

# **BY-LAWS OF THE LEAGUE OF WOMEN VOTERS OF ELKHART COUNTY, INDIANA**

## **ARTICLE I - NAME**

The name of this organization shall be League of Women Voters of Elkhart County hereinafter referred to in these bylaws as LWVEC, or, as the League. This local League is an integral part of the League of Women Voters of the United States, hereinafter referred to in these bylaws as L WVUS, and the League of Women Voters of Indiana.

## **ARTICLE II - PURPOSES AND POLICY**

### **Section 1 - PURPOSES**

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

This organization is organized and operated exclusively for charitable purposes under Section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code. Notwithstanding any other provision of these Articles the organization shall not carry on any other activities no permitted to be carried on by an organization exempt from Federal Income Tax under such provisions of the Internal Revenue Code. No substantial part of the activities of the corporation shall be attempting to influence legislation.

### **Section 2 - POLITICAL POLICY**

The League shall not support or oppose any political party or any candidate.

## **ARTICLE III - MEMBERSHIP**

### **Section 3 - ELIGIBILITY**

Any person who subscribes to the purposes and policy of the League shall be eligible for membership.

### **Section 2 - TYPES OF MEMBERSHIP**

(A) Voting Members. Citizens at least 18 years of age who join the LWVEC shall be voting members of the local and state League of this place of joining and of the L WVUS;

- (B) (1) those who reside outside the area of any local League may join a local League or shall be state members-at-large;
- (2) those who make a lump-sum life membership payment to the LWVUS 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 the payment of dues.
- (C) Associate Members. All others who join the League shall be associate members.

## **ARTICLE IV - BOARD OF DIRECTORS**

### **Section 1 - NUMBER, MANNER OF ELECTION AND TERM OF OFFICE.**

The Board of Directors shall consist of the officers of the League, six elected Directors and not more than six appointed Directors. Three 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, not exceeding six, as they deem necessary to carry on the work of the League. The term 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 continue to serve as an officer or Director of this organization unless he or she is a voting member of the League of Women Voters of Elkhart County.

### **Section 3 - VACANCIES**

Any vacancy occurring in the 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 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 as adopted by the National Convention, the State Convention and the Annual Meeting. The Board shall create and designate such special committees as it shall deem necessary.

## **Section 5 - MEETINGS**

There shall be at least nine 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 written request of five members of the Board.

## **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**

The Officers of the League of Women Voters of Elkhart County shall be a President, a Vice President, a Second Vice President, a Secretary and a Treasurer, who shall be elected for terms of one year by the General Membership at the Annual Meeting and shall take office immediately. The Past President shall serve as one of the appointed Directors, for a term of one year.

## **Section 2 - THE PRESIDENT**

The President shall preside at all meetings of the organization and of the Board of Directors. She may, in the absence or disability of the Treasurer, sign and endorse checks, drafts and notes. She shall be ex-officio member of all committees except the Nominating Committee. She shall have such usual powers as may pertain to the office of the President and perform such other duties as may be designated by the Board.

## **Section 3 - THE FIRST VICE-PRESIDENT**

The First Vice-President, shall be President-Elect and in the event of absence, disability or death of the President, possesses all the powers and performs all the duties of the office. In the event that the First Vice- President is not able to serve in this capacity the Board of Directors shall elect one of its members to fill the vacancy. The First Vice -President also serves as Chairman of the Program Committee and shall perform such other duties as may be designated by the Board of Directors and the President.

## **Section 3 - THE SECOND VICE-PRESIDENT**

The Second Vice-President, in the event of absence, disability or death of the First Vice-President, possesses all the powers and performs all the duties of the office. In the event that the Second Vice-President is not able to serve in this capacity the Board of Directors shall elect one of its members to fill the vacancy. The Second Vice-President shall also serve as Chairman of the Membership Committee and shall perform such other duties as may be designated by the Board and the President.

#### **Section 4 - THE SECRETARY**

The Secretary shall keep minutes of the Annual Meeting of the League and of all meetings of the Board of Directors. She shall notify all officers and Directors of their election. She 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 office.

#### **Section 5 - THE TREASURER**

The Treasurer shall collect and receive all monies due. She shall be the custodian of these monies, shall deposit them in a bank designated by the Board of Directors, and shall disburse the same only upon order from the Board. She shall present statements to the Board at their regular meetings and an annual report to the Annual Meeting.

### **ARTICLE VI - FINANCIAL ADMINISTRATION**

#### **Section 1 - FISCAL YEAR**

The fiscal year of the League of Women Voters of Elkhart County shall begin on July 1st.

#### **Section 2 - DUES**

Annual dues shall be payable on July 1st. Any member who fails to pay dues within 6 months after they become payable shall be dropped from the membership roll.

#### **Section 3 - BUDGET**

The proposed budget shall be sent to all members one month prior to the Annual Meeting. 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 of the work of the League as a whole.

