed for that purpose at least two (2) months 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. The board shall consider the proposed budget and recommend a budget, which shall be sent to the members at least one month before the annual meeting.

Sec. 4 Friends of the LWVOA. Friends are defined in Article III, Sec. 2, c.

Sec. 5 Disbanding. If it becomes necessary for LWVOA to disband, all records and funds of the unit must be sent to the LWVO. Members retain their membership in the LWVO and are accorded the privileges offered to all members-at-large. Dues would be renewable on the established renewal date.

Article VII - Membership Meetings

Sec. 1 Annual Meeting. An annual meeting shall be held before the end of each fiscal year. The business at the annual meeting will be to:

- a. Elect officers and directors as outlined in Article IV and Article V, Sec. 1;
- b. Elect a nominating committee;
- c. Adopt local program for the ensuing year,
- d. Adopt a budget;
- e. Transact such other business as may properly come before the membership.

Sec. 2 Other Membership Meetings. There shall be other meetings of the general membership each year as the board of directors shall determine.

Sec. 3 Quorum. One-fifth of the voting members shall constitute a quorum at all meetings of the LWVOA.

Article VIII - Nominations and Elections

Sec. 1 Nominating Committee. A nominating committee shall be elected at each annual meeting. It shall consist of five members. The chair and two members, who shall not be members of the board, shall be elected at the annual meeting. Immediately following the annual meeting, the board shall appoint two of its members to the committee. The term of office for the chair and members of the nominating committee shall be one year. The nominating committee shall present its report to the board of directors at least six weeks prior to the annual meeting. The secretary shall inform the membership of the nominees in writing or through electronic media at least one month prior to the annual meeting.

Vacancies on the nominating committee shall be filled by appointment by the board.

Sec. 2 Report of Nominating Committee and Nominations from the Floor. The report of the nominating committee shall be presented at the annual meeting. Immediately following the presentation of this report, any voting member may make nominations from the floor, provided the consent of the nominees shall have been secured.

Sec. 3 Elections. The election shall be by ballot. If there is but one (1) nominee for each office, the election may be by voice vote. 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 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 program.

Sec. 2 Program. The Program of the LWVOA shall consist of:

- a. Action to implement the principles and those governmental issues chosen by the LWVUS, LWVO, and LWVOA;
- b. Governmental issues chosen for concerted study and action by the LWVUS, LWVO, or LWVOA.

Sec. 3 Program Adoption. The annual meeting shall act upon Program using the following procedures:

- a. The board of directors shall consider recommendations by individual members and/or the board of directors in deliberation at least two months prior to the annual meeting. They shall formulate a proposed program.
- b. The proposed program shall be sent to all members one month prior to the annual meeting.
- c. A majority vote of voting members present and voting at the annual meeting shall be required for adoption of program items as presented.
- 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 by the annual meeting provided that:
 - 1. The annual meeting shall order consideration by a majority vote and
 - 2. The annual meeting shall adopt the item by a two-thirds vote.
- e. Changes in the adopted program 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;
 - 2. Final action by the membership is taken at a succeeding meeting.

Sec. 4 League Action. The League of Women Voters of the Oberlin Area may take action on local governmental matters only when authorized to do so by its board of directors.

Sec. 5 Member Action. Members may act in the name of the League of Women Voters only when authorized to do so by the LWVUS, LWVO, or LWVOA board of directors. They may act only in conformity with, and not contrary to, a position taken by the local, state, or national League.

Article X - National Convention, State Convention and Council

Sec. 1 National Convention. The board of directors shall select prior to the registration deadline the delegates to that Convention in the number allotted the LWVOA under the provisions of the Bylaws of the LWVUS.

Sec. 2 State Convention. The board of directors shall select delegates to the State Convention prior to the registration deadline in the number allotted the LWVOA under the provisions of the Bylaws of the LWVO.

Sec. 3 State Council. The board of directors shall select delegates to the State Council prior to the registration deadline in the number allotted the LWVOA under the provisions of the Bylaws of the LWVO.

Article XI - Parliamentary Authority

The rules contained in the most recent edition of *Roberts 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

These bylaws may be amended by a two-thirds vote of the voting members present and voting at the annual meeting, provided the amendments are submitted to the membership in writing or through electronic media at least one (1) month in advance of the annual meeting.

Amended June 3, 2017