

LEAGUE OF WOMEN VOTERS OF THE LA GRANGE AREA

BYLAWS

Approved May 20, 2008

MISSION STATEMENT

The League of Women Voters, a nonpartisan political organization, encourages informed and active participation in government, works to increase understanding of major public policy issues, and influences public policy through education and advocacy.

ARTICLE I

Section 1. NAME.

The name of this organization shall be the League of Women Voters of the La Grange Area (hereinafter referred to as "LWVLGA"). This local League is an integral part of the League of Women Voters of the United States (hereinafter referred to as "LWVUS"), the League of Women Voters of Illinois (hereinafter referred to as "LWVIL") and the League of Women Voters of Cook County (hereinafter referred to as LWVCC).

**ARTICLE II
PURPOSE AND POLICY**

Section 1. PURPOSE.

The purpose of the LWVLGA is to promote political responsibility through informed and active participation in government and to act on selected government issues.

Section 2. POLITICAL POLICY.

LWVLGA may take action on local government 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**

Section 1. ELIGIBILITY.

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

Section 2. TYPES OF MEMBERSHIP.

- A. Voting Members – Citizens at least 18 years of age who join the LWVLGA shall be voting members of the local, county, and state Leagues of their place of joining and of the LWVUS. 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**

Section 1. NUMBER, MANNER OF SELECTION AND TERM OF OFFICE.

The Board of Directors shall consist of the officers of the League, four elected Directors, and not more than four appointed Directors. Two of the elected Directors shall be elected by the general membership at the Annual Meeting in odd-numbered years, and two of the elected Directors in even-numbered years, and they shall serve for a period of two years or until their successors have been elected and qualified. The President shall appoint, with the approval of the officers and the elected Directors, such additional Directors, not exceeding four, as deemed necessary to carry on the work of the League. The term of the appointed Directors shall be one year and shall expire at the conclusion of the next Annual Meeting.

Section 2. QUALIFICATIONS AND TENURE.

No person shall be elected or shall continue to serve as a Director of this organization who is not a voting Member of the LWVLGA. No elected Director shall serve more than two successive terms as an elected Director in the same capacity.

Section 3. VACANCIES.

Any vacancy occurring in the elected Directors by reason of resignation, death, or disqualification may be filled, until the next Annual Meeting, by a majority vote of the remaining Board of Directors. Three consecutive absences from a Board Meeting of any elected Director without valid reasons shall be deemed a resignation.

Section 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, State and County Conventions, and at the Annual Meeting. The Board shall create and designate such special committees as it may deem necessary. A Parliamentarian may be requested by the President to attend Board or Membership Meetings in an advisory capacity but not as a member of the Board.

Section 5. MEETINGS.

There shall be at least six 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 written request of four members of the Board. Board members shall be notified of a Board meeting at least one week prior to the meeting.

Section 6. QUORUM.

A majority of the members of the Board of Directors shall constitute a quorum. In the presence of a quorum, a majority of members in attendance at any Board Meeting shall decide its action. Any one or more members of the Board may participate in a meeting by means of conference telephone or similar communications equipment allowing all persons participating in the meeting to communicate with each other at the same time. Participation by such means shall constitute presence in person at a meeting.

**ARTICLE V
OFFICERS**

Section 1. ENUMERATION AND ELECTION OF OFFICERS.

The Officers of the LWVLGA shall be a President (or two Co Presidents), 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 the Annual Meeting and take office immediately. The President(s), the Second Vice President, and the Treasurer shall be elected in odd numbered years. The First Vice President and the Secretary shall be elected in even numbered years. No Officer shall serve more than two successive terms in the same office.

Section 2. THE PRESIDENT.

The President(s) shall preside at all meetings of the organization and the Board of Directors. In the absence or disability of the Treasurer, the President(s) shall sign or endorse checks, drafts and notes. The President(s) shall be, ex officio, a member(s) of all committees except the Nominating Committee, and 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. The President shall appoint three Members to the Standing Scholarship Committee, one of whom shall be a member of the Board, and shall require that Committee to report to the Board annually.

Section 3. THE VICE PRESIDENTS.

The two Vice Presidents, in the order of their rank, shall in the event of the absence, death or disability of the President(s), 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.

Section 4. THE SECRETARY.

The Secretary shall keep minutes of all meetings of the Board of Directors and shall perform such other functions as may be incident to the office.

