

BYLAWS
League of Women Voters of Tompkins County
(as amended, May 2, 2011)

ARTICLE I. Name of Organization

Section 1. The name of this organization shall be the League of Women Voters of Tompkins County, hereinafter referred to in these bylaws as LWVTC, or as the League. 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 New York State, hereinafter referred to in these bylaws as LWVUS and LWVNYS, respectively.

ARTICLE II. Purposes and Policy

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

Section 2. Political Policy. 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 purposes and policy of the League shall be eligible for membership.

Section 2. Types of Membership. The membership of the LWVTC 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 LWVTC, the LWVNYS 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. Associate members are non-voting members.

ARTICLE IV. Officers

Section 1. Enumeration and Election of Officers. The officers of the LWVTC shall be a president or **co-presidents**, a first vice-president, a second vice-president, *{a third vice-president,}* a secretary, and a treasurer. They shall be voting members of the LWVTC and shall **normally** be elected for a term of two years by the general membership at the annual meeting and shall take office on June 1. **If, for whatever reason, there are more than three officer vacancies to be filled by the election, three shall be elected for terms of two years and the remaining for a single-year term.** *{The treasurer shall take office on July 1. The president, the first vice-president, and the secretary shall be elected in odd-numbered years. The second vice-president, the third vice-president, and the treasurer shall be elected in even-numbered years.}*

Section 2. The President. The president shall preside at all meetings of the organization and of the Board of Directors (**hereafter denoted as the Board**). 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.

Section 3. The Vice-Presidents. . The vice-presidents shall perform such duties as the president and Board may designate. The **two** *{three}* vice-presidents, in the order of their ranks, shall, in the event of the absence, disability, resignation, or death of the president, assume that office, **either temporarily or until the next election.** If no vice-president is able to serve as president, the Board shall fill the vacancy from among the elected directors.

Section 4. The Secretary. The secretary shall keep minutes of all meetings of the League and of the Board. She or he shall notify all officers and directors of their election. She or he 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 her or his office.

Section 5. The Treasurer. The treasurer shall collect and receive all monies due. She or he shall be the custodian of these monies, shall deposit them in a bank designated by the Board, and shall disburse the same to meet adopted League budget items or upon special order of the Board. She or he shall present statements to the Board at their regular meetings and make an annual report to the annual meeting. He or she shall be, ex officio, a member of the budget committee, but may not be its chair.

ARTICLE V. Board of Directors

Section 1. Number, Manner of Selection and Term of Office. The Board of Directors (the Board) shall consist of the officers of the League, five elected directors, and not more than five appointed directors. Enough directors to bring the total number of elected directors to five shall be elected by the general membership at each annual meeting and they shall normally serve for a term of two years, beginning June 1, or until their successors have been elected and qualified. If more than three vacancies are to be filled, three will be for two-year terms and the remaining for a single-year term. The elected members of the Board shall appoint such additional directors, not exceeding five, as they deem necessary to carry out the work of the League, for terms of up to two years.

Section 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 LWVTC.

Section 3. Vacancies. Any vacancy occurring in the Board by reason of resignation, death, or disqualification of an 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, as determined by the Board, shall be deemed a resignation.

Section 4. Powers and Duties. The Board 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 adopted by the LWVUS convention and the LWVNYS convention and designate such special committees as it may deem necessary. The Board shall from time to time adopt administrative policies which shall be stated in a policy sheet appended to the bylaws. Whenever the Board adopts, creates or modifies a policy, that policy shall be communicated to the membership in the next local bulletin.

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

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

Section 7. Shared Position. Each position, by which is meant officer or director, will only have one vote, even if the position is shared.

ARTICLE VI. Financial Administration

Section 1. Fiscal Year. The fiscal year of the LWVTC shall be from July 1 to June 30.

Section 2. Dues. Annual dues shall be due July 1. Any member who fails to pay dues before November 1 shall be dropped from the membership list.

Section 3. Budget. The Board shall submit a budget for the ensuing year to the membership for adoption at the annual meeting. The proposed budget shall be sent to all members one month before the annual meeting. The budget shall include support, through the Per Member Payments (PMP), for the work of the League as a whole.

Section 4. Budget Committee. A budget committee shall be appointed by the Board at least two months prior to the annual meeting to prepare a budget for the ensuing year. The treasurer shall be a member, ex officio, of the budget committee, but may not serve as its chair.

Section 5. Audit. The Board shall choose an auditor who, as soon as possible after the close of the fiscal year, shall audit the League's books. The auditor's report should be dated and signed by the auditor and presented to the Board for acceptance; the auditor's report shall be included in the information presented at the annual meeting.

ARTICLE VII. Meetings

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

Section 2. Annual Meeting. An annual meeting shall be held between April 1 and May 15, the exact date to be determined by the Board.

At the annual meeting the membership 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.

Section 3. Quorum. Fifteen percent of the membership, or 15 people, whichever is greater, shall constitute a quorum at all meetings of the LWVTC.

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. The chairman and two members, who shall not be members of the Board, shall be elected at the annual meeting. Nominations for the non-board members shall be made by the current nominating committee. The on-board members shall be appointed by the Board not later than the September board meeting. Any vacancy on the nominating committee shall be filled by the Board. Suggestions for nominations for officers, directors, and members of the nominating committee may be sent to the nominating committee by any voting member.

Section 2. Report of the Nominating Committee and Nominations from the Floor. The report of the nominating committee of its nominations for officers, directors and members of the nominating committee shall be sent to all members one month before 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.

Section 3. Elections. The election shall be by ballot, except that if there is but one nominee for each office it shall be by voice vote. A majority vote of those present and qualified to vote is required for election, a quorum being present.

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 program.

Section 2. Program. The program of the LWVTC shall consist of:

- a) action to implement the principles of the LWVUS;
- b) those governmental issues chosen for concerted study and action by state and national conventions of the League; and
- c) those local governmental issues chosen for concerted study and action plus those local governmental issues to which the LWVTC has given sustained attention and on which it might continue to act.

Section 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 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 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 2/3 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 change is to be discussed, and (2) final action by the membership is taken at a subsequent meeting.

Section 4. Member Action. Members may act in the name of the League only when authorized to do so by the Board.

Section 5. Local League Action. The LWVTC may act only in conformity with, and not contrary to, the position taken by the LWVUS and the LWVNYS.

ARTICLE X National Convention, State Convention and Council

Section 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 under the provisions of the bylaws of the LWVUS.

Section 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 under the provisions of the bylaws of the LWVNYS .

Section 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 the council under the provisions of the bylaws of the LWVNYS .

ARTICLE XI. Parliamentary Authority

Section 1. Parliamentary Authority. 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.

ARTICLE XII. Amendments

Section 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.