

BYLAWS (Revised May 2013)

LEAGUE OF WOMEN VOTERS OF CHAMPAIGN COUNTY

Article I

Name

Section 1. Name. The name of this organization shall be the League of Women Voters of Champaign County. This local League is an integral part of the League of Women Voters of the United States and of the League of Women Voters of Illinois.

Article II

Purpose and Policy

Section 1. Purposes. The purposes of the League of Women Voters of Champaign County shall be to promote political responsibility through informed and active participation of citizens in government and to act on selected governmental issues.

Section 2. Policy. The League of Women Voters of Champaign County may take action on local governmental measures and policies in the public interest in conformity with the principles of the League of Women Voters of the United States. The League 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. The membership of the League of Women Voters of Champaign County shall be composed of voting members and associate members.

- (a) Voting members shall be citizens of voting age.
- (b) Associate members shall be all other members.
- (c) Life membership may be granted to any voting member of the League of Women Voters who attains 50 years as a member of the League of Women Voters of the United States. No further dues will be collected and all privileges will be retained as a voting member.

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, six elected Directors, and chairs of standing committees. Three of the Directors shall be elected by the general membership at the annual Meeting in even-numbered years and three in odd-numbered years. Elected Directors shall serve for a term of two years or until their successors have been elected and qualified. The elected member of the Board shall meet within 30 days after the election to appoint any necessary additional Directors, and any others needed to provide chairs of standing committees. The term of office of the appointed Directors shall be one year and shall terminate at the Annual Meeting. Each elected Director shall serve as a chair of a standing committee.

The Executive Committee shall consist of the Officers of the League and may include the elected Directors at the discretion of the President. The Executive Committee may invite two members of the League of Women Voters of Champaign County to serve as honorary Directors. These directors shall be chosen because of their long League service and understanding of the League policies and procedures. They shall serve in an advisory capacity for one year, without portfolio, and without vote.

Section 2. Qualifications. No person shall be elected or appointed or shall continue to serve as an Officer or Director of this organization unless that person is a voting member of the League of Women Voters of Champaign County. No holder of a political office or candidate for a political office, either at primaries or at a regular election, shall be a member of the Board of Directors.

Section 3. Vacancies. Any vacancy occurring in the Board of Directors may be filled, until next election, by a majority voter of the remaining members of the Board of Directors. Three consecutive absences from a board meeting of any member without a valid reason 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 Convention, the State Convention, and the Annual Meeting.

Section 5. Meetings. There shall be at least nine 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 members of the Board.

Section 6. Quorum. A majority of the members of the Board shall constitute a quorum.

Article V Officers

Section 1. Enumeration and Election of Officers. The officers of the League of Women Voters of Champaign County shall be a President, a President-Elect, a First Vice-President, a Second Vice-President, a Secretary, and a Treasurer. The officers, except for President-Elect, shall be elected to serve two-year terms. All officers shall be elected by the general membership at the Annual Meeting. All officers, except the Treasurer, shall take office at the conclusion of the Annual Meeting. The Treasurer shall take office on July 1. The Second Vice-President and the Secretary shall be elected in odd-numbered years. The First Vice-President and the Treasurer shall be elected in even-numbered years. The President-Elect shall be elected in even-numbered years and serve a one year term, and then, in the odd-numbered year, take office for a two year term as President. The President-Elect may, during the term as President-Elect, serve as an officer or director on the Board, if elected to such office in the prior or current year. No officer shall serve more than two consecutive terms in the same office. This schedule may be altered as necessary to fulfill the needs of the organization and the availability of candidates for offices.

Section 2. The President. The President shall preside at all meetings of the organization and of the Board of Directors. The President may, in the absence of or disability of the Treasurer, sign or endorse checks, drafts, and notes. The President shall be, ex officio, a member of all committees except the Nominating Committee. The President 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.

Section 3. The President-Elect and Vice-Presidents. The President-Elect shall, in the event of the absence, disability, or death of the President, possess all the powers and perform all the duties of that office. If the President-Elect is unable to serve, the Vice-Presidents shall, in order, take over the office. In the event that no one of these is able to serve in this capacity, the Board of Directors shall elect one of its members to fill the vacancy. The President-Elect and the Vice-Presidents shall perform other such duties as the President and Board may designate.

Section 4. The Secretary. The Secretary shall keep minutes of all general meetings of the League, and of meetings of the Board of Directors. The Secretary shall notify all Officers and Directors of their elections. The Secretary 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.

Section 5. The Treasurer. The Treasurer shall collect and receive all monies due. The Treasurer shall be the custodian of these monies, shall deposit them in a bank designated by the Board of Directors, and shall disburse the same only upon order of the Board. The Treasurer shall be bonded in the amount to be determined by the Board. The Treasurer shall present quarterly reports to the Board and an annual report to the annual Meeting.

