

# League of Women Voters of the Rivertowns

## BYLAWS

Updated 2016

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BYLAWS OF THE LEAGUE OF WOMEN VOTERS  
OF THE RIVERTOWNS  
As amended in 2014

ARTICLE I

*Name*

The name of this organization shall be the League of Women Voters of the Rivertowns, hereinafter referred to in these bylaws as LWVR. LWVR is an integral part of the League of Women Voters of the United States, hereinafter referred to as LWVUS, of the League of Women Voters of New York State, hereinafter referred to as LWWNYS, and the League of Women Voters of Westchester, hereinafter referred to as LWWW.

ARTICLE II

*Purposes and Policies*

SECTION 1. PURPOSES. The purposes of the LWVR are to promote civic responsibility through informed and active participation of citizens in government and to act on selected governmental issues.

SECTION 2. POLITICAL POLICY. LWVR shall not support or oppose any political party or any candidate.

ARTICLE III

*Membership*

SECTION 1. ELIGIBILITY. Any person who subscribes to the purposes and policies of LWVR 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 a member of the League for 50 years or more shall be life members excused from the payment of dues.

- (b) All others who join the League shall be associate members.
- (c) Household membership shall be defined as more than one person living at one address. Each additional household member will be a member of the LWVR but the household will receive only one mailing or contact to that address.

SECTION 3. MEMBERSHIP YEAR. The membership year shall commence from the first day of April.

SECTION 4. MEMBER ACTION. Members may act in the name of the LWVR only when authorized to do so by the board. When acting in the name of LWVR, members, including board members, may act only in conformity with, and not contrary to, a position taken by LWVR, LWWV, LWWNYS and LWVUS.

#### ARTICLE IV Officers

SECTION 1. ENUMERATION AND ELECTION OF OFFICERS. The officers of LWVR shall be President or Co-Presidents, a First Vice President, a Second Vice President, a Secretary, and a Treasurer. They shall be voting members of the League, elected by the general membership at the annual meeting, and shall serve for a term of two years or until their successors have been elected or appointed and qualified. The President, the first Vice President and the Secretary shall be elected in even-numbered years. The Second Vice President and the Treasurer shall be elected in the odd numbered years. The officers of LWVR shall constitute the executive committee.

SECTION 2. THE PRESIDENT or CO-PRESIDENTS. The President or Co-Presidents shall have such powers of supervision and management as customarily pertain to the office; shall preside at all meetings of the organization and the board or designate another person to do so; shall be, *ex officio*, a member of all committees except the nominating committee; may sign or endorse checks, drafts and notes in the absence

of the treasurer; and shall perform such other duties as the board may direct. In the event of the absence, disability, resignation or death of the President and Co-President, the Vice Presidents, in order of their rank shall assume the office. If no Vice President is able to serve as President, the board shall fill the vacancy from among the elected directors.

SECTION 3. The VICE PRESIDENTS shall perform such duties as the President and the board shall direct.

SECTION 4. THE SECRETARY. The Secretary shall keep minutes of the meetings of the membership and of the board. The Secretary shall notify all officers and directors of their election and shall sign with the president all contracts and other instruments when so authorized by the board and shall perform such other duties and the President and the board shall direct.

SECTION 5. THE TREASURER. The Treasurer shall collect and receive all monies due, shall be the custodian of these monies, shall on behalf of the LWVR maintain accounts in board-authorized financial institutions, and shall disburse the same upon authorization of the board. The Treasurer shall present financial statements to the board at their regular meetings and the annual report to the annual meeting and shall arrange for an annual audit and shall submit all required government filings.

## ARTICLE V Board of Directors

### ARTICLE V

#### **Board of Directors**

Sec. 1. **Selection, Qualifications and Term.** The board of directors shall consist of the officers of the LWVR, up to eight (8) directors elected by the annual meeting; and up to eight (8) directors appointed by the elected members of the board. Half of the directors shall be elected in the even-numbered years, and half of the directors shall be elected in the odd-numbered years. All directors shall be voting members of the League. The elected directors shall serve for a term of two (2) years or until their successors have been elected or appointed and qualified. The term of office

of the appointed directors shall be one (1) year and shall expire at the conclusion of the next annual meeting. In addition, the nominating committee may recommend a voting member to be an emerita/us director in recognition of service to the LWVR. Vacancies other than the presidency may be filled by a vote of the remaining members of the board. Directors shall assume responsibility for an assignment, administrative portfolio or study item. Off-board specialists may be appointed by the board as warranted.

Sec. 2. **Powers.** The board shall manage and supervise the business, affairs, and activities of the LWVR, subject to the instructions of the annual meeting. It shall select delegates to state convention and council and to national convention. It shall accept responsibility for such other matters as the national or state board may from time to time delegate to it. It shall have the power to create such special committees as it deems necessary and shall perform such other duties as are specified in these bylaws.

Sec. 3. **Meetings.** At least nine (9) regular meetings of the board shall be held annually. The president may call special meetings and shall call a special meeting upon the written request of five (5) members of the board. Three consecutive absences from regular board meetings without three (3) accepted excuses shall constitute a resignation. All members are invited to attend.

Sec. 4. **Quorum.** A majority of the members of the board of the LWVR shall constitute a quorum. Any one or more members of the board may participate in a meeting by means of conference telephone or other similar equipment allowing all persons participating in the meeting to hear each other at the same time. Participation by such means shall constitute presence in person at a meeting.

