

**League of Women Voters of Henderson County  
Bylaws**

**ARTICLE I: NAME**

**Sec. 1. Name.** The name of this organization shall be League of Women Voters of Henderson County hereinafter referred to in these bylaws as LWVHC. This local League is an integral part of the League of Women Voters of the United States, hereinafter referred to in these bylaws as LWVUS, and of the League of Women Voters of North Carolina, LWVNC.

**ARTICLE II: PURPOSE AND POLICY**

**Sec. 1. Purposes.** The purposes of the LWVHC are to promote political responsibility through informed and active participation in government and to act on selected governmental issues.

**Sec. 2. Political Policy.** The LWVHC 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 LWVHC shall be eligible for membership.

**Sec. 2. Types of Membership.**

- a) Voting Members. Citizens at least 18 years of age who join the LWVHC shall be voting members of the local League, the LWVNC, and the LWVUS;
- b) Life Members. Those who have been members of the League for 50 years or more shall be life members excused from the payment of dues. Life Members have all the rights and privileges, including voting, as Voting Members.
- c) Associate Members. All others who join the LWVHC shall be associate members.

**ARTICLE IV: OFFICERS**

**Sec. 1. Election, Qualifications and Term.** The officers of the LWVHC shall be a president or co-presidents, a 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 all shall take office July 1. The president or co-presidents and the secretary shall be elected in odd-numbered years. The vice-president and the treasurer shall be elected in even-numbered years.

**Sec. 2. The President or Co-Presidents.** The president or co-presidents shall preside at all meeting of the organization, of the board, and of the Executive Committee. She or he may in the absence or disability of the treasurer sign or endorse checks, drafts and notes. She or he shall be, ex officio, a 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 shall keep minutes of all meetings of the organization, of the board, and of the Executive Committee. She or he shall notify all officers and directors of their election. She or he shall sign, with the president or a 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 moneys due. She or he shall be the custodian of these moneys, 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 biennially, 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, not more than four (4) appointed directors, and the immediate past President. Two (2) 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 program 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.

**Sec. 5. Meetings.** There shall be at least eight (8) regular meetings of the board annually. The president may call special meetings of the board and shall call a special meeting upon the written request of twenty-five percent (25%) of the members of the board.

**Sec. 6. Quorum.** A majority of the members of the board shall constitute a quorum.

#### **ARTICLE VI: EXECUTIVE COMMITTEE**

**Sec. 1. Membership.** The Executive Committee shall consist of the elected officers.

**Sec. 2. Powers and Duties.** The Executive Committee shall be authorized to act between meetings of the Board of Directors to approve expenditures, as long as the expense was within the budget; and to take nonfiscal 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.

**Sec. 4. Quorum.** A majority of the members of the Executive Committee 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.** Annual dues shall be payable July 1 and shall be considered delinquent if not paid by October 1. Members failing to pay dues by October 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 per member dues. National and State Per Member Payment. 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. 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 the LWVHC, all moneys and securities which may at the time be owned by or under the control of the 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: 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 April or May, the exact date to be determined by the board. The annual meeting shall:

- a) adopt a local program 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 IX: NOMINATIONS AND ELECTIONS**

**Sec. 1. Nominating Committee.** The nominating committee shall consist of three (3) members, one of whom shall be a member of the board. The chairman and one member shall not be members of the board and shall be elected at the annual meeting. Nominations for these offices shall be made by the current nominating committee. The other member shall be appointed by the board immediately following the annual meeting. 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 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. The report of the nominating committee shall be presented to 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 elections shall be by ballot, providing that 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 X: 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 program.

**Sec. 2. Program.** The program of the LWVHC shall consist of: a) action to implement Principles of the LWVUS and the LWVNC 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 the program using the following procedures:

- a) The board shall consider the recommendations sent 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 at the annual meeting shall be required for adoption of subjects in the proposed program as presented to the annual meeting by the board.
- d) Recommendations for program submitted by voting members two months prior to the annual meeting but not included in the proposed program recommended by the board 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 majority 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 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 proper Board of Directors. They may act only in conformity with, and not contrary to, a position taken by the LWVHC, the LWVNC, and the LWVUS.

#### **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 delegates to that convention in the number allotted by the LWVUS.

**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 delegates to that convention in the number allotted the LWVHC under the provisions of the bylaws of the LWVNC.

**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 delegates to that council in the number allotted the 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.

Amended 5/89

Amended 5/6/93

Amended 5/19/05

Amended 5/10/07

Amended 5/14/11