

League of Women Voters
of the United States

Memorandum

1200 17th Street, N. W. - Washington, D. C. 20036

This is going on
Duplicate Presidents Mailing

September 29, 1966

TO: Local League Presidents (Copy to State League Presidents)
FROM: Mrs. Robert J. Stuart
RE: Standard Bylaws for Local Leagues

Standard Bylaws for Local Leagues has been revised and reissued. The changes which have been made were necessary to bring local Bylaws into conformity with national Bylaws as amended at the 1966 Convention.

Three changes have been made. In Article II, Sec. 2, the word "any" has been inserted before the word "candidate." This word was added by the Convention to make it perfectly clear that League policy covers "nonpartisan" as well as partisan elections. In Article III the requirements for eligibility for membership and the provisions for types of membership have been separated. Changes in both Articles are of wording not substance.

The definition of Program given in Article IX, Sec. 2, has been changed to conform to the new wording of Article XIII, Sec. 1, of the national Bylaws. Program is no longer defined as consisting of Current Agenda and Continuing Responsibilities but as consisting of governmental issues and the provision is given that there be "concerted study and action." The categories of Program are defined in the following section.

When your League next considers Bylaw changes action should be taken to bring your Bylaws into conformity with Standard Bylaws in Articles II and III since word-for-word conformity is required in these Articles in compliance with Recognition Standards. Since exact conformity is not required except in the first three Articles, the change in Article IX is optional.

When a local League proposes changes in its Bylaws, information on the proposed changes should be sent to the state Board well in advance of the time when members must be notified of the proposals so that the state Board may review and comment before that deadline. If local Bylaws are amended at the Annual Meeting, copies of the Bylaws as amended should be sent to the national office as well as to the state Board.

LEAGUE OF WOMEN VOTERS OF ILLINOIS
67 East Madison Street, Chicago 60603

September 1966

CE 6-0315

Example
I move to amend Art. 6 Sec. 2 on dues
by substituting the following section etc.

SOME SUGGESTED BYLAWS AMENDMENTS FOR LOCAL LEAGUES

If you wish to collect dues annually in the month of joining ("Rockford Plan"):

Amend ARTICLE on Financial Administration, Section on Dues.

"Dues. Annual dues of _____ shall be payable annually on the first of the month in which the member joins the League. Any member who fails to pay her dues within two months after they become payable shall be dropped from the membership rolls."

(\$7.50 local dues are recommended.)

If you wish to adopt local program on a two-year basis:

Amend ARTICLE on Meetings, Section on Annual Meeting.

"Annual MeetingThe Annual Meeting shall:

- a) adopt a local program for the ensuing two years in (even, odd) numbered years."

Amend ARTICLE on Program, Section on Annual Meeting shall act upon the Program

"In (even, odd) numbered years the Annual Meeting shall act upon the Program using the following Procedures:"

If you wish to have a "single list" local program:

Amend ARTICLE on Program, Section on definition of Program.

"Program. The Program of the League of Women Voters of _____ shall consist of local governmental issues as the membership shall choose for concerted study and action."

Delete definitions of Current Agenda and Continuing Responsibilities.

LEAGUE OF WOMEN VOTERS OF ILLINOIS
67 East Madison St., Chicago 60603

Central 6-0315

FILE: ADMINISTRATION - BYLAWS T.

November 23, 1966

TO: League of Women Voters
of DECATUR

FROM: Mrs. Raymond E. Robertson
State Organization Chairman

RE: BYLAWS CHANGES

Thank you for sending us your local bylaws. We are listing below our recommendations. Since we have the every-four-years review of local bylaws by State, plus a new set of Standard Bylaws from National, now is a good time to consider changes in your local bylaws. We recommend that you plan to make the changes at your next Annual Meeting. Your Bylaws Committee should be appointed soon to present recommendations to your Board and to the membership. Check your present bylaws for deadlines (usually changes must be sent to members one month before the Annual Meeting).

We call your attention to Mrs. Stuart's letter of September 29, 1966. She listed there the changes which have been made in the Standard Bylaws in order to bring them into conformity with National Bylaws which were amended at the 1966 National Convention. You were sent a copy of the new Standard Bylaws for Local Leagues at that time. Please use it in reviewing your local bylaws.

Three major changes have been made in the Standard Bylaws. They are in Article II, Sec. 2. Policy; Article III, Sec. 1 & 2. Membership. These changes are mandatory in local bylaws. The other change is in Article IX, Program. (See check list below.)