Section 5. THE TREASURER.

The Treasurer shall collect and receive all monies due, shall be custodian of these moneys, shall deposit them with a financial institution approved by the Board of Directors and shall disburse the same in accordance with the budget or upon order of the Board. The Treasurer shall present statements to the Board at their regular meetings, and an annual report at the Annual Meeting. The Treasurer shall sign with the President(s) all contracts and other instruments when so authorized by the Board.

Section 6. EXECUTIVE COMMITTEE.

The President(s), Vice Presidents, Secretary and Treasurer shall constitute an Executive Committee. Said Committee shall have the authority to deal with any emergency matter which may occur and which cannot await action at a regular Board Meeting. At the next regular Board Meeting, the Committee shall report on all actions taken by it after the last regular meeting off the Board.

Section 7. OFFICER VACANCIES.

Vacancies in the offices of Vice President, Secretary, or Treasurer, occurring by reason of resignation, death or disqualification, shall be filled by a majority vote of the remaining members of the Board of Directors, until the next Annual Meeting.

**ARTICLE VI
FINANCIAL ADMINISTRATION**

Section 1. FISCAL YEAR.

The fiscal year of the LWVIJGA shall coincide with the fiscal year of the LWVUS.

Section 2. DUES.

Dues, as recommended by the Board of Directors, with the approval of the general membership, shall be payable annually at the beginning of the fiscal year, July 1. Members who join the League between July and January 31, shall pay the full annual dues rate. New members who first join LWVLGA after January 31 shall pay \$25.00 dues for the balance of the year. Any Member who fails to pay within four months after dues are payable, may be dropped from the membership rolls, at the discretion of the President and Treasurer.

- a) When two Members reside at the same address in a common household, their combined dues shall be equal to one and one-half times the amount of dues for an individual.
- b) Dues for a Member who is a student shall be equal to one-half the regular dues. A student is defined as an individual enrolled full time in an accredited educational institution.

Section 3. BUDGET.

A budget for the ensuing fiscal year shall be submitted by the Board of Directors to the Members for adoption at the Annual Meeting. The budget shall include support for the work of the League as a whole.

Section 4. BUDGET COMMITTEE.

A Budget Committee shall be appointed by the Board of Directors at the next Board Meeting after the Annual Meeting, to prepare a budget for the next fiscal year. At least two months prior to the Annual Meeting when the proposed budget will be submitted to the Members, the proposed budget first shall be submitted to the Board for review and approval. The current budget, proposed budget, and actual financial statement then shall be sent to all Members one month before the Annual Meeting when the proposed budget will be submitted to the Members for adoption. The Treasurer shall not be eligible to serve as Chairperson of the Budget Committee.

Section 5. FINANCIAL REVIEW.

The books of the Treasurer shall be closed for the purpose of review at the end of the fiscal year and at any time during the fiscal year when there is a change of Treasurer. An off-Board Member shall be appointed by the President(s) to conduct the review.

Section 6. LIMIT OF FINANCIAL OBLIGATION.

No Member or committee shall incur financial obligations for the League except by approval of the Board or Executive Committee.

Section 7. DISTRIBUTION OF FUNDS ON DISSOLUTION.

In the event of dissolution of LWVLGA for any reason, all moneys and securities owned by the LWVLGA shall be paid to the LWVIL.

**ARTICLE VII
MEETINGS**

Section 1. MEMBERSHIP MEETINGS.

The time and place of the Membership (general) Meetings of the LWVLGA shall be determined by the Board of Directors. The President may call Special Membership Meetings. There shall be at least four meetings of the membership, including the Annual Meeting, each year.

Section 2. ANNUAL MEETINGS.

Annual Meetings shall be held in May or June, the exact date to be determined by the Board of Directors. At the Annual Meeting, Members:

- a) May adopt a local Program for the ensuing year;
- b) Shall elect Officers, Directors, and members of the Nominating Committee;
- c) Shall adopt an adequate budget; and
- d) May transact such other business as may properly come before it.

Section 3. QUORUM.

One-fifth of the membership shall constitute a quorum at the Annual Meeting and Membership (general) Meetings of the LWVLGA.

**ARTICLE VIII
NOMINATIONS AND ELECTIONS**

Section 1. NOMINATING COMMITTEE.

