

# LEAGUE OF WOMEN VOTERS OF COOS COUNTY BYLAWS

(Revised 2000/Revised 2009)

## ARTICLE I: Name

Sec. 1. NAME: The name of this corporation shall be the League of Women Voters of Coos County, Inc. (LWVCC). This local league is an integral part of the League of Women Voters of the United States (LWVUS) and of the League of Women Voters of Oregon (LWVOR).

## ARTICLE II: Purpose and Policy

Sec. 1. PURPOSES: The purposes of the LWVCC are to promote political responsibility through informed and active participation of citizens in government and to act on selected governmental issues.

Sec. 2. POLICY: The LWVCC may take action on local governmental measures and policies in the public interest in conformity with the principles of the LWVUS. It shall not support or oppose any political party or candidate.

## ARTICLE III: Membership

Sec. 1. ELIGIBILITY: Any person who subscribes to the purpose and policy of the League shall be eligible for membership.

Sec. 2. TYPES:

- (a) Voting members. Citizens at least 18 years of age residing within the United States, a territory, or an associated commonwealth, who join the League shall be voting members of local Leagues, state Leagues, and of the LWVUS:
  - (1) Those who reside outside the area of any local League may join a local League or shall be state members-at-large.
  - (2) Those who make a lump-sum membership payment to the LWVUS shall be paid life members and those who have been members of the League for 50 years or more shall be honorary life members excused from the payment of dues.
  - (3) Student Membership- at least 18 years and attending 1/2 time - pay 1/2 dues.
- (b) Associates: All others who join the League shall be associates. Those residing outside the United States shall be members of the LWVUS.

## ARTICLE IV: Board of Directors

Sec. 1. NUMBER, MANNER, AND TERMS OF OFFICE: The Board of Directors shall consist of the officers of the League, six (6) elected directors, and not more than six (6) appointed directors. Three (3) directors shall be elected by the general membership at each Annual Meeting, shall take office immediately, and shall serve for a term of two years, or until their successors have been elected and qualified. The elected board shall appoint such additional directors, not exceeding six (6), as the board deems necessary to carry on the work of the League. The terms of office of the appointed directors shall be one 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 the person is a voting member of the LWVCC.

Sec. 3. VACANCIES: Any vacancies occurring in the Board of Directors by reason of the resignation, death, or disqualification of an officer or elected member may be filled, until the next annual meeting, by the majority vote of the remaining members of the Board of Directors. Three (3) consecutive absences from a

board meeting of any member without a valid reason shall be deemed a resignation.

Sec. 4. **POWERS AND DUTIES:** The Board of Directors shall have full charge of the property and business of this corporation, 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 nine (9) 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) of the 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 LWVCC shall be a President, a First Vice President, a Second Vice President, a Secretary, and a Treasurer, who shall be elected for terms of two years by the general membership at an Annual Meeting and take office immediately thereafter. The President, First Vice President, and the Treasurer shall be elected in even numbered years. The Second Vice President and the Secretary shall be elected in odd-numbered years.

Sec. 2. **THE PRESIDENT:** The President shall preside at all meetings of the organization and of the Board of Directors. She/he may, in the absence or disability of the Treasurer, sign or endorse checks, drafts, and notes. She/he shall be, ex-officio, a member of all committees except the Nomination Committee. She/he shall have such powers of supervision and management as may pertain to the office of President and perform such other duties as may be designated by the Board.

Sec. 3. **THE VICE PRESIDENTS:** The two Vice Presidents, in the order of their rank, 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 elect one of its members to fill the vacancy. The Vice Presidents shall perform such other duties as the President and the Board may designate.

Sec. 4. **THE SECRETARY:** The Secretary shall keep minutes of all meetings of the LWVCC and of all the meetings of the Board of Directors. The Secretary shall notify all officers and directors of their election; shall sign, with the President, all contracts, and other instruments when so authorized by the Board and shall perform such other functions as may be incident to the office.