Article VI Financial Administration

Section 1. Fiscal Year. The fiscal year of the League of Women Voters of Champaign County shall commence the first day of July in each year.

Section 2. Dues. Each voting and associate member shall pay annual dues to the League of Women Voters of Champaign County. Dues shall be payable by the last day of the month in which dues were originally paid. Any member who fails to pay dues within three months after they become payable may be dropped from the membership list. When two members reside at the same address in a common household, the second member's dues shall be reduced to half the first member's dues.

Section 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 as a whole. A copy of the proposed budget shall be sent to each member at least ten days before the annual meeting.

Section 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, based on its responsibilities to the needs of the various committees. The Treasurer shall not be eligible to serve as chair of the Budget Committee.

Section 5. Auditing Committee. An Auditing Committee shall be appointed by the Board of Directors at least one month before the close of the fiscal year. This committee shall audit the books of the Treasurer and report to the Board of Directors.

Article VII Meetings

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

Section 2. Annual Meeting. An Annual Meeting, which may be adjourned, shall be held between April 1 and May 31, 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;
- d. Transact such other business as may properly come before it.

Section 3. Quorum. Twenty voting members shall constitute a quorum at all general meetings of the League of Women Voters of Champaign County.

Article VIII Nominations and Elections

Section 1. Nominating Committee. The Nominating Committee shall consist of five members, two of whom shall be members of the Board of Directors. The Chair and two non-Board members shall be elected at the Annual Meeting, and shall serve for one year. The other two members of the Nominating

Committee, who shall be members of the Board of Directors at the time of their appointments, shall serve until they make their report at the Annual Meeting. Any vacancy on the Nominating Committee shall be filled by the Board of directors. The Chair of the Nominating Committee, while not a member of the Board of Directors, shall be expected to attend Board Meetings as an *observer*. Suggestions for nominations for Officers, Directors, and members of the Nominating Committee may be made by any member.

Section 2. Report of the Nominating Committee and Nominations from the Floor. The report of the Nominating Committee and its nominations for Officers, Directors, and the members of the succeeding Nominating Committee shall be sent to all members at least ten days preceding 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.

Section 3. Elections. The elections 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 the election. Absentee or proxy voting shall not be permitted.

Article IX Program

Section 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.

Section 2. Program. The program of the League of Women Voters of Champaign County shall consist of:

- a. Those governmental issues chosen for concerted study and action, and
- b. Those positions on local governmental issues to which the League of Women Voters of Champaign County has given sustained attention and on which it may continue to act.

Section 3. Adoption (Annual Meeting). The Program shall be limited to such local governmental issues as the membership shall choose for concerted study and action in the following manner:

- a. The Board of Directors shall consider the recommendations of members one month prior to the Annual Meeting and shall formulate the Proposed Program.
- b. The Proposed Program shall be sent to all members ten days before the Annual Meeting.
- c. A majority vote of voting members present and voting at the annual Meeting shall be required for adoption of subjects in the Proposed Program as presented to the Annual Meeting by the Board of Directors.
- d. Recommendations for Program submitted by members one month prior to the Annual Meeting but not recommended by the Board of Directors may be considered at the Annual Meetings provided that:
 1. The Annual Meeting shall order consideration by a majority vote.
 2. The Annual Meeting shall adopt the item by a 3/5 vote.
- e. Changes in the Program, in the case of altered conditions, may be made at a general membership meeting provided that:
 1. Information about each proposed change has been sent to all members at least ten days prior to the general membership meeting at which the change is to be discussed.
 2. The change is approved at a succeeding meeting by a 2/3 vote of the members voting on the item. At the discretion of the Board, signed, mailed ballots may be counted with those cast at the meeting.

Section 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.

Article X
National Convention and State Convention

Section 1. **National Convention.** The Board of Directors, at least one month before the Convention of the League of Women Voters of the United States, shall elect delegates to that Convention in the number allotted to the League of Women Voters of Champaign County under the provisions of the Bylaws of the League of Women Voters of the United States.

Section 2. **State Convention.** The board of Directors, at least one month before the Convention of the League of women Voters of Illinois, shall elect delegates to that Convention in the number allotted to the League of Women Voters of Champaign County under the provisions of the Bylaws of the League of Women Voters of Illinois.

Article XI
Parliamentary Authority

Section 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 Bylaws.

Article XII
Amendments

Section 1. **Amendments.** These Bylaws may be amended by a 2/3 vote of the members at the Annual Meeting, provided the amendments were submitted to the membership at least ten days in advance of the meeting.

Revisions
5/2013
5/2008
5/2002
others