Remember in revising bylaws that the first three articles of the Standard must be followed but local Leagues may adapt the remaining articles to suit local conditions as long as the bylaws provide for democratic procedures.

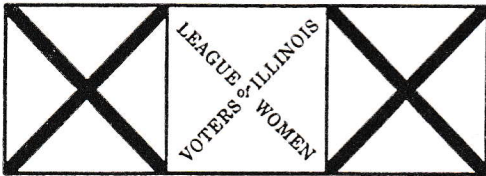
Please send a copy of your proposed changes to the state office for a final perusal.

Therefore, after review of your most recent bylaws and comparison with the new Standard Bylaws, we suggest that you consider changing the items marked "X":

- X 1. Article I, Sec. 1, add the title as in the Standard Bylaws:
Sec. 1. Name.
- X 2. Article II, Sec. 2, add the word "any" before the word "candidate."
This has been done to make it perfectly clear that League policy covers nonpartisan as well as partisan elections.
- X 3. Article III, Sec. 1. and Sec. 2. Change the order of sentences and section titles to read exactly as in the Standard Bylaws. This is a change only of form, as most of your bylaws say the same thing in a little different way.
4. Article IV, Sec. 5, Meetings. A minimum of nine regular Board meetings are required by recognition standards.

- ___ 5. Article VI, Sec. 2. Dues. It is recommended that annual dues be \$7.50, and
- ___ 6. that Illinois Leagues adopt the Rockford method of dues collection. To do this, amend the section on Dues to read:

"Annual dues of \$7.50 shall be payable annually on the first of the month in which the member joins the League. Any member who fails to pay her dues within two months after they become payable shall be dropped from the membership rolls."
- X 7. Article VII, Sec. 1. Membership Meetings. It is recommended that at least four meetings be specified per year.
- X 8. Article VII, Sec. 2. Annual Meeting. Your League may want to consider adopting local program on a two-year basis. If so, change (a) to "adopt local Program for the ensuing two years in (even, odd) numbered years." See also #12.
- ___ 9. Article VII, Sec. 3. Quorum. It is recommended that a definite number of members constitute a quorum, rather than a percentage of the membership. If a definite and small number is stated in the bylaws as a quorum and if all members are aware of this, it will act as an incentive for them to attend business meetings if they are concerned about League policy, program, and action. It also makes it easier to determine whether or not a quorum is present.
- X 10. Article IX, Sec. 2. Program. It is suggested that a definition of Program be changed as follows: "The Program of the League of Women Voters of _____ shall consist of those governmental issues chosen for concerted study and action." (Recommended to conform to Standard.)
- X 11. Your League may want to consider a "Single List" local program. If so, delete Sec. 3 Current Agenda and Continuing Responsibilities, from Article IX on Program. However, if you wish to define these two categories, then use the wording as given in the new Standard Bylaws.
- X 12. If your League wants to adopt local program on a two-year basis (see #8) you must also change Article IX, Sec. 4 Annual Meeting. to "The Annual Meeting shall act upon the Program in (even, odd) numbered years using the following procedures."
- ___ 13. Article X, Sec. 3. State Council. According to the Bylaws of the League of Women Voters of Illinois, the president or her proxy is the delegate to the State Council. Therefore, change this section to read: "The president or her proxy shall be the delegate to the State Council under the provisions of the Bylaws of the League of Women Voters of Illinois."
- ___ 14. Leagues in Cook County. There should be a provision in local bylaws for selection of delegates to the Cook County Convention, to be held after re-organization of Cook County Council is completed next year. Add to Article X a new Sec. 4. County Convention. The (membership or Board of Directors) at a meeting before the date on which the names of delegates must be sent to the County League office shall select delegates to that Convention in the number allotted the League of Women Voters of _____ under the provisions of the Bylaws of the League of Women Voters of Cook County."
- ___ 15. Other suggested changes:



MRS. EZRA LEVIN

PRESIDENT

LEAGUE OF WOMEN VOTERS OF ILLINOIS • 67 EAST MADISON STREET • CHICAGO 3, ILLINOIS • CE 6-0315

January 25, 1967

Mrs. Thomas L. Hurst
Bylaws Chairman
League of Women Voters of Decatur
2095 West Sunset
Decatur, Illinois

Dear Mrs. Hurst:

The state bylaws committee and the State Board were impressed with your thoughtful recommendations for state League bylaws revisions and considered them in committee and in Board meeting.

A number of your suggestions concerned points the committee had already agreed on at our initial meeting in September. At that time we drew up our preliminary recommendations for Board consideration. We met the second time on January 23rd to incorporate local League and State Board suggestions in our final proposals for Board and Convention consideration.