Sec. 5. **THE TREASURER:** The Treasurer shall collect and receive all moneys due: shall be custodian of these moneys; shall deposit them in a bank designated by the Board of Directors; 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. The books of the Treasurer shall be closed and audited annually at the end of each fiscal year and whenever a new Treasurer takes office.

### **ARTICLE VI. Financial Administration**

Sec. 1. **FISCAL YEAR:** The fiscal year of the LWVCC shall commence on the first day of May each year.

Sec. 2. **DUES:** Annual dues will be set by the general membership at the Annual Meeting, effective June 1978. Annual dues for local, state, and national membership shall be payable on the first day of September. Any member who fails to pay these dues within two months after they become payable shall be dropped from the membership rolls. Dues will be prorated for new members based on the quarter of the year in which they join. In the case of two members residing in the same household, the dues of one

member shall be at a reduced fee, the amount to be set at the Annual Meeting. Student memberships shall be offered for \$25 annually, effective August 2000.

Sec. 3. **BUDGET:** A budget for the ensuing year shall be submitted by the Board of Directors to the Annual Meeting for adoption. The budget shall include support for the work of the League at the local, state, and national levels.

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 not be eligible to serve as chairman of the Budget Committee.

### **ARTICLE VII. Meetings**

Sec. 1. **MEMBERSHIP MEETINGS:** There shall be at least four (4) meetings of the general membership each year. Time and place shall be determined by the Board of Directors.

Sec. 2. **ANNUAL MEETING:** An Annual Meeting shall be held during the month of April, the exact date to be determined by the Board of Directors. The Annual Meeting shall:

- (1) Adopt a local program for the ensuing year.
- (2) Elect officers, directors, and members of the Nominating Committee.
- (3) Adopt an adequate budget.
- (4) Transact such other business as may properly come before it.

Sec. 3. **QUORUM:** One fourth of the membership shall constitute a quorum at all meetings of LWVCC.

### **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 Chairman and two 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 Board immediately following the Annual meeting. 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 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.

Sec. 3. **ELECTIONS:** The election shall be by ballot, provided that 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. 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 the program.

Sec. 2. PROGRAM: The program of the LWVCC shall consist of (a) action to protect the right to vote of every citizen, and (b) those local governmental issues chosen for concerted study and action.

Sec. 3. ACTION BY THE ANNUAL MEETING: The Annual Meeting shall act upon program using the following procedures:

- (1) Board of Directors shall consider recommendations sent in by voting members two months prior to Annual Meeting and shall formulate proposed program.
- (2) Proposed program shall be sent to all members one month before the Annual Meeting.
- (3) Majority vote of voting members present and voting at Annual Meeting shall be required for adoption of subjects in proposed program as presented to Annual Meeting by the Board of Directors.
- (4) 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) Annual Meeting shall order consideration by majority vote
  - (2) Annual meeting shall adopt item by majority vote.
- (5) Changes in program, in case of altered conditions, may be made provided that:
  - (1) Information concerning 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 membership is taken at the 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 Local, State or National Board of Directors.

### **ARTICLE X. Conventions and Council**

Sec. 1. NATIONAL CONVENTION: The Board of Directors at a meeting before the date on which the names of delegates must be sent to the national office shall select delegates to that Convention in the number allotted the LWVCC under the provisions of the By-Laws of the LWVUS.

Sec. 2. STATE CONVENTION: The Board of Directors at a meeting before the date on which the names of delegates must be sent to the State Office shall select delegates in the number allotted the LWVCC under the provisions of the By-Laws of the LWVOR. The Board may appoint an alternate for each delegate.

Sec. 3. 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 select delegates to that Council in the number allotted the LWVCC under the provisions of the By-Laws of the LWVOR. The Board may appoint an alternate delegate for each delegate.

### **ARTICLE XI. Parliamentary Authority**

Sec. 1. PARLIAMENTARY AUTHORITY: The rules contained 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 By-Laws.

### **ARTICLE XII. Amendments**

Sec. 1. AMENDMENTS: These By-Laws may be amended by a two-thirds vote of the voting members present and voting at the Annual Meeting, provided the amendments were submitted to the membership in writing at least one month in advance of the meeting.