

**BYLAWS
OF THE LEAGUE OF WOMEN VOTERS
OF VOLUSIA COUNTY**

ARTICLE I - NAME

Section 1. Name. The name of this organization shall be the League of Women Voters of Volusia County Inc., hereinafter referred to in these bylaws as LWVVC, 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 LWVUS, and the League of Women Voters of Florida, hereinafter referred to in these bylaws as the LWVF.

ARTICLE II – PURPOSES AND POLICY

Section 1. Purposes. The purposes of LWVVC are to promote political responsibility through informed and active participation in government, and to act on selected governmental issues.

Section 2. Political Policy. LWVVC shall not support or oppose any political party or any candidate.

ARTICLE III - MEMBERSHIP

Section 1. Eligibility. Any person who subscribes to the purposes and policy of the LWVVC shall be eligible for membership.

Section 2. Types of Membership.

- a) Voting Members. Persons at least 16 years of age who join the LWVVC shall be voting members of the LWVVC, the LWVF and the LWVUS.
 1. Individuals who live within Volusia County may join the LWVVC or any other local League.
 2. Those who reside outside the area of any local League may join the LWVVC or may be LWVF members-at-large.
 3. Those who have been members of the League for 50 years or more shall be honorary life members excused from the payment of dues.
- b) Associate Members. All others who join the League shall be associate members.

ARTICLE IV - OFFICERS

Section 1. Election/Qualifications and Term. The officers of the LWVVC shall be a President, (or two Co-Presidents), two Vice-Presidents, a Secretary, and a Treasurer. These officers shall be elected by the membership at the Annual Meeting for a term of two years to take office July 1. The President (or two Co-Presidents) and First Vice-President shall be elected in the odd-numbered years. The Second Vice President, Secretary and Treasurer shall be elected in the even numbered years.

Section 2. The President or Two Co-Presidents. The President (or two Co-Presidents) shall have such powers of supervision and management as customarily pertain to the office; shall preside at all meetings of the organization and the Board of Directors, or designate another person to do so; shall be, *ex officio*, a member of all committees except the nominating committee; shall countersign all checks, drafts and notes, with the Treasurer, except when the President or (two Co-Presidents) is (are)

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unavailable, countersignature shall be by the First Vice-President; and shall perform such other duties as the board may direct.

Section 3. The Vice-Presidents. The two Vice-Presidents, in the order of their rank, shall in the event of absence, disability or death of the President or both Co-Presidents, assume the office. If no Vice-President is able to serve as President, the Board of Directors shall fill the vacancy from among its elected directors. The Vice-Presidents shall perform such other duties as the President and the Board of Directors may designate. The President shall assign one of the Vice-Presidents to ensure that permanent archives are maintained, either in print or electronically, to include: official minutes, annual financial reports, incorporation documents, and programs of annual meetings.

Section 4. The Secretary. The Secretary shall keep the minutes of all meetings of the LWVVC and of the Board of Directors; as well as those of the Annual Meeting, Board Retreat, and such other special meetings as may be deemed official. 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 incidental to the office.

Section 5. The Treasurer. The Treasurer shall be responsible for collecting and receiving all monies due. The Treasurer shall be the custodian of these monies; shall deposit them in the bank designated by the Board of Directors; shall sign all checks; shall present statements to the Board of Directors at their regular meetings; and shall prepare an annual financial report to be published in the first LWVVC VOTER following the close of the fiscal year. See attached list of duties suggested by the LWVUS.

ARTICLE V – BOARD OF DIRECTORS

Section 1. Number, Manner of Selection, and Term of Office. The Board of Directors shall consist of the officers of the LWVVC, the immediate past president (or two immediate past co-presidents), five elected directors, and not more than five appointed directors. Two and three directors shall be elected by the membership at alternating Annual Meetings and shall serve for a term of two years, or until their successors have been elected and qualified. The elected members of the Board of Directors shall appoint such additional directors, not exceeding five, as they deem necessary to carry on the work of the LWVVC. The terms of office of the immediate past president (or two immediate past co-presidents) and the appointed directors shall be one year and shall begin July 1. Two directors shall be elected in even numbered years and three directors shall be elected in odd numbered years. (see graphic)

Section 2. Qualifications. All officers and directors shall be voting members of the LWVVC.

Section 3. Vacancies. Any vacancy, other than the Presidency, 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 without a valid reason shall be deemed a resignation.

Section 4. Powers. The Board of Directors shall manage and supervise the business, affairs and activities of the LWVVC subject to the instructions of the Annual Meeting. It shall select delegates to LWVF convention and council and to LWVUS convention. It shall accept responsibility for such other matters as the LWVUS or the LWVF Board may from time to time delegate to it. It shall have the power to create such special committees as it deems necessary and shall perform such other duties as are specified in these bylaws.

Section 5. Meetings. There shall be at least nine regular meetings of the Board of Directors annually.

- a. Special Meetings: The President may call special meetings of the Board and shall also call a special meeting upon the written request of five members of the Board.

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- b. Electronic Communications: Participation by means of electronic communications equipment shall constitute presence in person.
- c. Between regular meetings of the board, actions may be taken by any technology that is available to all board members. Communications, replies, and discussion shall be recorded and entered into the minutes.

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

ARTICLE VI - MEETINGS

Section 1. Membership Meetings. There shall be a minimum of six meetings annually—the time, place and nature of these meetings to be determined by the Board of Directors. The Board may call a special meeting and shall call such a meeting upon written request of 10 percent of the voting membership.

