

Bylaws of the League of Women Voters Tallmadge

Article I—Name

Sec. 1 Name. The name of this organization shall be the League of the Women Voters of Tallmadge. 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 Ohio.

Article II—Purpose and Policy

Sec. 1 Purpose. The purpose of the League of Women Voters of Tallmadge shall be to promote political responsibility through informed and active participation in government and to act on selected governmental issues.

Sec. 2 Policy. The League of Women Voters of Tallmadge 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. It shall not support nor 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 League of Women Voters of Tallmadge shall be composed of voting members and associate members.

a) Voting members.

Citizens at least 18 years of age who join the League shall be voting members of the local and state Leagues of their place of joining and of the LWVUS. Those who reside outside the area of any local League may join a local League or shall be state members-at-large. Those who have been members of the League for 50 years or more shall be honorary members excused from payment of dues.

b) Associate members shall be all other members.

c) Student member

1. A student is defined as an individual at least 18 years old who is enrolled either full or part time in an accredited institution.
2. Student membership dues shall be equal to one half of the amount of dues paid by a regular member.
3. The per member payment for a member who is a student shall be equal to one half the per member payment determined at the League of Women Voters nation convention.

Article IV—Leadership Team/Board of Directors

Sec. 1 Number, Manner of Selection, and Term of Office. The Leadership Team/Board of Directors shall consist of the officers of the League, four (4) elected Leadership Team Members/Directors, and not more than four (4) appointed Associate Leadership Team Members/Directors. One half of the elected Leadership Team Members/Directors (2) shall be elected by the general membership at each Annual Meeting and shall serve for a term of two years, or until their successors have been elected and qualified. The elected members shall appoint such additional Associate Leadership Team Members/Directors, not exceeding four (4), as they deem necessary to carry on the work of the League. The terms of office of the appointed Associate Leadership Team Members/Directors shall be one year and shall expire at the conclusion of the next Annual Meeting.

Sec. 2 Qualifications. No person shall be elected or appointed or shall continue to serve as an officer or Leadership Team Member/Director of this organization unless the person is a voting member of the LWVT.

Sec. 3 Vacancies. Any vacancy occurring in the Leadership Team/Board of Directors by reason of resignation, death, or disqualification of an officer or elected member may be filled, until the next Annual Meeting, by a majority vote of the remaining officers of the Leadership Team/Board of Directors. 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 Leadership Team/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, shall create and designate such special committees as it may deem necessary.

Sec. 5 Meetings. There shall be at least nine regular meetings of the Leadership Team/Board of Directors annually. The Convener/President may call special meetings of the Leadership Team/Board of Directors and shall call a special meeting upon the written request of five members of the Leadership Team/Board.

Sec. 6 Quorum. A majority of the members of the Leadership Team/Board of Directors shall constitute a quorum.

Article V—Officers

Sec. 1 Enumeration and Election of Officers. The officers of the League of Women Voters of Tallmadge shall be a Convener/President, a League Liaison/Vice President, a Record Keeper/Secretary, and a Finance Coordinator/Treasurer who shall be elected for terms of two years by the general membership at an Annual Meeting and take office immediately. The Convener/President and the Record Keeper/Secretary shall be elected in the odd numbered years. The League Liaison/Vice President and the Finance Coordinator/Treasurer shall be elected in the even-numbered years.

Sec. 2 The Convener/President. The Convener/President shall preside at all meetings of the organization and of the Leadership Team/Board of Directors. The Convener/President may, in the absence or disability of the Finance Coordinator/Treasurer, sign or endorse checks, drafts, and notes. The Convener/President shall be, *x-officio*, a member of all committees except the Nominating Committee. The Convener/President shall have such usual powers of supervision and management as may pertain to the office of the Convener/President and perform such other duties as may be designated by the Leadership Team/Board.

