

BY-LAWS
THE LEAGUE OF WOMEN VOTERS OF DECATUR, ILLINOIS
As Amended March 15, 1967

Article I
NAME

- Sec. 1. Name. The name of this organization shall be the League of Women Voters of Decatur, Illinois. 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 Illinois.

Article II
PURPOSE AND POLICY

- Sec. 1. Purpose. The purpose of the League of Women Voters of Decatur, Illinois, shall be to promote political responsibility through informed and active participation of citizens in government.
- Sec. 2. Policy. The League of Women Voters of Decatur, Illinois, may take action on local governmental measures and policies in the public interest in conformity with the Principles of the League of Women Voters of the United States. It shall not support or oppose any political party or any candidates.

Article III
MEMBERSHIP

- Sec. 1. Eligibility. Any person who subscribes to the Purpose and Policy of the League shall be eligible for membership.
- Sec. 2. Types of Membership. The membership of the League of Women Voters of Decatur shall be composed of voting members and associate members.
- a. Voting members shall be women citizens of voting age.
 - b. Associate members shall be all other members.

Article IV
BOARD OF DIRECTORS

- Sec. 1. Composition. The Board of Directors shall consist of the Officers of the League, six Elected Directors and not more than six Appointed Directors.
- Sec. 2. 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.
- Sec. 3. 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.
- Sec. 4. Quorum. A majority of the members of the Board of Directors shall constitute a quorum.

- Sec. 5. Vacancies and Resignations. Any vacancy occurring in the Board of Directors by reason of the resignation, death or disqualification of an officer or Elected Director may be filled, until the next Annual Meeting by a majority vote of the remaining members of the Board of Directors.
- Sec. 6. Absences from Meetings. Three consecutive absences from Board meetings of any member without a valid reason shall be deemed a resignation.

Article V
OFFICERS AND DIRECTORS

- Sec. 1. Officers. The following officers of the League of Women Voters of Decatur, Illinois, shall be elected by the membership at an Annual Meeting and shall serve for terms of two years. They shall take office the first day of April.
- a. President. The President shall be elected in odd-numbered years. She 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 or endorse checks, drafts and notes. She shall be, ex officio, a member of all committees except the Nominating Committee. She 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.
 - b. Vice-Presidents. The First Vice-President shall be elected in the odd-numbered years and the Second and Third Vice-Presidents shall be elected in the even-numbered years. The three Vice-Presidents, in the order of their rank, shall, in the event of absence, disability or death of the President, possess all the powers and perform all the duties of that office, until such time as the Board of Directors shall elect one of its members to fill the vacancy. The Vice-Presidents shall perform such other duties as the President and Board may designate.
 - c. Secretary. The Secretary shall be elected in odd-numbered years. She shall keep minutes of the Annual Meeting and other business meetings of the League and all meetings of the Board. The Secretary shall notify the 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.
 - d. Treasurer. The Treasurer shall be elected in the even-numbered years. She shall collect and receive all moneys due. She 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 the order of the Board. She shall present statements to the Board at regular meetings and an annual report to the Annual Meeting. The books shall be audited annually by an auditor approved by the Board.
- Sec. 2. Elected Directors. There shall be six Elected Directors, three to be elected in the even-numbered years and three to be elected in the odd-numbered years, for terms of two years, by the general membership. They shall take office the first day of April. The Elected Directors shall serve as needed to carry out the work of the League.

- Sec. 3. Appointed Directors. The Officers and Elected Directors shall appoint such additional Directors, not to exceed six, as they deem necessary to carry out the work of the League. The term of office of the Appointed Directors shall be one year and shall expire the first day of April.
- Sec. 4. Qualifications. No person shall be elected or appointed or shall continue to serve as an Officer or Director of this organization unless she is a voting member of the League of Women Voters of Decatur.

Article VI
FINANCIAL ADMINISTRATION

- Sec. 1. Fiscal Year. The fiscal year of the League of Women Voters of Decatur, Illinois, shall commence on the first day of April each year.
- Sec. 2. Dues. Annual dues of Eight Dollars (\$8.00) shall be payable on the first day of the month in which a member originally joined. Any member who fails to pay dues within two months after they become payable forfeits membership.
- Sec. 3. Budget. A proposed budget for the ensuing year shall be submitted by the Board of Directors to the Annual Meeting for adoption. This budget shall include support for the work of the League as a whole.
- Sec. 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 proposed budget for the ensuing year. The proposed budget shall be sent to all members at least one week before the Annual Meeting. The Treasurer shall not be eligible to serve as chairman of the Budget Committee.
- Sec. 5. Distribution of Funds on Dissolution. In the event of a dissolution for any cause of the League of Women Voters of Decatur, all moneys and securities owned by the League of Women Voters of Decatur shall be paid to the League of Women Voters of Illinois.

