

BY LAWS OF THE LEAGUE OF WOMEN VOTERS OF LEHIGH COUNTY

Adopted March 8, 1956

Bylaws Last Revised 2021

ARTICLE I

Section 1. **Name.** The name of this organization shall be the League of Women Voters of Lehigh County (hereafter LWVLC). 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 Pennsylvania.

ARTICLE II: PURPOSE AND POLICY

Section 1. **Purpose.** The purposes of the LWVLC 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 any candidate. LWVLC may take action on local government measures and policies in the public interest in conformity with the Principles of the League of Women Voters of the United States.

Section 3. **Diversity, Equity & Inclusion Policy.** LWVLC is an organization fully committed to diversity, equity, and inclusion in principle and in practice. Diversity, equity, and inclusion are central to the organization's current and future success in engaging all individuals, households, communities, and policy makers in creating a more perfect democracy.

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 LWVLC shall be composed of voting members.

Voting Members. Persons at least 16 years of age who join the League shall be voting members of local Leagues, state Leagues and of the LWVUS; (1) those 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.

ARTICLE IV: BOARD OF DIRECTORS

Section 1. **Number, Manner of Selection and Term of Office.** The Board of Directors shall consist of the officers of the League, not more than six (6) elected Directors, and not more than six (6) appointed directors. Three (3) Directors shall be elected by the general membership at the Annual Meeting in even-numbered years, and three (3) Directors shall be elected in odd-numbered years, and shall serve 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 (6), as they deem necessary to carry on the work of the League. **Term Limits.** The terms of office of the appointed Directors shall be two (2) years 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 that person is a voting member of the LWVLC and agrees to perform a specific task for the League as designated by the Board.

Section 3. **Vacancies.** Any vacancy occurring on the Board of Directors by reason of the resignation, death, or disqualification of an officer 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 may 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. The Board shall annually review the nonpartisan policy and the fiscal policy.

Section 5. **Meetings.** There shall be at least eight (8) 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. Attendance at regular board meetings shall be open to any member, subject to policies established by the Board for participation.

Section 7. **Quorum.** A majority of the members of the Board of Directors shall constitute a quorum, the minimum required to transact the business of the LWVLC.

ARTICLE V: OFFICERS

Section 1. **Enumeration of Officers.** The Officers of the LWVLC shall be a President, a first Vice-President, a second Vice-President, an Immediate Past President, a Secretary, and a Treasurer. These officers (with the exception of the Immediate Past President) shall be elected for terms of two (2) years by the general membership at the Annual Meeting and take office immediately. The President, the First Vice President, and the Secretary shall be elected in odd-numbered years. The Second Vice President and the Treasurer shall be elected in even-numbered years.

Section 2. **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 have such usual powers of supervision and management as may pertain to the office of President and perform such other duties as may be designated by the Board. The President shall be an ex officio member of all committees except the Nominating Committee.

Section 3. **Vice Presidents & Immediate Past President.** The two Vice Presidents and the Immediate Past President shall perform such duties as the President and the Board may designate. In the event the President is unable to perform her/his duties, the two Vice Presidents shall possess all the powers and perform all the duties of the President until such time as the Board of Directors shall elect one of its members to fill the vacancy until the next Annual Meeting.,

Section 4. **Secretary.** The Secretary shall keep minutes of all general meetings of the League at which business is transacted and of all meetings of the Board of Directors. The Secretary 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. The Secretary shall send out proper notices of all Board meetings, and, and conduct the correspondence of the League, except as otherwise provided.

Section 5. **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. Any expenditure not on the approved budget should be disbursed only Board approval. The Treasurer shall present statements to the Board at their regular meetings and a financial report to the Annual Meeting. The Treasurer is a member of the Budget Committee.

ARTICLE VI: FINANCIAL ADMINISTRATION

Section 1. **Calendar.** The fiscal year of the LWVLC shall be from July 1 to June 30 of each year.

Section 2. **Dues.** Annual renewal dues for an individual or a household are payable by January 31. When two members reside at the same address in a common household, a payment equal to one and one half times the annual individual dues determined by the

membership shall be made. Members who are 35 years or younger will pay a reduced dues payment as stipulated in LWVLC's fiscal policy. Any member who fails to pay these dues by January 31 shall be dropped from the membership rolls. A change in annual dues may be voted at any general membership meeting by a two-thirds vote of the voting members present, provided that the change has been sent to all the membership at least one month in advance of the meeting.

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.** The Budget Committee shall consist of a Chair appointed by the President and members appointed by the Board of Directors. The committee shall begin to prepare a budget for the ensuing year at least three (3) months prior to the Annual Meeting. The proposed budget shall be sent to all members one month before the Annual Meeting. The Treasurer shall not be eligible to serve as chair of the Budget Committee, but should be a member of the committee.

Section 5. **Audit.** An annual audit shall be conducted by a committee of not less than two (2) non-Board members, appointed by the President with the approval of the Board of Directors. The audit shall be conducted after the books are closed on June 30. The auditors shall present their report to the Board and membership as early as possible, but no later than at the next Annual Meeting.

Section 6. **Dissolution.** In the event of dissolution for any cause of LWVLC, all monies and securities owned by said League, after all accounts have been closed, shall be given to the League of Women Voters of Pennsylvania.

ARTICLE VII: MEETINGS

Section 1. **Membership Meetings.** There shall be at least one general meeting each year. Time and place shall be determined by the Board of Directors.

Section 2. **Annual Meeting.** An Annual Meeting shall be held between May 1st and June 30th, the exact date to be determined by the Board of Directors. The Annual Meeting shall:

- (a) adopt a State or Local Program for the ensuing year;
- (b) elect officers and directors, members of the Nominating Committee;
- (c) adopt an adequate budget;
- (d) transact such other business as may properly come before it.

Section 3. **Quorum** Twenty percent (20%) of the membership shall constitute a quorum at all general meetings of the LWVLC.

ARTICLE VIII: NOMINATIONS AND ELECTIONS

Section 1. **Nominating Committee.** The Nominating Committee shall consist of three (3) members, one of whom shall be a member of the Board of Directors. They shall be elected at the Annual Meeting and the committee shall choose the Chair. 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 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.

Section 3. **Elections.** . The election shall be by ballot, except that when there is but one nominee for each office, the Secretary may be instructed to cast a ballot every candidate. Election shall be by a majority vote of those present.

ARTICLE IX: PRINCIPLES and 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 Program of LWVLC shall consist of: a) action to protect the right to vote of every citizen, and, (b) those local governmental issues chosen for concerted study and action.

Section 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 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 Program submitted by voting members 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.

Section 4. **Changes in the Program** may be made during the year provided that:

- a) Information concerning the proposed changes has been sent to all members at least two weeks prior to a general membership at which the change is to be discussed, and
- b) Final action by the membership is taken at a succeeding meeting.

Section 5. **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.

ARTICLE X: NATIONAL CONVENTION, STATE CONVENTION AND COUNCIL

Section 1. **Conventions and Councils of National and State Leagues.** The Board of Directors shall be authorized to elect delegates to represent the LWVLC at conventions and/or councils of the National and State Leagues in such numbers and at such dates as are appropriate or required by the National or State Leagues.

ARTICLE XI: PARLIAMENTARY AUTHORITY

Section 1. 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. 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 sent to the membership in writing at least one month in advance of the meeting.