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THE LEAGUE OF WOMEN VOTERS OF DECATUR, ILLINOIS

BY - LAWS

ARTICLE I

Sec. 1. 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 candidates.

ARTICLE III

Membership

Sec. 1. How Composed. The Membership of the League of Women Voters of Decatur shall be composed of voting members and associate members. Any person who subscribes to the purpose and policy of the League shall be eligible for membership.

Sec. 2. Types of Membership

- 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. 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 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 the first day of April.

Sec. 2. 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.

Sec. 3. Vacancies. Any vacancy occurring in 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 of Directors. Three consecutive absences from a Board meeting of any member without a valid reason shall be deemed a resignation.

Sec. 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.

Sec. 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.

Sec. 5. Quorum. A majority of the members of the Board of Directors shall constitute a quorum.

#### ARTICLE V Officers

Sec. 1. Enumeration and Election of Officers. The Officers of the League of Women Voters of Decatur, Illinois, shall be a President, a first Vice President, a second Vice President, <sup>a 3rd Vice Pres.</sup> a Secretary, and a Treasurer who shall be elected for terms of two years by the general membership at an Annual Meeting and take office the 1st day of April. The President, the First Vice President and the Secretary shall be elected in odd-numbered years. The second Vice President, <sup>third Vice Pres.</sup> and the Treasurer shall be elected in even-numbered years.

Sec. 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 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.

Sec. 3. The Vice President. The <sup>3</sup> ~~two~~ 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.

Sec. 4. The Secretary. The Secretary shall keep minutes of the annual meeting and other business meetings of the League and all meetings of the Board. The Secretary 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.

Sec. 5. The Treasurer. The Treasurer 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 order of the Board. She shall present statements to the Board at their regular meetings and an annual report to the Annual Meeting. The books shall be audited annually by an auditor approved by the Board.

#### 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 <sup>Eight</sup>~~Five~~ Dollars (\$~~5~~.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 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.

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 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.

#### 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 and directors, members of the Nominating Committee
- c) adopt an adequate budget, and
- d) transact such other business as may properly come before it.

Sec. 3. 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 Program

Sec. 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 Program.

Sec. 2. Program. The Program of the League of Women Voters of Decatur, Illinois, shall consist of Current Agenda and Continuing Responsibilities as hereinafter defined.

- a) The Current Agenda shall consist of such current local governmental issues as the membership shall choose for concerted action
- b) The Continuing Responsibilities shall consist of those positions on local governmental issues to which the League of Women Voters of Decatur has given sustained attention and on which it may continue to act.

Sec. 3. 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 at least one week 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 items by a two-thirds vote.

- e) Changes in the Program, in the case of altered conditions, 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.

Sec. 4. Member Action. 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 by 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 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 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.