

## **BYLAWS**

### **LEAGUE OF WOMEN VOTERS OF INDIANA COUNTY, PA**

**Revised and Adopted May 1996, May 2008, May 2016, May 2021, May 2025**

#### **ARTICLE I. NAME**

Sec. 1. Name. The name of this organization shall be the League of Women Voters of Indiana County, hereinafter referred to in these bylaws as LWVIC. 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 Pennsylvania (LWVPA).

#### **ARTICLE II. PURPOSE AND POLICY**

Sec. 1. Purpose. The purpose of the LWVIC shall be to promote political responsibility through informed and active participation in government, and to act on selected government issues.

Sec. 2 1. Political Policy. The LWVIC shall not support or oppose any political party or any candidate. It may take action on local government measures and policies in the public interest in conformity with the principles of the LWVUS.

2. Diversity, Equity & Inclusion Policy. The LWVIC is fully committed to ensure compliance – in principle and in practice – with LWVUS’ Diversity, Equity, and Inclusion Policy.

#### **ARTICLE III. MEMBERSHIP**

Sec. 1 Eligibility. Any person who subscribes to the purposes and policies of the LWVUS shall be eligible for membership.

Sec. 2 Membership. The membership of the LWVIC shall be composed of voting members. Voting members shall be persons at least 16 years of age. Those who have been members of the League for 50 years or more shall be honorary life members of the LWVUS, excused from payment of dues.

#### **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, up to twelve elected Directors and not more than seven appointed Directors, for a possible total of nineteen board directors. At least two 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 seven, 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 at the conclusion of the next Annual Meeting.

Sec. 2. Qualifications. No person shall be elected or appointed or shall continue to serve as an officer or director of this organization unless s/he is a voting member. No person serving in a political office shall serve on the Board of Directors.

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 by 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 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 and shall call a special meeting upon the request of three members of the Board.

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

## **ARTICLE V. OFFICERS**

Sec. 1 Enumeration and Election of Officers. The Officers of the LWWIC shall be a President, an Administrative Vice President, a Program Vice President, 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 immediately. The President, Administrative Vice President, and the Secretary shall be elected in odd numbered years. The Program Vice President and the Treasurer shall be elected in even numbered years.

Sec. 2. President. The President shall preside at all meetings of the organization and of the Board of Directors. S/he may, in the absence or disability of the Treasurer, sign or endorse checks, drafts, and notes. S/he shall be, ex officio, a member of all committees except the Nominating Committee. S/he 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. Administrative Vice President. The Administrative Vice President shall assist and advise the President and contribute to efforts to raise awareness of the League's positions and projects. The Administrative Vice President shall perform such other duties as the President and Board may designate. In the event of the absence of the President, the Administrative Vice President shall possess all the powers and perform all the duties of that office, until such a time as the Board of Directors shall select one of its members to fill the vacancy.

Sec. 4. Program Vice President. The Program Vice President shall assist and advise the President and oversee local and state-level program activities. The Program Vice President will coordinate the committee work of League members and contribute to the annual program planning. The PROGRAM Vice President shall perform such other duties as the President and Board may designate.

Sec. 5. Secretary. The Secretary shall keep minutes of all meetings of the League and of all meetings of the Board of Directors. S/he shall notify all officers and Directors of their election. S/he 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.

Sec. 6. Treasurer. The treasurer shall perform such duties as customarily pertain to the office. S/he shall be the custodian of monies, shall deposit them in a bank designated by the Board of Directors, and shall disburse the same only upon order of the Board. S/he shall present statements to the Board at their regular meetings and an annual report to the Annual Meeting. S/he shall be a member of the Board of Directors.

## **ARTICLE VI. FINANCIAL ADMINISTRATION**

Sec. 1. Fiscal Year. The fiscal year shall be from July 1 to June 30 of each year.

Sec. 2. Dues. All members shall pay membership dues annually on the anniversary of their renewal or joining date. Dues will no longer be a fixed rate but will be pay-what-you-can. The recommended dues amount in accordance with LWVUS policy for all members across the country will be \$75, but members can pay any amount \$20 or over. Those who have been members of the LWVUS for 50 years or more shall be excused from payment of dues.

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 one month before the Annual Meeting. The Treasurer shall not be eligible to serve as chairman of the Budget Committee.

Sec. 5. Scholarships. Scholarships will be made available at the board's discretion.

Sec. 6. Distribution of Funds on Dissolution. In the event of dissolution for any cause of the LWVIC, all monies and securities owned by the said League, shall be paid to the LWVPA.

## **ARTICLE VII. MEETINGS**

Sec. 1. Membership Meetings. There shall be at least 3 (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 between March 1 and June 1, the exact date to be determined by the Board of Directors. The Annual Meeting shall:

1. Adopt a local Program for the ensuing year;
2. Elect Officers and Directors and members of the Nominating Committee;
3. Adopt an adequate budget;
4. Approve the annual audit report; and
5. Transact such other business as may properly come before it.

Sec. 3. Quorum. Twenty-five percent of the membership must be present to constitute a quorum at all business meetings.

## **ARTICLE VIII. NOMINATIONS AND ELECTIONS**

Sec. 1. Nominating Committee. The Nominating Committee shall consist of three members, one of whom shall be a member of the Board of Directors. The Chair and one member, who shall not be a member of the Board, shall be elected at the Annual Meeting. Nominations for these offices shall be made by the current Nominating Committee. The other member 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 shall be sent to all members one month before the date of the Annual Meeting. Immediately

following the presentation of this report, nominations may be made from the floor by any voting member providing 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 vote 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 the Program.

Sec. 2. Program. The Program of the LWVIC shall consist of:

1. Action to protect the right to vote of every citizen, and
2. Those local governmental issues chosen for concerned study and action.

Sec. 3. Action by the Annual Meeting. The Annual Meeting shall act upon the Program using the following procedures:

1. The Board of Directors shall consider recommendations from voting members and shall formulate a proposed Program to be sent to all members one month before the Annual Meeting.
2. A majority vote of voting members present and voting at the Annual Meeting shall be required for adoption of subjects in the Proposed Program.
3. Recommendations for Program submitted by voting members 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 item by a majority vote.

Sec. 4. Member Action. Members may act in the name of the League of Women Voters only when authorized to do so by the appropriate 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 under the provisions of the Bylaws of the LWVUS.,

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 under the provisions of the Bylaws of the LWVPA.

Sec. 3. State Council. 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 the Council in the number allotted under the provisions of the Bylaws of the LWVPA.

## **ARTICLE XI. PARLIAMENTARY AUTHORITY**

Sec 1. The rules contained in Robert's Rules of Order newly Revised shall govern the organization in all cases in 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 that amendments were submitted to the membership in writing at least one month in advance of the meeting.

**Bylaws were amended at the May 2021 Annual Meeting. Changes were made to Article IV. Board of Directors and Article V. Officers.**

**Article IV. Board of directors**

**Section 1. Number, Manner of Selection and Term of Office**

**Article V. Officers**

**Section 1. Enumeration and Election of Offices**

**Section 3. Administrative Vice President**

**Section 4. Program Vice President**