

League of Women Voters of Henderson County

Bylaws

ARTICLE I: NAME

Sec. 1. Name - The name of the organization shall be the League of Women Voters of Henderson County hereinafter referred to in these bylaws as LWWHC. This local League is an integral part of the League of Women Voters of the United States, hereinafter referred to in these bylaws as LWWUS, and the League of Women Voters of North Carolina, LWWNC.

ARTICLE II: PURPOSE AND POLICY

Sec. 1. Purposes - The purposes of the LWWHC are to promote non-partisan responsibility through informed and active participation in government and to act on selected governmental issues.

Sec. 2. Political Policy - The LWWHC 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 LWWHC shall be eligible for membership.

Sec. 2. Types of Voting Members

Any person at least 16 years of age who joins the LWWHC shall be a voting member of the local League, the LWWNC and the LWWUS. Voting members also include those who have been members of the League for 50 years or more. Such individuals shall be honorary life members excused from the payment of dues.

ARTICLE IV: OFFICERS

Sec. 1. Election, Qualifications and Term – The officers of the LWVHC constitute the Leadership Team. Officers include a president or co-presidents, a secretary and a treasurer. Officers may also include a vice-president. All officers shall be elected for terms of two years by the general membership at an annual meeting and all shall take office July 1. One co-president and the secretary shall be elected in odd-numbered years. The other co-president, vice-president and the treasurer shall be elected in even-numbered years.

Sec. 2. The President or Co-Presidents – The president or co-president shall preside at all meetings of the organization, of the Board, and of the Leadership Team. She or he shall be a non-voting, *ex officio* member of all committees except the nominating committee. She or he 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.

Sec. 3. The Vice-President – The vice-president shall, in the event of absence, disability, resignation or death of a co-president or the president, possess all the powers and perform all the duties of that office, until such time as the Board shall select one of the elected directors to fill the vacancy. The vice-president shall perform such duties as the president or co-presidents and Board may designate.

Sec. 4. The Secretary – The secretary or his or her designee shall keep minutes of all Board, annual and Leadership Team meetings. She or he shall notify all officers and directors of their election. She or he shall sign, with the president or co-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 monies due. She or he shall be the custodian of these monies, shall deposit them in a bank designated by the Board, and shall disburse the same only upon order of the Board. She or he shall present statements to the Board at their regular meetings and an annual report. The books of the treasurer shall be reviewed annually, or any time a change of treasurer occurs. This review may be performed in house.

ARTICLE V: BOARD OF DIRECTORS

Sec. 1. Number, Manner of Selection and Terms of Office – The Board shall consist of the officers of the LWVHC, four (4) elected directors, and not more than four (4) appointed directors. Two (2) of the four (4) elected directors shall be elected by the general membership at each annual meeting and shall serve for a term of two years beginning July 1 after their election, or until their successors have been elected. The Board members shall appoint such additional directors, not exceeding four (4), as they deem necessary to carry on the work of the LWVHC. The terms of office of the appointed directors shall be one year and shall expire July 1 the following year. The immediate past president will serve as an *ex officio* member of the Board with full voting privileges for a one-year term.

Sec. 2. Qualifications – No person shall be elected or appointed or shall continue to serve as an officer or director of this organization unless she or he is a voting member of the LWVHC.

Sec. 3. Vacancies – Any vacancy occurring in the Board by reason of death, resignation, or disqualification of an officer or elected member may be filled, until the next annual meeting, by a majority vote of the remaining members of the Board. Three 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 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 programs as adopted by the national convention, the state convention, and the annual meeting. The Board shall create and designate such committees as it may deem necessary. Every Board member shall have an area of responsibility beyond membership on the Board, *e.g.*, Leadership Team member, Team Leader.

Sec. 5. Meetings – There shall be at least eight (8) regular meetings of the Board annually. The president or co-presidents may call special meetings of the Board and shall call a special meeting upon the written request of twenty-five (25%) of the members of the Board. An agenda will be prepared by the co-presidents or president for each meeting and circulated to the Board members

prior to the meeting. The order of the agenda will be determined by the co-presidents or president. All team reports may be submitted for inclusion in the consent agenda. Such reports will be submitted 48 hours in advance of the scheduled Board meeting.

Sec. 6 Voting - Generally, all votes will occur at a Board meeting with a quorum of the members present. If time is of the essence, the Board may be convened by conference call and any votes taken will be duly recorded in the minutes of such meeting. Voting will not be conducted by email or text.

Sec. 7. Quorum – A majority of the members of the Board shall constitute a quorum.

ARTICLE VI: LEADERSHIP TEAM

Sec. 1. Membership – The Leadership Team shall consist of the elected officers.

Sec. 2. Powers and Duties – The Leadership Team shall be authorized to act between meetings of the Board of Directors to approve expenditures, as long as the expense is within the budget; and to take non-fiscal action in case of an emergency or in case a decision must be made before the next Board meeting.