Article VII
MEETINGS

- Sec. 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.
- Sec. 2. Annual Meeting. An Annual Meeting shall be held in March, 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, Directors and members of the Nominating Committee,
 - c. adopt an adequate budget, and
 - d. transact such other business as may properly come before it.
- Sec. 3. Special Meetings. Special meetings shall be called by the Board of Directors at the written request of twelve members.
- Sec. 4. Quorum. Twenty-two members shall constitute a quorum at all meetings of the League of Women Voters of Decatur, Illinois.

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, who shall not 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 of Directors immediately 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.
- Sec. 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 at least one week 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.
- Sec. 3. Elections. The election shall be by ballot, provided that when there is but one nominee for each office, the secretary may be instructed to cast the ballot for every nominee. A majority of those qualified to vote and voting shall constitute an election. Absentee or proxy voting shall not be permitted.

Article IX
LOCAL PROGRAM

- Sec. 1. Authorization. The governmental Principles, adopted by the National Convention and supported by the League as a whole, constitute the authorization for adoption of Local Program.
- Sec. 2. Local Program. The Local Program shall consist of local governmental issues chosen for concerted study and/or action.
- Sec. 3. Adoption of Local Program.
- a. The Board of Directors shall call for recommendations for Local Program by the voting members and shall formulate a Proposed Local Program.
 - b. The Proposed Local Program shall be sent to all members at least one week before the Annual Meeting.
 - c. A majority vote of the voting members present and voting at the Annual Meeting shall be required for adoption of items in the Proposed Local Program as presented to the Annual Meeting by the Board of Directors.
 - d. Recommendations for Local Program submitted by voting members but not recommended by the Board of Directors may be adopted by the Annual Meeting provided that:
 - 1) the Annual Meeting by majority vote shall agree to consider and
 - 2) the Annual Meeting shall adopt the items by a two-thirds vote.

- Sec. 4. Changes in the Local Program. In case of altered conditions, Local Program may be changed provided that:
- a. Information concerning the proposed change has been sent to all members at least one week prior to a membership meeting at which the change is to be considered, and
 - b. Two-thirds of the members present and voting approve the change.
- Sec. 5. Action on Program by Members. Members may act in the name of the League of Women Voters only when authorized to do so by the proper Board of Directors.

Article X

NATIONAL CONVENTION, STATE CONVENTION AND COUNCIL

- Sec. 1. National Convention. The Board of Directors at a meeting before the date on which the names of delegates must be sent to the national office shall select delegates to that Convention in the number allotted the League of Women Voters of Decatur, Illinois, under the provisions of the By-laws of the League of Women Voters of the United States.
- Sec. 2. State Convention. The Board of Directors at a meeting before the date on which the names of delegates must be sent to the state office shall select delegates to that Convention in the number allotted the League of Women Voters of Decatur, Illinois, under the provisions of the By-laws of the League of Women Voters of Illinois.
- Sec. 3. State Council. The President or her proxy shall be the delegate to the State Council under the provisions of the By-laws of the League of Women Voters of Illinois.

Article XI

PARLIAMENTARY AUTHORITY

- Sec. 1. 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

AMENDMENTS

- Sec. 1. Amendments. The By-laws 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 at least one week in advance of the meeting.

November 17, 1966

RECOMMENDATIONS FOR CHANGES IN STATE LEAGUE BYLAWS

(KEEP ONE COPY FOR YOUR FILES. RETURN THE OTHER TO THE STATE OFFICE
BY JANUARY 18, 1967)

State Bylaws require that any recommendations from local Leagues for changes in State Bylaws be sent in three months prior to convention. This is the same deadline (January 18, 1967) as the deadline for first round program suggestions.

Following is the official recommendation for State League Bylaws changes from the League of Women Voters of Decatur.

Proposed State League Bylaws changes. (Please indicate which Article and Section you wish to change and the exact wording you propose.)

1. ARTICLE II - Purpose and Policy
Sec. 2. Policy. (Change last sentence by adding "any" before candidates to it will read as follows:) It shall not support or oppose any political party or any candidate.
2. ARTICLE III.- Membership
Sec. 1. Composition. (Change by deleting ~~isxxixgxsxk~~ several phrases so it will read:) The League of Women Voters of Illinois shall be composed of members of recognized local leagues within the state and of members-at-large of the League of Women Voters of the United States residing within Illinois.

Continued on attached sheets.

