

League of Women Voters of Irving
Bylaws (2018)

ARTICLE I

Section 1. The name of this organization shall be the League of Women Voters of Irving, hereinafter referred to in these bylaws as LWV-Irving. 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 Texas (LWV-TX).

ARTICLE II

PURPOSE AND POLICY

Section 1. *Purpose.*

The purpose of the LWV-Irving shall be to promote political responsibility through informed and active participation of citizens in government and to act on selected governmental issues.

Section 2. *Political Policy.*

The League shall not support or oppose any political party or any candidate.

ARTICLE III

MEMBERSHIP

Section 1. *Eligibility.* Any person who subscribes to the purpose and policy of the league shall be eligible for membership.

Section 2. *Types of Membership.* The membership of the LWV-Irving shall be composed of:

- a. Voting members. Citizens of at least 18 years of age who join the LWV-Irving shall also be voting members of the LWV-TX and of the LWVUS; individuals who live within an area of LWV-Irving may join that League or another local League; those who reside outside the area of any local League may join a local League or shall be state members at large; those who have been members of the League for 50 years or more shall be life members excused from the payment of dues.
- b). *Associate Members.* All others who join the League shall be associate members.

ARTICLE IV

BOARD OF DIRECTORS

Section 1. *Number, Manner of Selection, and Term of Office.* The Board of Directors shall consist of six (6) officers of the League, six (6) elected directors and not more than six (6) appointed directors. The elected members shall be elected by the general membership and serve a term of two (2) years. The elected members shall appoint such additional directors as they deem necessary to carry on the work of the league. The terms of office of the appointed directors shall be one (1) year and shall commence on June 1.

Section 2. *Qualifications.* No person shall be elected or appointed or shall continue to serve as an officer or director of this organization unless that person is a voting member of the LWV-Irving.

Section 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 (3) unexcused absences from a Board meeting of any member shall be deemed a resignation.

Section 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 on the program as adopted by the national convention, state convention, and the Annual Meeting. The Board shall create and designate such special committees as it may deem necessary.

Section 5. *Meetings.* There shall be at least nine (9) 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 request of five (5) members of the Board.

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

ARTICLE V

OFFICERS

Section 1. *Enumeration and Election of Officers.* The officers of the LWV-Irving shall be a President, three (3) Vice Presidents, a Secretary, and a Treasurer, who shall be elected by the general membership at Annual Meeting and take office June 1st of that year. The officers shall serve terms of two (2) years.

Section 2. *The President.* The president shall preside at all meetings of the organization and of the Board of Directors. The President may, in the absence or disability of the Treasurer, sign or endorse checks, drafts, and notes. The President shall be, ex-officio, a member of all committees except the Nomination Committee. The President shall have such usual powers of the supervision and management as may pertain to the office of president, and perform such other duties as may be designated by the Board. A President's Committee, composed of the three (3) vice-presidents (in Sec 3), may serve in the event there is no president.

Section 3. *The Vice-Presidents.* Vice Presidents shall perform such duties as the President and Board may designate. At its first board meeting the new board shall designate one vice-president who, in the event of the absence, disability, resignation, or death of the president, shall assume the office of president. Should that vice-president be unable to serve as president, the board shall choose one of its other elected members to fill the vacancy.

Section 4. *Secretary.* The Secretary shall keep minutes of the Annual Meeting and of all meetings of the Board of Directors. The Secretary 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 the office.

Section 5. *Treasurer.* The Treasurer shall collect and receive all monies due. The Treasurer shall be custodian of these monies, shall deposit them in a bank designated by the Board of Directors, and shall present statements to the Board at their regular meetings and in an annual report to the Annual Meeting.

ARTICLE VI

FINANCIAL ADMINISTRATION

Section 1. *Fiscal Year.* The fiscal year of the LWV-Irving shall commence on the first day of June each year.

Section 2. *Dues.* The amount of the dues shall be set by the members at the Annual Meeting. The dues shall be payable by June 30. Any new member joining after *January 31* will pay one-half (1/2) of annual dues. New members joining at the Annual Meeting are not able to vote at that meeting.

Section 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 state and national leagues.

Section 4. *Budget Committee.* A budget committee shall be appointed by the Board of Directors immediately following Annual Meeting to prepare a budget for the ensuing year. The proposed budget shall be sent to all members two (2) weeks prior to the Annual Meeting. The treasurer shall not be eligible to serve as chairman of the budget committee.