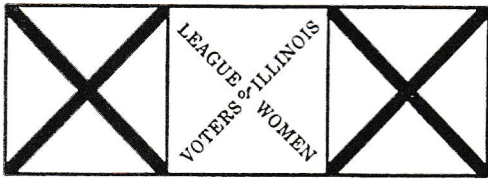
We thought your suggestions for the composition of the State Convention (Article VIII, Sec. 2) a real improvement and included them in our final proposal. Your reminder that the budget should be referred to as the "proposed" budget (Article VII, Sec. 2 and 3) has also been included in our proposal. We had completely overlooked this point, as previous bylaws committees, State Boards, and Conventions had. Still other changes you suggested will be found in the final State Board recommendations to the Convention.

Your suggestions for improving the articles on the Board of Directors and Officers did not clarify the content enough to merit a change, in our opinion; so we did not offer this as a revision.

We do appreciate the time you have spent on your assignment and know you will be interested in the Convention action.

Sincerely yours,

Frances Ensley
Mrs. Chester C. Ensley
State Bylaws Chairman



MRS. EZRA LEVIN

PRESIDENT

LEAGUE OF WOMEN VOTERS OF ILLINOIS • 67 EAST MADISON STREET • CHICAGO 3, ILLINOIS • CE 6-0315

February 23, 1967

Mrs. Thomas L. Hurst
Bylaws Chairman
League of Women Voters of Decatur
2095 West Sunset Avenue
Decatur, Illinois 62522

Dear Mrs. Hurst:

First I must apologize for the delay in replying to your letter of February 4th. My only excuse is that somehow it was pushed to the back of my mail drawer in the office, and only today did I empty the drawer thoroughly and find it! I am sorry.

You have done an excellent job on revising the bylaws of the Decatur League, and we do appreciate your comments and explanations.

As to the mention of state and national program in local bylaws, we do not feel this is necessary. Each local League is plainly "an integral part of the League of Women Voters of the United States and the League of Women Voters of Illinois," and this statement takes care of the state and national activities of the local Leagues. We feel the local bylaws should "spell out" merely the local situation as regards organizational set-up and activities.

We are interested in your comments about the state bylaws in regard to officers, elected directors, and appointed directors. You have a very good point and it may well be that the Convention delegates will agree with you. You recall, of course, that not-recommended bylaws changes require the same vote for adoption as do recommended changes.

The State Board was impressed with the number of fine suggestions for state bylaws changes you submitted, and you will note that many of them were adopted as recommendations. 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.

Sincerely yours,

Mary Helen Robertson

Mrs. Raymond E. Robertson
Vice President, Organization

E. L. L...



LEAGUE OF WOMEN VOTERS
OF THE UNITED STATES

1200 SEVENTEENTH STREET, N. W., WASHINGTON, D. C. 20036 TEL. 296-1770

Mrs. Robert J. Stuart, President

March 31, 1967

Mrs. Clifford E. Smith, President
League of Women Voters of Decatur
1684 West Riverview
Decatur, Illinois 62522

Dear Mrs. Smith:

I was most interested to read in your Annual Report your suggestions for changes in the Standard Bylaws for Local Leagues.

Following each national Convention we do make such changes in the Standard Bylaws as are indicated by the Convention action. However, we have not undertaken a complete revision of the Local Standard. It may well be that the national Board will make such a revision at some time in the future and we will certainly keep your suggestions in mind.

The suggestions you make for Articles 4, 5, 6 and 9 appear to be largely wording changes. Language is always a difficult matter. We have used the word "proposed" in Sec. 4 of Article 6 in referring to the budget but perhaps it could be used elsewhere. National and state Bylaws also title the program article (9) simply Program. It was not thought necessary to add a descriptive adjective since the Bylaws themselves provide this; that is, national Bylaws describe national Program, state Bylaws - state Program and local Bylaws - local Program.

Your suggestion for Article 7 is an interesting one. Do your own Bylaws provide a procedure by which members may request special meetings? You might wish to discuss this with your state Board. If you would care to send us the specific wording you would like to see included in the model, we would be happy to have it.

Sincerely,

Phyllis Montgomery
Mrs. K. E. Montgomery
Chairman, Bylaws Committee

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Miss Dixie Drake

Barbra - When sending By-laws
to Nat'l, I'd suggest directing to
attention of this Mrs. Montgomery & specifically
call attention to rewording of articles
on "Bl. of Div" & "Officers & Directors"
Refile letter under Local By-laws E