A Nominating Committee of three Members shall be elected by the membership at the Annual Meeting. One member shall be from the Board of Directors. The Chairman and the third member shall come from the membership at large. The committee shall be considering potential League leadership throughout the year so that it may be able to present the best possible slate for elections at the Annual Meeting. 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 the committee by any voting Member. The non—Board members of the Committee shall attend at least two Board Meetings prior to presentation of the nominations.

Section 2. DUTIES AND REPORT OF THE NOMINATING COMMITTEE AND NOMINATIONS FROM THE FLOOR.

The Nominating Committee shall provide a nominee for each office to be filled for the ensuing year and three members of the Nominating Committee. The report of the Nominating Committee shall be presented to the Board at least two months before the date of the Annual Meeting and the recommendations shall be sent to all Members one month before the date of the Annual Meeting. Immediately following the presentation of the report at the Annual Meeting, nominations may be made from the floor by any voting Member provided the consent of the nominee has been secured.

Section 3. ELECTIONS.

The election shall be by ballot at the Annual Meeting, 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 Members present shall constitute an election. Absentee or proxy voting shall not be permitted. In the event of a contested election, the Parliamentarian shall be in charge of that election.

**ARTICLE IX
LOCAL PROGRAM**

Section 1. AUTHORIZATION.

The governmental principles adopted by the National Convention and supported by the League as a whole constitute the authorization of the Program.

Section 2. PROGRAM.

The Program of the LWVLGA shall consist of those local government issues chosen for concerted study and action.

- a) At least two months prior to the Annual Meeting, voting Members may submit recommendations for proposed study and action to the Board of Directors.
- b) The Board of Directors shall consider the recommendations submitted by the voting Members two months prior to the Annual Meeting, and shall formulate a Proposed Program.
- c) The Proposed Program shall be sent to all Members one month before the Annual Meeting.
- d) A majority vote of voting Members present and voting at the Annual Meeting shall be required for adoption of the Proposed Program as presented to the Annual Meeting by the Board of Directors.
- e) Recommendations for Program submitted by voting Members may be considered at the Annual Meeting provided that:
 - 1) The Annual Meeting shall order consideration by a majority vote
 - 2) The Annual Meeting shall adopt the item by a two— thirds vote.
- f) 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 one month prior to a Membership (general) Meeting at which the change will be discussed and voted upon; and
 - 2) A membership quorum is present and a majority vote shall be required for adoption.

Section 3. MEMBER ACTION.

Members may act in the name of the League of Women Voters only when authorized to do so by the appropriate Board of Directors of LWVUS, LWVIL, LWVCC, or LWVLGA.

**ARTICLE X.
NATIONAL, STATE AND COUNTY CONVENTIONS AND STATE COUNCIL**

Section 1. NATIONAL CONVENTION.

The Board of Directors, at a meeting before the date on which the names of delegates will be sent to the LWVUS, shall select delegates to that convention in the number allotted the LWVLGA under the provisions of the Bylaws of the LWVUS.

Section 2. STATE CONVENTION.

The Board of Directors, at a meeting before the date on which the names of delegates will be sent to the LWVIL, shall select delegates to that convention in the number allotted the LWVLGA under the provisions of the Bylaws of the LWVIL.

Section 3. COUNTY CONVENTION.

The Board of Directors, at a meeting before the date on which the names of delegates will be sent to the LWVCC, shall select delegates to that convention in the number allotted the LWVLCA under the provisions of the Bylaws of the LWVCC.

Section 4. STATE COUNCIL.

The President(s) may be the first delegate to the State Council Meeting. The Board of Directors may select any interested Members to attend as delegates in the number allotted by LWVIL.

**ARTICLE XI
PARLIAMENTARY AUTHORITY**

Section 1. RULES.

- a) The rules contained in Roberts 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 Bylaws.
- b) A Parliamentarian shall be appointed by the President following the Annual Meeting to serve through the next Annual Meeting.
- c) The Parliamentarian shall attend the Annual Meeting.

**ARTICLE XII
AMENDMENTS**

Section 1. AMENDMENTS.

These Bylaws may be revised/amended by a two-thirds vote of the voting Members present and voting at any Membership Meeting, provided that:

- a) The proposed amendments were submitted to the membership in writing at least one month in advance of the meeting, and
- b) Copies of the proposed amendments were previously submitted to the LWVIL.