Section 5. *Distribution of Funds on Dissolution.* In the event of dissolution for any cause of the LWV-Irving, all monies and securities, which may at the time be owned by, or under the absolute control of the LWV-Irving, shall be paid to the LWV-TX.

All other property of whatsoever nature, whether real, personal, or mixed which may at the time be under the control of the LWV-Irving shall be disposed of by any officer to such person, organization, or corporation for such public, charitable, or educational uses and purposes as may be designated by the then Board of Directors of the LWV-Irving.

ARTICLE VII

MEETINGS

Section 1. *Membership Meetings.* There shall be at least four (4) meetings of the membership each year. The time and place shall be determined by the Board of Directors.

Section 2. *Annual Meeting.* An Annual Meeting shall be held between May 1 and May 31 of each year, the exact date to be determined by the Board of Directors. The Annual Meeting shall:

- a) evaluate plans presented for local, state and national program for the year and consider adoption of a concentrated local study and action program when proposed.
- b) elect Officers and Directors and members of the Nominating Committee.
- c) adopt an adequate budget.
- d) consider bylaws changes.
- e) transact such other business as may properly come before it.

Section 3. *Quorum.* One fourth (1/4) of the voting membership shall constitute quorum at all general membership meetings.

ARTICLE VIII

NOMINATIONS AND ELECTIONS

Section 1. *Nominating Committee.* The nominating committee shall consist of three (3) members, two (2) of whom shall be members of the Board of Directors. The chairman shall not be a member of the Board, and shall be elected at the Annual Meeting. Nominations for these offices shall be made by the current nominating committee. The other members of the committee 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.

Section 2. *Report of the 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 one (1) month 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 the report, nominations may be made from the floor by any voting member provided the consent of the nominee has been secured.

Section 3. *Elections.* Election shall be by ballot except that if there is only one nominee for an office it shall be by voice vote. A majority vote of those qualified to vote and voting shall constitute an election. A secret ballot will be allowed if requested by one voting member. Absentee or proxy voting shall not be permitted.

ARTICLE IX

PROGRAM

Section 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.

Section 2. *Program.* The program of the LWV-Irving shall consist of:

- a) action to promote and protect the right to vote of every citizen.
- b) concentrated study and action on those local governmental issues chosen by the members at Annual Meeting.

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

- a) The Board of Directors shall consider the recommendations sent in by the voting members one (1) month prior to the Annual Meeting and shall formulate a proposed program.
- b) The proposed program shall be sent to all members two (2) weeks prior to 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 one (1) month prior to the Annual Meeting provided that:
 - (1) The Annual Meeting shall order consideration by a majority vote.
 - (2) The Annual Meeting shall adopt the item by a two-thirds (2/3) vote.

Section 4. Changes may be made in program between Annual Meetings due to *change in circumstances*. Changes will be initiated with the approval of the majority of the Board of Directors. Information concerning the proposed change shall be sent to all members at least two (2) weeks prior to a general membership meeting. At that time the change will be discussed and final action may be taken.

Section 5. *Member Action*. Members may act in the name of the League of Women Voters only when authorized to do so by the President.

ARTICLE X

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 national office shall elect delegates to that convention in the number allotted to the LWV-Irving under the provisions of the Bylaws of 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 state office shall elect delegates to that convention in the number allotted the LWV-Irving under the provisions of the Bylaws of LWV-TX.

Section 3. *Statewide Conference* The statewide conference is open to all League members. Business may be conducted if necessary. If business is conducted at the statewide conference, the president or, if needed, an alternate chosen by the Board of Directors and one other delegate chosen by the Board of Directors will be eligible to vote.

ARTICLE XI

PARLIAMENTARY AUTHORITY

Section 1. *Parliamentary Authority*. The rules contained in Roberts Rules of *Order Newly Revised* shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with these Bylaws.

ARTICLE XII

AMENDMENTS

Section 1. *Amendments*. These Bylaws may be amended by two-thirds (2/3) vote of the voting members present and voting at the Annual Meeting, provided the amendments were submitted to the membership at least one (1) month in advance of the meeting.

Revised: May 21, 2017

Reviewed: May 18, 2018