Sec. 3 The League Liaison/Vice President. The League Liaison/Vice President shall, in the event of absence, disability, resignation, or death of the Convener/President, possess all the powers and perform all the duties of that office, until such time as the Leadership Team/Board of Directors shall select one of its members to fill the vacancy. The League Liaison/Vice President shall perform such other duties as the Convener/President and Leadership Team/Board may designate.

Sec. 4 The Record Keeper/ Secretary. The Record Keeper/Secretary shall keep minutes of all meetings of the League and of all meetings of the Leadership Team/Board of Directors. The Record Keeper/Secretary shall notify all officers and Leadership Team Members/Directors of their election. The Record Keeper/Secretary shall sign, with the Convener/President, all contracts and other instruments when so authorized by the Leadership Team/Board and shall perform such other functions as may be incident to her office.

Sec. 5 The Finance Coordinator/Treasurer. The Finance Coordinator/Treasurer shall collect and receive all monies due. The Finance Coordinator/Treasurer shall be the custodian of these monies, shall deposit them in a bank designated by the Leadership Team/Board of Directors, and shall disburse the same only upon order of the Leadership Team/Board. The Finance Coordinator/Treasurer shall present statements to the Leadership Team/Board 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 League of Women Voters of Tallmadge shall commence on the first day of July each year.

Sec. 2 Dues. Annual dues shall be payable July 1st. Any member who fails to pay dues within six months after dues become payable shall be dropped from the membership rolls.

Sec. 3 Budget. A budget for the ensuing year shall be submitted by the Leadership Team/Board of Directors 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 of Directors at least two 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 Finance Coordinator/Treasurer shall not be eligible to serve as Chair of the Budget Committee.

Article VII—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 Leadership Team/Board of Directors.

Sec. 2 Annual Meeting. An Annual Meeting shall be held between April 15 and May 30, the date to be determined by the Leadership Team/Board of Directors. At the Annual Meeting, the membership shall

- a) adopt a local Program for the ensuing year,
- b) elect officers and Leadership Team Members/Directors, 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. Twenty percent (20%) of the membership shall constitute a quorum at all business meetings of the League.

Article VIII—Nominations and Elections

Sec. 1 Nominating Committee. The Nominating Committee shall consist of three members, at least one of whom shall be a member of the Leadership Team/Board of Directors. The Chairperson, who shall not be a member of the Leadership Team/Board, shall be elected at the Annual Meeting. Nominations for this office shall be made by the current Nominating Committee. The other members shall be appointed by the Leadership Team/Board of Directors immediately following the Annual Meeting. Any vacancy on the Nominating Committee shall be filled by the Leadership Team/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 of Officers, Leadership Team Members/Directors, and the Chairperson 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 nominees 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 Record Keeper/Secretary may be instructed to cast the ballot for every nominee. A majority vote of these 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 League shall consist of a) action to protect the right to vote of every citizen, 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 Leadership Team/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 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 Leadership Team/Board of Directors.
- d) Recommendations for Program submitted by voting members two months prior to the Annual Meeting but not recommended by the Leadership Team/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 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 Leadership Team/Board of Directors.

Article X—National Convention, State Convention, and Council

Sec. 1 National Convention. The Leadership Team/Board of Directors at a meeting before the date on which names of delegates must be sent to the national office shall select delegates to that Convention in the number allotted by the League of Women Voters of Tallmadge under the provisions of the Bylaws of the League of Women Voters of the United States.

Sec. 2 State Convention. The Leadership Team/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 in the number allotted the League of Women Voters of Tallmadge under the provisions of the Bylaws of the League of Women Voters of Ohio.

Sec. 3 State Council. The Leadership Team/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 Council in the number allotted the League of Women Voters of Ohio.

Article XI—Parliamentary Authority

Sec. 1 Parliamentary Authority. The rules contained in 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 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 that the amendments were submitted to the membership in writing at least one month in advance of the meeting.

Amended by the Board October 2007

Amended May 2011

Amended May 2015