Sec. 3. Meetings – Meetings shall be held at the call of the president or co-presidents.

Sec. 4. Quorum – A majority of the members of the Leadership Team shall constitute a quorum.

ARTICLE VII: FINANCIAL ADMINISTRATION

Sec. 1. Fiscal Year – The fiscal year of the LWVHC shall commence on the first day of July each year.

Sec. 2. Dues –

a) Annual Dues - Shall be payable July 1 and shall be considered delinquent if not paid by November 1. Members failing to pay dues by November 1 will be dropped from the membership rolls. The amount of the annual dues shall be recommended by the Board one month prior to the annual meeting for consideration by the members. Dues for new members joining after January 1 shall be one half of the annual member dues.

b) National and State Per Member Payments – The LWVHC shall make a national Per Member Payment (“PMP”) in the amount determined by the LWVUS and a Per Member Payment to the state League to be determined by the LWVNC.

Sec. 3. Budget – A budget for the ensuing year shall be submitted by the Board to 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 at least two (2) 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.

Sec. 5. Distribution of Funds on Dissolution – In the event of the dissolution of the LWVHC, all monies and securities which may at the time be owned by or under the control of LWVHC shall be paid to the LWVNC 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 which may at the time be owned or under the control of the LWVHC 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 VIII: NOMINATIONS AND ELECTIONS

Sec. 1. Nominating Committee – The nominating committee shall consist of three (3) members who shall serve for a one-year term with an option for a second year term. Nominations for these positions shall be made by the current nominating committee.

No Board member may be a member of the nominating committee. Any

vacancy on the nominating committee shall be filled by the Board. 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 shall be sent to all members one month before the date of the annual meeting. The report of the nominating committee shall be presented to 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. Elections – When there is but one nominee for an office, the secretary may be instructed to cast the ballot for those nominees. A majority vote shall elect. Absentee or proxy voting shall not be permitted.

ARTICLE IX: MEETINGS

Sec. 1. Membership Meetings – There shall be at least three (3) meetings of the membership each year. Time and place shall be determined by the Board.

Sec. 2. Annual Meeting – An annual meeting shall be held during the last quarter of the fiscal year, the exact date to be determined by the Board. The annual meeting shall:

- a) adopt local program/priorities for the ensuing year;
- b) elect officers, directors, and members of the nominating committee; c) adopt a budget
- d) transact such other business as may properly come before it.

Sec. 3. Quorum - Twenty-five percent (25%) of the members shall constitute a quorum at all business meetings of the LWVHC.

ARTICLE X: PROGRAM/PRIORITIES

Sec. 1. Authorization – The governing 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 /Priorities– The program /priorities of the LWWHC shall consist of action to a) implement principles of the LWWUS and the LWWNC and b) those local governmental issues chosen for study and action.

Sec. 3. Action by the Annual Meeting – The annual meeting shall act upon the program /priorities using the following procedures:

a) The Board shall consider the recommendations sent by the voting members prior to the annual meeting and shall formulate proposed program /priorities; b) a majority vote at the annual meeting shall be required for adoption of program/ priorities as presented to the annual meeting by the Board; and c) changes in the program, in the case of altered conditions, may be made at the discretion of the Board.

Sec. 4. Member Action – Members may act in the name of the League of Women Voters only when authorized to do so by the Board of Directors. They may act only in conformity with and not contrary to positions taken by the LWWHC, the LWWNC, and the LWWUS.

ARTICLE XI: NATIONAL CONVENTION, STATE CONVENTION AND COUNCIL

Sec. 1. National Convention – The Board at a meeting before the date on which the names of delegates must be sent to the national office shall select voting delegates to that convention up to the number allotted by the LWWUS.

Sec. 2. State Convention – The Board at a meeting before the date on which the names of delegates must be sent to the state office shall select voting delegates to that convention up to the number allotted the LWWHC under the provisions of the bylaws of the LWWNC.

Sec. 3. State Council – The Board at a meeting before the date on which the names of delegates must be sent to the state office shall select voting delegates

to that council up to the number allotted LWVHC under the provisions of the bylaws of the LWVNC.

ARTICLE XII: PARLIAMENTARY AUTHORITY

Sec. 1. Parliamentary Authority – The rules contained in the current edition of Robert’s 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 XIII: AMENDMENTS

Sec. 1. Amendments - These bylaws may be amended by a two-thirds vote at the annual meeting, provided that amendments were submitted to the membership in writing at least one month in advance of the meeting.

Adopted – July 1983

Amended – May 1989

Amended – May 6, 1993

Amended – May 19, 2005

Amended – May 10, 2007

Amended – May 14, 2011

Editing Revisions Approved by Board – April 5, 2012 – May 3, 2018 Revisions

Approved by Board – June 14, 2018 Amended and Approved by the membership at the Annual Meeting.