Reasons for our proposed Bylaws changes:

1. Make clear that League does not support or oppose candidates on non-partisan ballots as well as not those on partisan ballots. Conform to National Bylaws.
2. When a member is enrolled in a local League that member is a members of LWV of U. S. thus making the words suggested for deletion unneeded.

Continued on attached sheets.

Reported by: Elice Hurst (Mrs. Thos. L.)
~~3rd Vice Pres. & Bylaws Chr.~~
(name and title)

BY-LAW CHANGES TO BE VOTED ON AT ANNUAL MEETING

The following changes in the local By-laws are recommended by the Board. They were worked out by Elise Hurst, Chairman, and Barbara Redford in consultation with other members. Proposed By-law changes must be submitted to the state League for approval before being voted on by the membership. A letter about these By-law changes dated February 23, 1967, from the state office, written by the nominee for state President, included these sentences, "You have done an excellent job on revising the bylaws of the Decatur League . . . We do hope you will send your ideas to the national Board and suggest that standard bylaws be changed in accordance with the re-arrangement you plan in your local ones."

BY-LAW CHANGES

Changes required by National: Art. I, Sec. 1. Add title "Name." Art. III, Sec. 1. Change title from "How Composed" to "Eligibility" and move first sentence of this section to Sect. 2 immediately after title "Types of Membership."

Changes recommended by State: Add Art. VI. Sec. 5. Distribution of Funds on Dissolution. In the event of a dissolution for any cause of the League of Women Voters of Decatur, all monies and securities owned by the League of Women Voters of Decatur shall be paid to the League of Women Voters of Illinois.

Changes recommended by Local Committee:

Art. II, Sec. 2. Add "any" before "candidates" so that last sentence will read "It shall not support or oppose any political party or any candidate."

Art. VI., Sec. 3. Add "proposed" before "budget" in first sentence and change "The" to "This" before "budget" in second sentence so this section will read "A proposed budget for the ensuing year shall be submitted by the Board of Directors to the Annual meeting for adoption. This budget shall include . . ." Sec. 4. Add "proposed" before "budget" in first sentence so it will read "a proposed budget for".

Add a Sec. 3 under Art. VII. "Special Meetings." Special meetings shall be called by the Board of Directors at the written request of twelve members. (Now there is no way for members not on the Board to get a meeting called.)

Change present Sec. 3 to Sec. 4 if above is adopted.

Art. IX. Change title from "Program" to "Local Program" since it deals only with local program.

Art. IX. Sec. 2. Change title from "Program" to "Local Program" and replace present provisions for "Current Agenda" and "Continuing Responsibilities" by rewording the whole section as follows: "The Local Program shall consist of local governmental issues chosen for concerted study and/or action." (This would make a single list program with the various items being given different emphasis as the situation demands.)

Art. IX. Sec. 3. Change title from "The Annual Meeting shall act upon the Program using the following procedures" to "Adoption of Local Program". (No other titles are in sentence form.) Sec. 3. a) Change from "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" to "The Board of Directors shall call for recommendations by the voting members and shall formulate a Proposed Local Program." Sec. 3. c) Change "subject" to "item" and add "Local" before "Program." Sec. 3 d) Change this section to read: "Recommendations for Local Program submitted by voting members but not recommended by the Board of Directors may be adopted by the Annual Meeting provided that: 1) the Annual Meeting by majority vote shall agree to consider and (2) Same. Sec. 3. e) Change from "Changes in the Program, in case of altered conditions, may be made provided that: (1) information concerning the proposed change has been sent to all members at least two weeks prior to the general membership meeting

at which the change is to be discussed, and (2) final action by the membership is taken at a succeeding meeting." to "Changes in the Local Program, in case of altered conditions, may be made provided that: 1) information concerning the proposed change has been sent to all members at least one week prior to a membership meeting at which the change is to be considered and 2) two-thirds of the members present and voting approve the change. (Eliminates the need of a second meeting.)

The following suggested changes do not change provisions of the By-laws but rather rearrange various sections so as to be in more logical locations:

Art. IV. Board of Directors. Sec. 1. Change title from "number, Manner of Selection and Term of Office" to "Composition". Leave first sentence as is, put rest of section elsewhere. Sec. 2. "Qualifications" change to Art. V. Sec. 4; Sec. 4 "Powers and Duties" change to Sec. 2; Sec. 5, "Meetings" change to Sec. 3; Sec. 6 "Quorum" change to Sec. 6; Sec. 3 change to Sec. 5 and add "resignations" to title so it is "Vacancies and Resignations"; make last sentence of latter a separate Sec. 6 with title "Absences from Meetings."

