

# LEAGUE OF WOMEN VOTERS OF DARE COUNTY

## Dare County, North Carolina

### BY-LAWS

Adopted in 2011

#### ARTICLE I – NAME

**Section 1 – Name.** The name of this organization shall be the League of Women Voters of Dare County, North Carolina, cited in these By-Laws as the League. This local League is an integral part of the League of Women of the United States and of the League of Women Voters of North Carolina.

#### ARTICLE II – PURPOSES AND POLICY

**Section 1 – Purposes.** The purposes of the League are to promote political responsibility through informed and active participation of citizens in government and to act on selected governmental issues.

**Section 2 – Political Policy.** The League shall not support or oppose any political party or candidate. The Board of Directors shall review and recommend annually, for membership adoption, a set of guidelines regarding its nonpartisan policy.

**Section 3 – Mission Statement.** The League of Women Votes, 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 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 League shall be composed of voting members and associate members.

**Voting Members --** Citizens at least 18 years of age who join the League shall be voting members of the League of Women Voters of Dare County, the League of Women Voters of North Carolina, and the League of Women Voters of the United States; those who make a lump sum life membership payment to the League of Women Voters of the United States shall be paid life members, and those who have been members of the League for 50 years or more shall be honorary life members excused from payment of dues.

**Associate Members –** All others who join the League shall be associate members.

#### ARTICLE IV – OFFICERS

**Section 1 – Enumeration and Election of Officers.** The officers of the League shall be a President, 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 an annual meeting and take office at the beginning of the fiscal year. The President, the First Vice President, and the Secretary shall be elected in odd-numbers years. The Second Vice President and the Treasurer shall be elected in even-numbers year. As an alternative to the single-person presidency, two persons may be elected to serve as Co-Presidents. In this case there shall be only one Vice President, who shall be elected in an even-numbered year. Co-Presidents may choose to serve in staggered two-year terms, with one elected in an even-numbered year and the other in an odd-numbered year.

**Section 2 – The President(s).** The President(s) shall preside at all meetings of the organization and of the Board of Directors. The President(s) may, in the absence or disability of the Treasurer, sign or endorse checks, drafts, and notes and will be a co-signatory on all checks. The President(s) shall be, ex officio, a member of all committees except the nominating committee. The President(s) 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. If there are Co-Presidents, they may divide the aforementioned responsibilities as appropriate to their strengths and interests. In the event of absence, disability, resignation, or death of one of the Co-Presidents, the other shall possess and perform all the duties of the office.

**Section 3 – The Vice Presidents.** The two Vice Presidents, in order of their rank, shall, in the event of absence, disability, resignation, or death of the President, possess all the powers and perform such other duties as the President and Board may designate. Either Vice President may, in the absence or disability of the President or Treasurer, co-sign checks, drafts, and notes which require two signatures. If there shall be only one Vice President, she or he shall perform such duties as the Co-Presidents and the Board may designate.

**Section 4 – The Secretary.** The Secretary shall keep minutes of all meetings of the League and of all the meetings of the Board of Directions. She or he shall notify all officers and directors of their election. She or he shall sign, with the President(s,) all contracts and other instruments when so authorized by the Board and shall perform such other functions as may be incident to the office and as assigned by the Board.

**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, shall disburse the same only upon order of the Board, and be a co-signatory on checks. She or he shall present statements to the Board at their regular meetings and an annual report to the Annual Meeting.

**Section 6 – Immediate Past Co-president:** Upon completion of his/her elected term, the immediate past co-president will serve in an appointed or elected position on the Board.

## **ARTICLE V – BOARD OF DIRECTORS**

**Section 1 – Number, Manner of Selection, and Terms of Office.** The Board of Directors shall consist of the officers of the League, four elected directors, and as many appointed directors as the Board deems necessary. One half of the elected directors 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 directors as needed 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.

**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 League.

**Section 3 – Vacancies.** Any vacancy occurring in the Board of Directors by reason of the 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 members of the Board of Directors. Three consecutive absences from a Board meeting of any members 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. The Board shall create and designate such special committees as it may deem necessary.

**Section 5 – Meetings.** There shall be at least eight regular meetings of the Board of Directors annually. The President(s) may call special meetings of the Board of Directors and shall call a special meeting upon the written request of four members of the Board. The President(s) shall personally notify each member of the Board of Directors at least one week before any special meeting.

**Section 6 -- Electronic Communication:** The Board may conduct business and approve action and motions electronically. All Board members must possess appropriate technology to respond to notices and official business including voting on motions. All results will be recorded in the minutes of the next meeting. Electronic transactions will not take the place of official Board meetings.

