

# BYLAWS FOR THE LEAGUE OF WOMEN VOTERS OF MCDONOUGH COUNTY

Revised April 2007

(No revisions made in 2004, 2005, 2006)

## ARTICLE I

### Name

Sec. 1. Name. The name of this organization shall be the League of Women Voters of McDonough County, hereinafter referred to in these bylaws as LWVMC. 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 Illinois, hereinafter referred to in these bylaws as LWVIL.

## ARTICLE II

### Purpose and Policy

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

Sec. 2. Policy. The LWVMC 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 any 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 of Membership. The membership of the LWVMC shall be composed of voting members and associate members.

- a.) Voting Members. Citizens at least 18 years of age who join the LWVMC shall be voting members of the local League, the state League and of the LWVUS; (1) individuals 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 honorary life members excused from the payment of dues.
- b.) Associate Members. All others who join the League shall be associate members.

## ARTICLE IV

### Board of Directors

Sec. 1. Number: Manner of Selection and Term of Office. The Board of Directors shall consist of the officers of the League, six elected Directors and not more than six appointed Directors. Three Directors shall be elected by the general membership at each Annual Meeting and shall serve for a term of two years. The Board of Directors shall appoint such additional Directors as they deem necessary to carry on the work of the League. The terms of office of the appointed Directors

shall be one year and shall expire at the conclusion of the next Annual Meeting.

- Sec. 2. Qualifications. All elected or appointed board members shall be voting members of the LWVMC.
- Sec. 3. Vacancies. Any vacancy occurring in the Board of Directors by reason of the resignation, death or disqualification of a member of the Board of Directors may be filled, until the next Annual Meeting, by a majority vote of the remaining members of the Board of Directors. Three consecutive absences from a Board meeting may 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 special committees as it may deem necessary.
- Sec. 5. Meetings. There shall be at least seven regular meetings of the Board of Directors each year. The president(s) may call special meetings of the Board of Directors and shall call a special meeting upon the written request of five members of the Board.
- Sec. 6. Quorum. A majority of the members of the Board of Directors shall constitute a quorum at all Board meetings.

## **ARTICLE V**

### **Officers**

- Sec. 1. Enumeration and Election of Officers. The Officers of the LWVMC shall be a President(s), a Vice President(s), 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. The President(s) and the Secretary shall be elected in odd-numbers years. The Vice President(s) and Treasurer shall be elected in even-numbered years.
- Sec. 2. The President(s). The President(s) shall: preside at all meetings of the organization and of the Board of Directors; be, ex officio, a member of all committees except the Nominating Committee; have such usual powers of the President(s); and perform such other duties as may be designated by the Board of Directors; and, in the absence or disability of the Treasurer, sign or endorse checks, drafts and notes.
- Sec. 3. The Vice President(s). The Vice President(s) shall, in the event of the absence, disability or death of the President(s), possess all the powers and perform all the duties of the office until such time as the Board of Directors shall select one of its members to fill the vacancy. The Vice President(s) shall perform such other duties as the President(s) and Board of Directors may designate.
- Sec. 4. The Secretary. The Secretary shall: keep minutes of all business meetings of the Board of Directors. The Secretary shall notify all Officers and Directors of their election or appointment to the Board of Directors and shall sign, with the President(s), all contracts and other instruments when so authorized by the Board of Directors and shall perform other functions pertaining to the

office.

Sec. 5. The Treasurer. The Treasurer shall: collect and receive all monies due; be the custodian of these monies; deposit these monies in a bank designated by the Board of Directors and disburse the same only upon order of the Board of Directors; and present statements to the Board of Directors at their regular meetings and an annual report to the Annual Meeting.

## **ARTICLE VI Financial Administration**

Sec. 1. Fiscal Year. The fiscal year of the LWVMC shall conform to the LWVUS. This begins July 1 and ends June 30 of each year.

Sec. 2. Dues. Dues may be paid semi-annually, with half of the total paid at the Annual Meeting and the balance paid by October 1. The amount shall be determined by the membership at the Annual Meeting. Any member who fails to pay dues within two months after they become payable may be dropped from the membership rolls. *Levels for dues:*

- a.) Regular – pays the amount set by the Annual Meeting
- b.) Household - when two or more members reside at the same address in a common household, the second member pays half the stated dues
- c.) Student – pays the current student rate

Sec. 3. Budget. A budget for the ensuing year shall be submitted by the Board of Directors to the Annual Meeting for adoption. The proposed budget shall be sent to all members one month before the Annual Meeting. The budget shall include support for the work of the League as a whole.

Sec. 4. Budget Committee. A budget shall be prepared by a Budget Committee which shall be appointed for that purpose at least two months before the Annual Meeting. The Treasurer shall be an ex officio 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 dissolution of the LWVMC all monies and securities which may at the time be owned by or under the control of the LWVMC shall be paid to the LWVIL 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 LWVMC shall be disposed of to such person, organization, or corporation for such public, charitable or educational use and purposes as the Board of Directors in its absolute discretion may designate.

## **ARTICLE VII Meetings**

Sec. 1. Membership Meetings. There shall be at least four general meetings of the membership each year. Time and place shall be determined by the Board of Directors.

Sec. 2. Annual Meeting. An Annual Meeting shall be held between March 1 and June 1, the exact date to be determined by the Board of Directors. The Annual Meeting shall:

- a.) adopt a local program for the ensuing year,
- b.) elect officers and directors and members of the Nominating Committee,
- c.) adopt an adequate budget, and
- d.) transact such other business as may properly come before it.

Sec. 3. Quorum. One quarter of the members shall constitute a quorum at all meetings of the LWVMC.

### **ARTICLE VIII Nominations and Elections**

- Sec. 1. Nominating Committee. The Nominating Committee shall consist of three members, one of whom shall be a member of the Board of Directors, appointed by the Board of Directors immediately following the Annual Meeting. The Chair and one member, who shall not be a member of the Board of Directors, shall be elected at the Annual Meeting. Nominations for these two committee positions shall be made by the current Nominating Committee. Any vacancy on the Nominating Committee shall be filled by the Board of Directors. 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, Board of 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 at 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 adoption of the program.
- Sec. 2. Program. The program of the LWVMC shall consist of such local governmental issues which the membership shall choose for concerted study and action.
- Sec. 3. Adoption. The Annual Meeting shall act upon the program using the following procedures.
- a.) The Board of Directors shall consider the recommendations sent in 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 of voting members present and voting at the Annual Meeting shall be required for adoption of items in the proposed program.
- d.) Recommendations for the proposed program submitted by the 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 proposed 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 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 (local, state, or national) Board of Directors.

## **ARTICLE X**

### **National Convention and State Convention 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 the Convention in the number allotted the LWVMC under the provision of the Bylaws 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 to that convention or council in the number allotted the LWVMC under the provision of the Bylaws of the LWVIL.

## **ARTICLE XI**

### **Parliamentary Authority**

Sec. 1. Parliamentary Authority. The rules contained in the Newly Revised Robert's Rules of Order 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**

Sec. 1. 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 were submitted to the membership in writing at least one month in advance of the meeting.