Section 2. Annual Meeting. An Annual Meeting shall be held during the final quarter of the fiscal year, the exact date to be determined by the Board. The Annual Meeting shall a) adopt a local program; b) adopt an adequate budget for the ensuing year; c) elect officers, directors and nominating committee members; and d) transact such other business as may properly come before it. Absentee or proxy voting shall not be allowed

Section 3. Quorum. A minimum of 20 percent of the membership shall constitute a quorum at meetings of the LWVVC to conduct business.

ARTICLE VII – NOMINATIONS AND ELECTIONS

Section 1. Nominating Committee. The Nominating Committee shall consist of five members, two of whom shall be members of the Board of Directors. The chair and two members shall not be members of the Board and shall be elected at the Annual Meeting.

Nominations for offices shall be made by the Nominating Committee. The Board of Directors shall appoint two Board members to serve on the Nominating Committee immediately following the Annual Meeting. The Board shall fill any vacancy occurring on the Nominating Committee. Any voting member may send suggestions for nominations for officers and directors to the Nominating Committee at least two months before the date of the Annual Meeting.

Section 2. Nominating Committee Report and Nominations from Floor. The nominating committee report of nominees for officers, directors, and nominating committee shall be sent to all members one month before the date of the Annual Meeting and shall be presented to the members at the Annual Meeting. Immediately following presentation of this report, nominations from the floor may be made by any voting member, provided the nominee's consent has been secured.

Section 3. Elections. The election shall be by ballot except that when there is but one nominee for each office, it shall be by voice vote. A majority vote of those qualified and voting shall constitute election.

ARTICLE VIII – PRINCIPLES AND PROGRAM

(With all approved edits through Annual Meeting May 2019)

Section 1. Principles. The Principles are concepts of government adopted by the LWVUS Convention and supported by the League as a whole. They are the authorization for the adoption of national, state, and local program.

Section 2. Program. The program of the LWVVC shall consist of a) action to implement the Principles; and b) concerted study, consensus (or concurrence), and action on local governmental issues adopted at the Annual Meeting.

Section 3. Annual Meeting Action. The Annual Meeting shall act upon the program using the following procedures:

- a. The Board of Directors shall consider 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 members present and voting at the Annual Meeting shall be required for adoption of the program proposed by the Board of Directors.
- d. Any recommendation for the program submitted to the Board of Directors at least two months prior to the Annual Meeting, but not recommended by the Board, may be adopted at the Annual Meeting provided consideration is ordered by a majority vote and the proposal receives a two-thirds vote of the members present for adoption.
- e. Changes in the program, in case of altered conditions, may be made provided information concerning the proposed change be sent to members at least two weeks prior to the meeting at which the change is to be discussed, and final action is taken by the members at their succeeding meeting.

Section 4. Program Action. Members may act in the name of the LWVVC only when authorized to do so by the President. They may act only in conformity with, not contrary to, a position taken by the LWVVC, the LWVF, or the LWVUS.

ARTICLE IX – NATIONAL CONVENTION, STATE CONVENTION AND COUNCIL

Section 1. National Convention. The Board of Directors, at a meeting before the date on which the names of delegates must be sent to the LWVUS office, shall select delegates to the National Convention in the number allotted the LWVVC under the provisions of the Bylaws of the LWVUS.

Section 2. State Convention. The Board of Directors, at a meeting before the date on which the names of delegates must be sent to the LWVF office, shall select delegates to the State Convention in the number allotted the LWVVC under the provisions of the Bylaws of the LWVF.

ARTICLE X – FINANCIAL ADMINISTRATION

Section 1. Fiscal Year. The fiscal year of the LWVVC shall be from July 1 to June 30.

Section 2. Dues. Annual dues for the LWVVC shall be payable July 1 of each year. The Budget Committee shall make a recommendation on the dues for the coming year while meeting on the annual budget. The proposed dues, as recommended by the Budget Committee, will be sent to all members along with the proposed budget one month before the Annual Meeting.

Section 3. Budget. A budget for the ensuing year shall be submitted by the Board of Directors at the Annual Meeting for adoption. The budget shall include support for the work of the League as a whole.

Section 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 presented to the Board of Directors in a timely fashion for Board approval, prior to being sent, either in print or electronically, to all members one month before the Annual Meeting. The Treasurer shall not serve as chair of the Budget Committee.

Section 5. Financial Records. The Budget Committee shall annually study the books and records as prepared by the Treasurer and submit a report and recommendation to the Board within 90 days of the end of the fiscal year.

Section 6. Distribution of Funds on Dissolution. In the event of the dissolution of the LWVVC, all monies and securities which may at the time be owned by or under the control of the LWVVC shall be paid to the LWVF after the state and national per member payments and other obligations have been met. All other property of whatsoever nature, whether real, personal, or mixed which may at the time be owned or under the control of the LWVVC, shall be disposed of to such person, organization, or corporation for such public, charitable or educational use and purposes as the Board in its absolute discretion may designate.

ARTICLE XI – PARLIAMENTARY AUTHORITY

Section 1. Parliamentary Authority. The rules contained in *Robert's Rules of Order, Newly Revised* shall govern this organization in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules the LWVVC may adopt.

ARTICLE XII - AMENDMENTS

Section 1. Amendments. These Bylaws may be amended by a two-thirds vote of the members present and voting at the Annual Meeting, provided the membership is notified of such proposed amendments, either in print or electronically, at least one month prior to the Annual Meeting.

Appendix I
LWVVC Election and Appointment Process of the Board of Directors

(With all approved edits through Annual Meeting May 2019)