Art. V Add "and Directors" to title so it will be "Officers and Directors"; Change Sec. 1 to "Officers. The following officers of the League of Women Voters of Decatur, Illinois, shall be elected by the membership at an Annual Meeting and shall serve for terms of two years. They shall take office April 1. a) President. The President shall be elected in odd-numbered years (From Sec. 1 - Then same as before Sec. 2); b) The Vice Presidents. The First Vice President shall be elected in the odd-numbered years, and the Second and Third Vice Presidents shall be elected in the even-numbered years (From Sec. 1 - then same as Sec. 3 before); c) The Secretary. The Secretary shall be elected in odd-numbered years (From Sec. 1 - then same as Sec. 4); d) The Treasurer. The Treasurer shall be elected in the even-numbered years (From Sec. 1 - then same as Sec. 5); Sec. 2. Elected Directors. (Same provisions as Art. IV. Sec. 1) There shall be six Elected Directors, three to be elected in the even-numbered years and three to be elected in the odd-numbered years, for terms of two years by the general membership. They shall take office April 1. The Elected Directors shall serve as needed to carry out the work of the League; Sec. 3. Appointed Directors. The Officers and Elected Directors shall appoint such additional Directors, not to exceed six, as they deem necessary to carry out the work of the League. The term of office of the Appointed Directors shall be one year and shall expire the first day of April. (Same provisions as Art. IV. Sec. 1); Sec. 4. Qualifications. (Same as Art. IV., Sec. 2.)

Board Recommended following changes
Jan. 31, 1967

Mandatory changes: Art. I, Sec. 1. Add title, "Name."

Art. I Sec. 2
add "any" before candidate
Art. III, Sec. 1. Change title to "eligibility". Move first sentence to Sec. 2. after "Types of Membership".

For the most part, the changes in Art. IV (Board of Directors) and Art. V (Officers) are changes in arrangement for clarification.

ARTICLE IV
Board of Directors

Sec. 1. Composition. The Board of Directors shall consist of the officers of the League, six elected Directors, and not more than six appointed Directors. (Rest of present Art. II Sec 1 placed as Art V Sec 2+3)

- Sec. 2. Powers and Duties. (Same as before) Sec. 4)
- Sec. 3. Meetings. (Same as before) Sec. 5)
- Sec. 4. Quorum. (Same as before) Sec. 6)
- Sec. 5. Vacancies. (Same as before) ~~Sec. 6)~~

~~Sec. 6.~~ leave out last sentence under "Vacancies" and put as ~~Sec. 6.~~

OK ← Sec. 6. Absences from Meetings. Three consecutive absences of an officer or Director from a Board meeting ~~without a valid reason~~ without a valid reason shall be deemed a resignation.

ARTICLE V
Officers and Directors (add "Directors")
following

Sec. 1. Officers. The officers of the League of Women Voters of Decatur, Illinois, shall be elected by the membership at an Annual Meeting and shall serve for a term of two years. They shall take office April 1.

- a) The President. The President shall be elected in odd-numbered years ~~for terms of two years~~ (Then same as before. Sec. 2)
- b) The Vice Presidents. The First Vice President shall be elected in the odd-numbered years, and the Second and Third Vice Presidents shall be elected in the even-numbered years. (Then same as before. Sec. 3)
- c) The Secretary. The Secretary shall be elected in odd-numbered years. (Same as before. Sec. 4)
- d) The Treasurer. The Treasurer shall be elected in the even-numbered years. (Same as before. Sec. 5)

Sec. 2. Elected Directors. There shall be six Elected Directors, three to be elected in the even-numbered years and three to be elected in the odd-numbered years, for terms of two years by the general membership. They shall take office April 1. The Elected Directors shall serve as needed to carry out the work of the League. (Same provision as Art II Sec. 1)

Sec. 3. Appointed Directors. The Officers and Elected Directors shall appoint such ~~appoint such~~ additional Directors, not to exceed six, as they deem necessary to carry out the work of the League. The term of office of the Appointed Directors shall be one year and shall expire the first day of April. (Same provision as Art II Sec. 1)

Sec. 4. Qualifications. No person shall be elected or appointed or shall continue to serve as an officer or director of this organization unless she is a voting member of the League of Women Voters of Decatur. (Same as now but should it be positive rather than negative?) All elected or appointed officers or directors of this organization shall be a voting member. ~~Only voting members of L.W.V. Sec. shall be elected or appointed or shall continue to serve as officers or directors~~

Art. VI. Sec. 3. Budget. Add "proposed" before "budget," in first sentence. In second sentence change beginning "The" to "This".

