

# BYLAWS of the LEAGUE OF WOMEN VOTERS OF LA PLATA COUNTY, COLORADO

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As first adopted by the Annual Meeting, March 26, 1947 and as amended at the Annual meetings: April, 1951; March, 1963; March 19, 1964; March 17, 1966; March 16, 1967; March 27, 1969; March 25, 1971; March 22, 1973; March 14, 1974; March 20, 1975; April 8, 1976; April 14, 1977; March 30, 1978; April 10, 1980; June 9, 2001; May 9, 2003; May 12, 2007; May 10, 2008, May 15, 2010; May 10, 2011, May 16, 2012, May 23, 2013

## **ARTICLE I – Name**

### **Sec. 1. Name**

The name of this organization shall be the League of Women Voters of La Plata County, Colorado (LWVLPC). This local League is an integral part of the League of Women Voters of the United States (LWVUS) and of the League of Women Voters of Colorado, Inc. (LWVCO).

## **ARTICLE II - Purpose and Policy**

### **Sec. 1. Purposes**

The purposes of the LWVUS are to promote political responsibility through informed and active participation in government and to act on selected governmental issues.

**Sec. 2. Political Policy** The League of Women Voters of La Plata 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. It shall not support or 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 La Plata County 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 local Leagues, state Leagues 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 life members excused from the payment of dues

(b) All others who enrolled in the League shall be associate members. Those who reside outside the U.S. may join the League at the national level and shall pay dues to the League of Women Voters U.S.

## **ARTICLE IV - Board of Directors**

**Sec. 1. Number, Manner of Selection and Terms of Office** The Board of Directors shall consist of the four (4) or five (5) elected officers of the League, two (2) elected directors and not more than three (3) appointed directors. The elected members shall appoint such additional directors, not exceeding three (3), as they deem necessary to carry on the work of the League. The terms of office of the elected officers, directors and the appointed directors shall be one year and shall expire at the conclusion of the next

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annual meeting. In the absence of nominations for a complete slate, the Board of Directors may choose to operate as an Administrative Team, where members can take on the functions required by the bylaws, but not necessarily the titles, in a rotating manner. The roles, responsibilities and processes for this team will be defined by the Team in such a way as they may see fit. A local member who is on the State Board may serve on the local Board in an ex-officio capacity. Any member may attend a Board meeting.

**Sec. 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 of Women Voters of La Plata County.

**Sec. 3. Vacancies** Any vacancies occurring in the 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 member without a valid reason shall be deemed a resignation.

**Sec. 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.

### **Sec. 5. Meetings**

(a) There shall be at least three (3) 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 request of two (2) members of the Board.

(b) Although most board meetings will take place in person, regular and special meetings may be exceptionally held by electronic means (such as telephone conferencing, video conferencing and email). Exceptions include: decisions that must be made prior to the next scheduled board meeting; and conditions such as weather that make it impossible to meet face-to-face. Because board members must be permitted sufficient discussion time, email meetings can potentially last a week or more.

In addition, the board may not use electronic meetings unless all members have access to the electronic media used (e.g. all must have e-mail, or all must have a phone to call in).

**Sec. 6. Quorum** A majority of the members of the 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 La Plata County shall be the president(s), one or two vice-presidents, a secretary, and a treasurer who shall be elected for term of one year by the general membership at an annual meeting and shall take office immediately.

**Sec. 2. The President** The president shall preside at all meetings of the organization and of the Board of Directors. 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. The office of the President

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may be held by two persons jointly, who shall each be a Co-President. The Co-Presidents may divide the duties of the President between themselves as they decide. The president and/or the co-presidents are encouraged to make themselves available to serve as appointed director(s) on the board following the conclusion of their service as president or co-presidents.

**Sec. 3. The Vice-president** The vice-president shall, in event of the absence, disability, resignation or death of the president, possess all the powers and perform all the duties of that office, until such time as the board of directors shall select one of its members or one of the members of LWVLPC as qualified in Article IV, Section 2 to fill the vacancy. The second vice president shall have responsibility for program planning for the LWVLPC. The vice-presidents shall perform such other duties as the president and board may designate.

**Sec. 4. The Secretary** The secretary shall keep minutes of all meetings of the League and of all the meetings of the Board of Directors. 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 the office.

**Sec. 5. Treasurer** The treasurer shall collect and receive all moneys due. She or he shall be the custodian of these moneys, shall deposit them in a bank designated by the Board of Directors, and shall disburse the same only upon order of the board. She or he shall present statements to the 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 La Plata County shall commence on the first day of July each year.

**Sec. 2. Dues.** Annual dues are payable in September of each year, or may be paid anytime after the preceding annual meeting. Any member who fails to pay dues by the LWVUS census date shall be dropped from the membership rolls. New members joining after that date shall pay an amount determined by the board of directors and shall pay the full dues the following September. A change in the amount of dues may be recommended by the Board of Directors, submitted to all members at least four weeks before the annual meeting and approved by a two thirds vote of those voting members present and voting at the annual meeting. The LWVLPC shall make a national Per Member Payment (PMP) in the amount to be determined by the LWVUS and a Per Member Payment to the state League to be determined by the LWV of Colorado.

**Sec. 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.

**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 treasurer shall not be eligible to serve as chairman of the budget committee.

### ARTICLE VII - Membership meetings

**Sec. 1. Membership Meetings** There shall be at least four (4) meetings of the membership each year. Times and places shall be determined by the Board of Directors.

**Sec. 2. Annual Meeting** An annual meeting shall be held between April 1 and June 30, the exact date to be determined by the Board of Directors. The annual meeting shall:

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- A. Adopt a local program for the ensuing year
- B. Elect officers and two at-large members of the nominating committee for the following year
- C. Adopt an adequate budget
- D. Transact such other business as may properly come before it

**Sec. 3. Quorum** Twenty per cent of the membership shall constitute a quorum at all business meetings of the League of Women Voters of La Plata County.

#### **ARTICLE VIII - Nominations and Elections**

**Sec. 1. Nominating Committee** The Nominating Committee shall consist of three (3) members, one of whom shall be a member of the Board of Directors. The chair and one member, who shall not be members of the Board, shall be elected at the Annual Meeting of the previous year. The other member shall be appointed by the Board of Directors immediately following the election of the two elected members. 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 of the LWVLP.

**Sec. 2. Report of Nominating Committee and Nominations from the Floor** The report of the nominating committee of its nominations for officers, two directors, and two members of the nominating committee for the following year 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 nominee shall have been secured.

**Sec. 3. Elections** The elections shall be by ballot, providing that when there is but one nominee for each ballot, the secretary may be instructed to cast the ballot for that nominee. 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**

**Sec. 1. Authorization** The governmental principles adopted by the National Convention, and supported by the LWVLP as a whole, constitute the authorization for the adoption of program.

**Sec. 2. Program** The Program of the League of Women Voters of La Plata County shall consist of:

- (a) action to implement the Principles of the League of Women Voters of the United States, 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 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 Board of Directors.

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(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 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 three fifths vote.

(2) 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 Board of Directors. They may take a position that conforms with, and is not contrary to, a position taken by the League of Women Voters of La Plata County, the League of Women Voters of Colorado, and the League of Women Voters of the United States.

### ARTICLE X - National Convention, State Convention and Council

**Sec. 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 La Plata County under the provision of the bylaws of the League of Women Voters of the United States.

**Sec. 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 La Plata County under the provisions of the bylaws of the League of Women Voters of Colorado.

**Sec. 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 La Plata County under the provisions of the bylaws of the League of Women Voters of Colorado.

### 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.