

# Bylaws of the League of Women Voters of Loudoun County, Virginia

Adopted April 1991

Amended June 2005

## **Article I Name**

The name of this organization shall be the League of Women Voter of Loudoun County (LWVLC). This local League is an integral part of the League of Women Voters of the United States (LWVUS) and the League of Women Voters of Virginia (LWVVA) and the League of Women Voters of the National Capital Area (LWVNCA).

## **Article II Purposes and Policy**

Sec. 1. **Purposes**: 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.

Sec. 2. **Political Policy**: The LWVLC shall not support or oppose any political party or candidate.

## **Article III Membership**

Sec. 1. **Eligibility**: Any person who subscribes to the purposes and policy of the League shall be eligible for membership.

Sec. 2. **Types of Membership**: The membership of the LWVLC shall be composed of voting members and associate members.

- a) Voting members shall be citizens 18 years of age or older.
- b) Household members shall be two voting members residing at the same address.
- c) Associate members shall be all other members.
- d) Paid life members shall be those who make a lump sum life membership payment to the LWVUS.
- e) Honorary life members shall be those who have been members of the LWVUS for 50 years or more. No further dues shall be collected and all privileges will be retained as a voting member.

## **Article IV Officers**

### **Sec. 1. Enumeration and Election of Officers**

- a) The Officers of the LWVLC shall be the President, a First Vice-President, a Second Vice-President, a Secretary, and a Treasurer who shall be elected for two-year terms by the membership at the Annual Meeting. The President, the First Vice-President, and the Secretary shall be elected in odd-numbered years.

- b) **Executive Committee:** The elected officers shall constitute the Executive Committee.

Sec. 2. **The President:** The President shall preside at all meetings of the organization and of the Board of Directors unless the President designates another person to preside. The President may, in absence or disability of the Treasurer, sign or endorse checks, drafts and notes. The President shall be ex-officio member of all committees except the Nominating Committee. The President shall have such 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.

Sec. 3. **The Vice-Presidents:** The two Vice-Presidents, in the order of their rank, shall in the event of the absence, resignation, disability, or death of the President, possess all the powers and perform all duties of that 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 designate.

Sec. 4. **The Secretary:** The Secretary shall keep minutes of all general meetings of the League and of all meetings of the Board of Directors and the Executive Committee. The secretary shall provide minutes for all meetings in a timely manner. The Secretary shall notify all Officers and Directors of their election. 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.

Sec. 5. **The Treasurer:** The Treasurer shall collect and receive all monies due, shall deposit them in a bank designated by the Board, and shall disburse the same only upon order of the Board. The Treasurer shall present statements to the Board of their regular meetings and an annual report to the Annual Meeting. The Treasurer should bill members at least 30 days before dues are due. The books of the Treasurer shall be reviewed annually by non board members (2).

## **Article V Board of Directors**

Sec. 1. **Number, Manner of Selection, 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 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, not to exceed six, as they deem necessary to carry on the work of the League. The term of office for the appointed directors shall be one year.

Sec. 2. **Qualifications:** All elected or appointed Officers or Directors of the organization shall be voting members of the LWVLC and shall meet the requirements of the LWVLC nonpartisanship policy.

Sec. 3. **Vacancies:** Any vacancy on 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.

Three consecutive absences from Board Meetings by a Board member without a valid reason, shall be deemed a resignation.

**Sec. 4. Powers and Duties:**

- a) The Board 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.
- b) The Board shall plan and direct the work necessary to carry out the Program adopted by the National Convention, and State Convention, the National Capital Area Convention, and the Annual Meeting.
- c) The Board shall appoint the committees deemed necessary to carry out the work of the League.
- d) No member shall contract or expend in excess of \$50.00 without specific authorization from the Board.
- e) All Directors shall carry program or organization responsibilities as determined by the Board.
- f) A majority of current board members shall constitute a quorum in order to do business.

**Article VI Financial Administration**

**Sec. 1. Fiscal Year:** The fiscal year of the LWVLC shall commence on the first day of July each year.

**Sec. 2. Dues:** Annual dues are payable within the month the member joined the League. The amount of dues shall be recommended by the Board and approved by a majority vote of the members present at the Annual Meeting. Written notice of a proposed change shall be made to the membership thirty days prior to an Annual Meeting. Such change shall become effective at the beginning of the next fiscal year. Household member dues shall be computed as one and one half members.

**Sec. 3. Budget:** A budget for the ensuing year shall be submitted by the Board to the Annual Meeting for adoption. The budget shall include support for the work of all levels of the League.