Sec. 4. Budget Committee. Add "proposed" before "budget" in first sentence.

(Rec. by Bond) Sec. 5. Distribution of Funds on Dissolution. In the event of a dissolution for any cause of the L.W.V. of Decatur, all monies + securities owned by the L.W.V. of Decatur shall be paid to the L.W.V. of Illinois.

add so that local League is aware of provisions in Illinois By-Laws

From Art II Sec 1
From Art II Sec 2

Art. VII Meetings

Leave as is

three

Sec. 1. Membership Meetings. There shall be at least ~~four~~ ^{three} meetings of the membership each year. Time and place shall be determined by the Board of Directors. (It is recommended by the state board that there be four membership meetings a year - our Bylaws now provide for three.)

New

Sec. 3. Special Meetings. Special meetings shall be called by the Board of Directors at the written request of twelve members. (This would be a new provision - now there is no way for members outside the Board to get a meeting called. This is not a part of model Bylaws.) (If this were adopted the present Sec. 3 would become Sec. 4)

Art. IX Local Program (Add "Local" in front of Program in title) of the LSV of Dec.

Sec. 2. Local Program. (Add "Local" before Program) The Local Program shall consist of local governmental issues chosen for concerted study and/or action. (This would make a single list program instead of one consisting of Current Agenda and Continuing Responsibilities; this is what the state has had for the past two years and also our League has operated with a single list with varying degrees of study and action possible. *for two years*)

Sec. 3. Procedure for Adoption of Local Program by Annual Meeting. (Change title from sentence form to be consistent with other titles.)

Revised

a) The Board of Directors shall call for recommendations by the voting members and shall formulate a Proposed Local Program. (Change from: The Board of Directors shall consider the recommendations sent in by voting members two months prior to the Annual Meeting and shall formulate a Proposed Program. This specifies that Board should call for suggestions.)

a b) A majority vote of voting members present and voting at the Annual Meeting shall be required for adoption of items (instead of "subjects") in the Proposed Local Program "Local" added) as presented to the Annual Meeting by the Board of Directors.

d) Recommendation for Local (add) Program submitted by voting members (delete "two months prior to the Annual Meeting") but not recommended by the Board of Directors may be adopted (instead of "considered") by the Annual Meeting provided that:

1) the Annual Meeting by majority vote shall agree to consider (Change from: the Annual Meeting shall give order consideration by a majority vote.) ~~(XXXXXXXXXXXXXXXXXXXXXXXXXXXX)~~

2) the Annual Meeting shall adopt the item by a two-thirds vote. ~~(Do we want to change to three-fifth as National?)~~

e) Changes in the Local Program, in case of altered conditions, may be made provided that: 1) information concerning the proposed change has been sent to all members at least one week prior to a membership meeting at which the change is to be considered and 2) two-thirds of the members present and voting approve the change. (Present Bylaws call for a second meeting for adoption.)

1) One to be consistent with Art VII Sec. 4
Art VIII Sec 2
Art IX Sec. 3 b
2) change

February 4, 1967

League of Women Voters of Illinois
67 E. Madison Avenue
Chicago, Illinois

Dear Friends:

Enclosed are the changes in Decatur League Bylaws recommended by the Decatur Board. Do these meet with the state League approval? We will need your answer by February 24 so as to get them to members in our March "Voter".

The State President's Letter in which it was suggested that a Section on "Distribution of Funds on Dissolution" be added will be discussed at a special board meeting scheduled for February 10. I am quite sure our board will recommend the inclusion. We are wondering if it might be a good idea, using the same reasoning, to have mention of National and State Program as separate sections under the Article on Program of local Bylaws. As it stands now there is no mention of responsibility of local Leagues to cover anything other than local program.

As you will note, we have added several new sections, Art. IV. Sec. 6 and Art. VIII Sec. 3. We have changed Art. IX. Sec. 3 (a) and (e) (2). Content of Articles IV and V have been rearranged so that all information about election, terms, and duties of all elected officials are together in Art. V with separate sections for Officers, Elected Directors, and Appointed Directors. We think it most confusing to have provisions for Directors under Board of Directors Article rather than along with Officers who are as important or more important on Board than Directors. Our Nominating Committees over a period of years have had difficulties understanding these parts as now organized. We are going to suggest that the standard Bylaws be changed to this more logical arrangement. We were disappointed that the state Bylaws committee did not recommend such a change in state Bylaws. Perhaps we did not explain sufficiently well our reason for suggested change.

Very sincerely yours,

Mrs. Thomas L. Hurst, Chr.
Bylaws Committee

2095 W. Sunset Avenue
Decatur, Illinois 62522