## ARTICLE VI

### Meetings

Sec. 1. **Special Meetings.** Special meetings of the members may be called by the President, the Board of Directors, or upon written request of five percent (5%) 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. The annual meeting shall adopt a local program for the ensuing year; elect officers and directors, the chair and two off-board members of the nominating committee; adopt a budget; and transact such other business as may properly come before it. Absentee or proxy voting shall not be permitted.

Sec. 3. **Quorum.** Ten percent (10%) of the voting members or fifteen (15) members, whichever is lower shall constitute a quorum at all business meetings of the LWVR, provided written notice of the meeting is sent to the membership at least one week in advance.

## ARTICLE VII

### Nominations and Elections

Sec. 1. **Nominating Committee.** The Nominating Committee shall consist of five members. The Chair and two non-board members shall be elected at the Annual Meeting. Nominations for these members shall be made by the current nominating committee at the Annual Meeting. At the first board meeting following the Annual Meeting, two board members shall be appointed to the committee. Suggestions for the nominations for officer, director, and nominating committee may be given to the nominating committee members. Decisions of the nominating committee shall be by the concurrence of the majority of the full committee.

Sec. 2. **Report of the Nominating Committee.** The report of the nominating committee, containing its nominations for officers and directors and the chair and two members of the next nominating committee shall be sent to the members one month before the annual meeting by mail or electronic means. The report of the nominating committee shall be presented to the annual meeting. Nominations may be made from the floor immediately thereafter, provided the consent of the nominee has been obtained.

Sec. 3. **Election.** Election shall be at the annual meeting by ballot, except that if there is only one nominee for an office, it shall be by voice.

## **ARTICLE VIII**

### **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, county and local program.

Sec. 2. **Program.** The program of the League of Women Voters Rivertowns shall consist of action to implement the Principles and those governmental issues chosen by the annual meeting for concerned study and action as follows:

- a. The board shall consider recommendations by voting members at least two months prior to the annual meeting and shall formulate a proposed program.
- b. The proposed program shall be presented and a vote at the annual meeting shall be required for adoption of the proposed local program as presented by the board at the annual meeting.
- c. A majority of voting members present and voting at the annual meeting shall be required for adoption of the proposed local program as presented by the board at the annual meeting.
- d. Recommendations for program items submitted by voting members one month prior to the annual meeting but not recommended by the board may be considered at the annual meeting provided that the annual meeting shall order consideration by a majority vote.
- e. A three-fifths vote of those voting members present and voting at the annual meeting is necessary to adopt a non-recommended program item.
- f. Changes in the adopted local program may be made provided that: (1) information concerning the proposed change(s) has been sent to all members at least ten days

prior to a general membership meeting at which the change(s) is to be discussed and (2) final action by the membership is taken at a succeeding meeting.

**Sec. 3. Changes in Program.** Changes in 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 changes are discussed
- (2) final action by the membership resident within the jurisdiction(s) of the local government(s) concerned is taken at a succeeding meeting, with concurrence by the membership residing outside the jurisdiction(s) of the local government(s).
- (3)

**Sec. 4. Program Action.** Members may act in the name of the League of Women Voters Rivertowns only when authorized to do so by the President. They may act only in conformity with and not contrary to a position taken by the League of Women Voters New York State, Westchester County, and the LWWUS.

## **ARTICLE IX**

### **Financial Administration**

**Sec. 1. Fiscal Year.** The fiscal year of the League of Women Voters Rivertowns shall commence on the first of July each year.

**Sec. 2. Dues.** Annual dues shall be payable on the first day of April. Any member who fails to pay dues within three months after they become payable shall be dropped from the membership rolls.

**Sec. 3. Budget Committee.** The budget shall be prepared by a committee that shall be appointed for that purpose at least three 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. Distribution of Funds on Dissolution.** In the event of the dissolution of the League of Women Voters Rivertowns, all moneys and securities which may at the time be owned by or under the control of the League of Women Voters Rivertowns shall be paid to the LWV Westchester after the state and national per member payments and other obligations have been met. All other property of whatsoever nature, whether real, personal, or mixed that may at the time be owned or under the control of the League of Women Voters Rivertowns shall be disposed of to such person, organization, or corporation for such public, charitable or educational use and purposes as the board in its absolute discretion may designate.

## **ARTICLE X**

### **Parliamentary Authority**

The rules contained in the current edition of Roberts Rules of Order Newly Revised shall govern the organization in all cases to which they are applicable and not inconsistent with these bylaws.

## **ARTICLE XI**

### **Amendments**

These bylaws may be amended by a two-thirds vote of the voting members at the annual meeting, provided that the proposed amendments were submitted to the membership in writing at least one month in advance of the meeting in writing or electronic means.

## **ARTICLE XII**

### **Sec. 1. Conventions:**

**National Convention** The board, at the meeting before the date on which the names of delegates must be sent to the national office, may select delegates to that convention in the number allotted LWV Rivertowns under provision of the bylaws of the LWVUS.

State Convention The board, at a meeting before the date on which the names of delegates must be sent to the state office, may select delegates to that council in the number allotted LWV Rivertowns under provision of the bylaws of LWVNYS.

County Convention The board, at a meeting before the date on which the names of delegates must be sent to the LWV Westchester, may select delegates to that convention in the number allotted LWV Rivertowns under provision of the bylaws of LWV Westchester.

**Sec. 2. State Council.**

The Board of Directors, at a meeting before the date on which the names of delegates must be sent to the State Office, shall elect delegates to that Council in the number allotted to the League of Women Voters Rivertowns under the provisions of the Bylaws of the League of Women Voters of New York State.

Adopted \_\_\_\_\_

Amended \_\_\_\_\_