**Sec. 4. Budget Committee:** A Budget Committee shall be appointed by the Board at least four months prior to the Annual Meeting to prepare a budget for the ensuing year. The proposed budget shall be sent to all members thirty days prior to the Annual Meeting. The Treasurer shall be an ex-officio member of the Committee, but shall not be eligible to serve as the chairman.

**Sec. 5. Distribution of Funds on Dissolution:** In the event of dissolution for any cause of the LWVLC, all monies and securities which may at the time be owned by or under the absolute control of the LWVLC, shall be paid to the LWVVA. All other property of whatsoever nature, whether real, personal, or mixed which may at the time be owned by or under control of the LWVLC shall be disposed of by any officer or

employee of the organization or corporation for such public, charitable, or educational uses and purposed as may be designated by the Board of LWVLC.

### **Article VII Meetings**

Sec. 1. **Membership Meetings:** General membership meetings may be held at any time at the direction of the Board. Time and place of all general meetings shall be decided by the Board. Matters coming before the membership may be decided by the majority present.

Sec. 2. **Annual Meeting:** An Annual Meeting shall be held prior to July 1, the exact date to be decided by the Board. The Annual Meeting shall adopt a local program for the next year; elect officers, directors, and members of the Nominating Committee; adopt an adequate budget; transact such other business as may properly come before it. In order to vote at the Annual Meeting, new members must have joined the League at least two weeks prior to the announced meeting date to permit the League to prepare for the business of the meeting.

Sec. 3. **Quorum:** Ten percent of the membership shall constitute a quorum at the annual meeting of the LWVLC.

### **Article VIII Nominations and Elections**

Sec. 1. **Nominating Committee:** The Nominating Committee shall consist of five members, two of whom shall be members of the Board of Directors. The Chairman and two members, none of whom shall be members of the Board, shall be elected at the Annual Meeting. Nominations for these offices shall be made by the current Nominating Committee. The other members shall be appointed by the Board immediately following the Annual Meeting. Any vacancy on the Nominating Committee shall be filled by the Board. Nominations for Officers and Directors may be sent to this committee by any member of the LWVLC.

Sec. 2. **Report of the Nominating Committee and Nominations from the Floor:** The report of the Nominating Committee of its nominations for officers, directors, and nominating committee members shall be sent to the members thirty days prior 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 except when there is but one nominee for each office it shall be in order to move that the Secretary cast the ballot for every nominee. A majority vote of those qualified to vote shall constitute an election. Absentee or proxy voting shall not be permitted.

### **Article IX Program**

Sec. 1. **Authorization:** The governmental principles adopted by the LWVUS and supported by the League as a whole, constitute the authorization for the adoption of the Program.

Sec. 2. **Program:** The Program of the LWVLC shall consist of action to implement the Principles of the LWVUS and those governmental issues chosen for concerted study and action at the local, state, regional and national levels of the League.

Sec. 3. **Program Selection:** The Annual Meeting shall act upon the Program using the following procedures:

- a) The Board 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 thirty days prior to 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.
- d) Recommendations for Program submitted by voting members two months prior to the Annual Meeting but not recommended by the Board 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 Program may be made provided that (1) information concerning the proposed changes has been sent to all members at least two weeks prior to the general membership meeting at which the changes are discussed, and (2) final action by the membership is taken at a succeeding meeting.

Sec. 4. **Member Action:** Members may take action in the name of the League only when authorized to do so by the President of the appropriate League.

Sec. 5. **Local League Action:** The LWVLC may act only in conformity with and not contrary to the positions taken by the LWVUS and the LWVVA.

### **Article X Conventions and Councils**

Sec. 1. **National Convention:** The Board shall select delegates to the convention of the LWVUS in the number allotted under the Bylaws of the LWVUS.

Sec. 2. **State Convention and Council:** The Board shall select delegates to the convention and council of the LWVVA in the number allotted under the Bylaws of the LWVVA.

Sec. 3. **National Capital Area Convention:** The Board shall select delegates to the LWNCA convention in the number allotted under the Bylaws of the LWNCA.

### **Article XI Parliamentary Authority**

Sec. 1. **Parliamentary Authority:** The rules contained in the 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 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 the amendments were submitted to the membership in writing least thirty days prior to the meeting.

**References:** Bylaws of the LWVUS, Bylaws of the LWVVA, Bylaws of the LWVFFA, Bylaws of the LWV Lynchburg.