

**LEAGUE OF WOMEN VOTERS OF JEFFERSON COUNTY  
BYLAWS AS AMENDED, 2021**

ARTICLE I - NAME

Section 1. **Name.** The name of this organization shall be the League of Women Voters of Jefferson County hereinafter referred to in these bylaws as LWVJC. This local League is an integral part of the League of Women Voters of the United States of America (LWVUS) and of the League of Women Voters of West Virginia (LWVWV).

ARTICLE II – PURPOSE AND POLICIES

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

Section 2. **Policies.**

- a. Political Policy. The League (LWV) shall not support or oppose any political party or any candidate. Also, LWVJC will avoid taking any actions contradictory to LWVUS or LWVWV.
- b. Diversity Equity and Inclusion Policy. The LWV is fully committed to ensure compliance - in principle and in practice – with the LWVUS Diversity, Equity and Inclusion Policy.

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.

- a. Voting members. Persons at least 16 years of age who join the LWVJC shall be voting members of the LWVJC, the LWVWV and the LWVUS; (1) Regular Voting Members; (2) Those who have been members of the LWV for 50 years or more shall be life members and excused from payment of dues; (3) Those who are students are defined as individuals enrolled either as full or part time with an accredited institution.
- b. Associate members. All others who join the LWVJC shall be associate members.

ARTICLE IV – BOARD OF DIRECTORS.

Section 1. **Numbers, Manner of Selection and Terms of Office.** The Board of Directors shall consist of the officers of the LWVJC, four elected directors and not more than four appointed directors. However, co-directors and co-officers may be elected or appointed as needed, and each shall be given one vote and a count of one towards quorum. Two to four directors shall be elected by the general membership at each annual meeting and shall serve for a term of one to two years (whichever is required to establish a staggered rotation system of terms of office), or until their successors have been elected and qualified. The elected members shall appoint such additional directors, not exceeding four, as they deem necessary to carry on the work of the League. The terms of office of the appointed directors shall be two years and shall expire at the conclusion of the annual meeting.

Section 2. **Qualifications**. No person shall be elected or appointed or shall continue to serve as an officer of director of this organization unless he or she is a voting member of the LWVJC.

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.

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 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 six 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 members of the Board, with personal notice given to each member of the Board. Any one or more members of the Board may participate in a meeting by means of conference telephone or similar communications equipment allowing all persons participating in the meeting to hear each other at the same time. Participation by such means shall constitute presence in person at a meeting. Also, when time is of the essence, votes may be taken by email or any other electronic means available. This vote will be reviewed at the next Board Meeting, along with a summary of the major discussion points, and the resulting vote will be included in the minutes.

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

## ARTICLE V – OFFICERS

Section 1. **Enumeration and Election of Officers**. The officers of the LWVJC shall be a President, a First Vice-President, a Second Vice- President, a Secretary and a Treasurer who shall be elected for terms of one to two years (whichever is required to establish a staggered rotation system of terms of office) by the general membership at an annual meeting and take office immediately. The First Vice-President, and the Secretary shall be elected in odd-numbered years. The President, the Second Vice-President and the Treasurer shall be elected in even-numbered years (if possible, so as to create the staggered rotation of office).

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 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. 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 two Vice-Presidents, in the order of their rank, shall, in event of absence, disability, resignation, or death of the President, possess all the powers and perform all the duties of the office, until such time as the Board of Directors shall select one of its members to fill the vacancy. The Vice-Presidents shall perform such other duties as the President and Board of Directors may designate.

Section 4. **The Secretary**. The Secretary shall keep minutes of all meetings of the LWVJC and of all the meetings of the Board of Directors. 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.

Section 5. **The Treasurer.** The Treasurer shall collect and receive all moneys due. The Treasurer 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 or when specifically mentioned in the approved Budget. She or he shall present statements to the Board at their regular meetings and an annual report to the annual meeting.

#### ARTICLE VI – FISCAL MATTERS

Section 1. **Fiscal Year.** The fiscal year of the League of Women Voters of Jefferson County shall commence on the first day of June each year.

Section 2. **Dues.** Annual dues shall be payable on the first day of the anniversary month of the member's joining the League. Any member who fails to pay dues within two months after he or she becomes payable shall be dropped from 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 be approved by the Board of Directors and published to the membership no less than two weeks prior to the annual business meeting. The budget, as presented, may be amended at the Annual Meeting and shall be adopted at the annual business meeting by a majority vote.

Section 4. **Distribution of Funds on Dissolution,** in the event of a dissolution for any cause of the LWVJC all moneys and securities which may be owned or under the control of the LWVJC shall be paid to the LWVWV after the Board of Directors has paid or made provision for payment of all the liabilities of the LWVJC. All such other property of whatsoever nature, whether real, personal, or mixed, which may at the time be owned or under the control of the LWVJC, 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 then LWVJC.

#### ARTICLE VII – MEETINGS

Section 1. **Membership Meetings.** There shall be at least two meetings of the membership each year. Time and place shall be determined by the Board of Directors, and membership given notice (preferably by email) at least two weeks ahead.

Section 2. **Annual Meeting.** An annual meeting shall be held between May 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, members of the nominating committee
- c. Adopt an adequate budget; and
- d. Transact such other business as may properly come before it.

Section 3. **Quorum.** Ten percent of the membership shall constitute a quorum at all business meetings of the LWVJC.

#### ARTICLE VIII – NOMINATIONS AND ELECTIONS

Section 1. **Nominating Committee.** If a nominating committee is used, it shall consist of three members, The chair and one member, who shall not be members of the Board, shall be elected at the annual meeting for two year terms. Nominations for these offices may be made by the current nominating committee. The other member shall be appointed by the Board of Directors at the Board meeting following the annual meeting. 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 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 two weeks 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.

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 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 authorization for the adoption of program.

Section 2. **Program**. The program of the LWVJC shall consist of:

- a. Action to implement the Principles of the LWVUS and LWVWV, and
- b. Shall consist of action to implement the Principles and those governmental issues chosen by the Annual Meeting for concerted study and action, provided that, as a condition of recognition by the state and national boards, the LWVJC shall act only on existing local positions or state or national positions. The Board of Directors shall recommend to the membership, at the Annual Meeting, a program of work focused on the local community. Program of work, as used in these bylaws, may be in the form of observing local government, advocating on a local issue or educating the membership and the community on the structure and services of local government. The Annual Meeting may adopt the Board recommended program, or any similar program of work, provided that any program of work adopted by the LWVJC shall focus on the local community.

Section 3. **Member Action**. Members may act in the name of the LWVJC 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 LWVJC, the LWVWV, and the LWVUS.

## 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 observers must be sent to the national office shall select delegates to that convention in the number allotted the LWVJC 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 and/or observers must be sent to the state office shall select delegates to that convention in the number allotted the LWVJC under the provision of the bylaws of the LWVWV.

Section 3. **State Council**. The Board at a meeting before the date on which the names of delegates and/or observers must be sent to the state office shall select delegates to that council in the number allotted the LWVJC under the provision of the bylaws of the LWVWV.

## ARTICLE XI – PARLIAMENTARY ACTION

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 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 that amendments were submitted to the membership in writing at least two weeks in advance of the meeting.

Adopted 1988, Amended 2017, Amended 2018, Amended 2021

END OF BYLAWS