#### **Section 4 - Distribution of Funds on Dissolution**

In the event of the merger or dissolution of this organization for any reason, all money and securities or other property of whatsoever nature which at the time be owned or under the absolute control of the organization shall be distributed at the discretion of the board, or such other persons as shall be charged by law with the liquidation or winding up of the organization and its affairs, to any member organization of the League of Women Voters national organization which is exempt under Section 501(c)(3) of the Internal Revenue Code or the corresponding section of any future federal tax code; or if none of these organizations are then in existence or exempt under those tax provisions, then, at the discretion of the board, to another organization which is organized and operated exclusively for charitable and education purposes and which has established its tax-exempt status under such designated tax provisions.

## **ARTICLE VII - MEETINGS**

### **Section 1 - MEMBERSHIP MEETINGS**

There shall be at least three meetings of the membership each year.

Time and place shall be determined by the Board of Directors.

### **Section 2 - ANNUAL MEETING**

An Annual Meeting shall be held in Ma y, 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:
- (C) Adopt an adequate budget:
- (d) Transact such business as may come before it.

### **Section 3 - QUORUM**

Nine members shall constitute a quorum at all meetings of the League.

## **ARTICLE VIII - NOMINATIONS AND ELECTIONS**

### **Section 1 - NOMINATING COMMITTEE**

The Nominating Committee shall consist of three members. The Chairman elected by the membership and two members appointed by the Board. The Nominating Committee shall be responsible for filling Board vacancies throughout the year. The report of this committee shall be presented to members for voting at the Annual Meeting. No one shall be nominated as an officer whose consent has not been previously secured. Nominations may be made from the floor and a plurality of votes shall decide the election. There shall be no voting by proxy.

## **ARTICLE IX - PROGRAM**

### **Section 1 - AUTHORIZATION**

The governmental principle adopted by the National Convention and supported by the League as a whole constitutes the authorization for adoption of the program.

## **Section 2 - PROGRAM**

The program consists of the local governmental measures and policies of which the League of Women Voters of Elkhart County may take action. The program shall be limited to such governmental issues as the membership shall choose for action in the following manner:

- (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 vote 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.
- (d) Recommendations for Proposed Program submitted two months prior to the Annual Meeting but not 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 two-thirds vote.
- (e) Changes in the Proposed Program 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.

## **Section 3 - MEMBER ACTION**

Members may act in the name of the League of Women Voters of Elkhart County only when authorized to do so by the proper Board of Directors.

## **Section 4 - LOCAL LEAGUE AND INTER-LEAGUE ORGANIZATION ACTION**

Local Leagues and Inter-League Organization may take action on state governmental matters only when authorized to do so by the Board of Directors of the League of Women Voters of Indiana. Local Leagues and Inter-League Organizations may act only in conformity with, and not contrary to, the position taken by the League of Women Voters of Indiana.

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

### **Section 1 - NATIONAL CONVENTION**

The Board of Directors at its meeting immediately preceding the Convention of the League of Women Voters of the United States shall elect delegates to the Convention in the number allotted to the League of Women Voters of Elkhart County.

### **Section 2 - STATE CONVENTION**

The Board of Directors at its meeting immediately preceding the State Convention shall elect delegates to that Convention in the number allotted to the League of Women Voters of Elkhart County.

### **Section 3 - STATE COUNCIL**

The Board of Directors at its meeting immediately preceding the State Council shall elect delegates to that Council in the number allotted to the League of Women Voters of Elkhart County.

## **ARTICLE XI - PARLIAMENTARY AUTHORITY**

The rules contained in Robert's 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 by-laws.

## **ARTICLE XII - BY-LAWS AMENDMENTS AND REVIEWS**

### **Section 1 - AMENDMENTS**

The By-Laws of the League of Women Voters of Elkhart County may be amended in the following manner:

- (a) The Board of Directors shall consider the proposed changes sent in by the voting members two months prior to the Annual Meeting
- (b) The following procedure shall apply to Board recommended changes:
  - (1) The proposed amendments shall be sent to all members one month before the Annual Meeting.
  - (2) A majority vote of voting members present and voting at the Annual Meeting shall be required for adoption of the proposed amendments.
- (c) The following procedure shall apply to those changes proposed to the Board but not recommended by the Board:

(1)The Annual Meeting shall order consideration of the proposed amendment by a majority vote.

(2)The Annual Meeting shall adopt the proposed amendments by a two-thirds vote.

## **Section 2 - REVISIONS**

The Board shall review the existing By-Laws before the Annual meeting at least every other year.

**These By-Laws have been revised:**

**May 13, 1975**

**May 5, 1977**

**May 26, 1982**

**May 23, 1984**

**May 18, 1989**

**May 17, 1990**

**May , 2018**