**Section 7 – Quorum.** A majority of the members of the Board of Directors shall constitute a quorum.

## **ARTICLE VI – FINANCIAL ADMINISTRATION**

**Section 1 – Fiscal Year.** The fiscal year of the League shall commence on the first day of July each year.

**Section 2 – Dues.** Annual dues shall be payable July 1. Any member who fails to pay her or his dues by November 1 shall be dropped from the membership rolls.

**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.

**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. The proposed budget shall be sent to all members one month before the Annual Meeting. The Treasurer shall be, ex officio, a member of the budget committee but shall not be eligible to serve as the chair of the budget committee.

**Section 5 – Distribution of Funds on Dissolution.** In the event of a dissolution for any cause of the League all monies and securities which may at the time be owned by or under the absolute control of the League shall be paid to the League of Women Voters of North Carolina after the Board of Directors has paid or made provision for the payment of all the liabilities of the League. All other property of whatsoever nature, whether real, personal, or mixed which may be the time be owned or under the absolute control of the League shall be disposed of by any officer or employee of the organization having possession of same to such person, organization, or corporation for such public, charitable, or educational uses and purposes as may be designated by the League.

## **ARTICLE VII – MEETINGS**

**Section 1 – Membership Meetings.** There shall be at least six meetings of the membership each year. Time and place shall be determined by the Board of Directors. All program meetings sponsored by the League are open to the members and the public and shall be considered by the Board of Directors to be membership meetings.

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

- Adopt a local program for the ensuing year;
- Elect officers, directors, and members of the nominating committee;
- Adopt an adequate budget;
- Adopt the local statement of nonpartisan policy;
- Transact such other business as may properly come before it.
- Thirty-five percent of the members shall constitute a quorum at the Annual Meeting.

## **ARTICLE VIII – NOMINATIONS AND ELECTIONS**

**Section 1 – Nominating Committee.** The Nominating Committee shall consist of three members. The chair will be elected to serve a one-year term and will be on the Board as a voting member. The second member will be elected for a one-year term but will not serve on the Board. These two members will be elected at the Annual Meeting. The third member will be a Board member who serves on the committee. The co-presidents may serve in an ex-officio capacity. 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.

**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 the members of the succeeding nominating committee shall be sent to all members one month before the date of 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 – Election.** The election shall be by ballot, providing that when there is but one nominee for each office, it shall be by voice vote. 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**

**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 annual Program of Work of the League shall consist of:

- (a) Action to implement the Principles of the League of Women Voters of the United States;
- (b) Those governmental issues chosen for concerted study and action, and
- (c) Issues of local interest or concern.

**Section 3 – Action at Annual Meeting.** The Annual Meeting shall act upon the Program using the following procedures:

- (a) The Board of Directors consisting of standing committee heads shall present a Program of Work for the coming year. The proposed Program shall be sent to all members one month before the Annual Meeting.
- (b) A majority of voting members present and voting at the Annual Meeting shall be required for adoption of issues in the proposed Program of Work. 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 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 majority vote.
- (c) Changes in the Program, in the case of altered conditions, may be made by the Board provided:
  - (1) Information concerning the proposed changes has been sent to all members at least two weeks before a Board meeting at which the change is to be discussed, and
  - (2) Final action by the Board is taken at a meeting.

## **ARTICLE X --Member Action.**

Section 1 – The President or a Co-president shall be the spokesperson(s) for the League.

Section 2 -- Members may act in the name of the League only when authorized to do so by the proper Board of Directors. They may act only in conformity with, and not contrary to, a position taken by the League of Women Voters of Dare County, the League of Women Voters of North Carolina, and the League of Women Voters of the United States.

Section 3 – The chair(s) of the Voter Service Committee shall not participate or engage in active partisan activities.

## **ARTICLE XI -- NATIONAL CONVENTION, STATE CONVENTION AND COUNCIL**

**Section 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 that convention in the number allotted the League of Women Voters of Dare County under the provision of the bylaws of the League of Women Voters of the United States.

**Section 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 in the number allotted the League of Women Voters of Dare County under provisions of the bylaws of the League of Women Voters of North Carolina.

**Section 3 – State Council.** 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 council in the number allotted the League of Women Voters of Dare County under the provisions of the bylaws of the League of Women Voters of North Carolina.

## **ARTICLE XII – PARLIAMENTARY AUTHORITY**

**Section 1 – Parliamentary Authority.** The rules contained in the current edition of 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 XIII – 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 that amendments were submitted to the membership in writing at least one month in advance of the meeting.

Adopted	April 15, 1988
Reaffirmed	1989, '92, '94, '96, '98, '99, '01, '02, '03, '05, '06, '08
Amended	1990, '91, '93, '95, '97, 2000, '04, '07, '10, '11