

# BYLAWS -- LEAGUE OF WOMEN VOTERS OF RENSSELAER COUNTY

## ARTICLE I

### Name

Sec. 1. The name of this organization shall be the League of Women Voters of Rensselaer County. 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 the State of New York.

## ARTICLE 11

### Purpose and Policy

Sec. 1. Purpose. The purpose of the League of Women Voters of Rensselaer County shall be to promote political responsibility through informed and active participation of citizens on government.

Sec. 2. Policy. The League of Women Voters of Rensselaer County may take action on local government 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 nor oppose any political party or any candidate.

## 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 Rensselaer County shall be composed of Voting members and associate members.

a. Voting members shall be 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. One-half 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 Nominating Committee will be charged to recruit candidates for the officers and directors whose positions are open. In addition they may recommend names for appointed Directors, not exceeding six, as is necessary to carry on the work of the League. The terms 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 nor appointed nor shall continue to serve as an officer or director of this organization unless she or he is a voting member of the LWV of Rensselaer County.

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, and 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 six regular meetings of the Board of Directors annually. The president may call a special meeting upon the written request of five members of the Board.

Sec. 6. 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 Rensselaer County shall be a President or co-equal Co-Presidents, two Vice-Presidents, 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 or one Co-President, one Vice President and the Secretary shall be elected in odd-numbered years. One Co-President, one Vice-President and the Treasurer shall be elected in even-numbered years.

Sec. 2. The President or Co-Presidents. The President or Co-Presidents shall preside at all Meetings of the organization and of the Board of Directors. She or he may, in the absence or disability of the Treasurer, sign or endorse checks, drafts and notes. She or he shall be, ex-officio, a member of all committees except the Nominating Committee. She or he shall have usual powers of supervision and management as may pertain to the office of the President and perform such duties as may be designated by the Board.

Sec. 3. The Vice-Presidents. The Vice-Presidents shall, in order of rank, in the event of absence, disability or death of the President or Co-Presidents, 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 or Co-Presidents and the Board may designate.

Sec. 4. The Secretary. The Secretary shall keep the minutes of all meetings of the League and of all meetings of the Board of Directors. She or he shall notify all officers and Directors of their election. She or he shall sign, with the President or Co-Presidents, all contracts and other instruments when so authorized by the Board and shall perform such other functions as may be incident to her or his office.

Sec. 5. The Treasurer. The Treasurer shall collect and receive all monies due. She or he shall be the custodian of these monies, shall deposit them in a bank designated by the Board of Directors, and shall disburse the same only upon order of the Board. She or he shall present statements to the Board at their regular meetings and an annual report to the Annual Meeting.

## **ARTICLE VI**

### **Financial Administration**

Sec. 1. Fiscal Year. The fiscal year of the League of Women Voters of Rensselaer County shall commence on the first day of July each year.

Sec. 2. Dues. The amount of annual dues shall be determined by vote of the general membership at the annual meeting. Notification of a proposed change in annual dues shall be mailed to all members four weeks prior to the annual meeting in conjunction with the proposed budget. Any member who fails to pay her or his dues within three months after they become payable shall be dropped from the membership rolls.

Sec. 3. Audit. The Board of Directors shall appoint an auditor to examine the Treasurer's books within the month preceding the Annual Meeting to which the auditor's report shall be presented.

Sec. 4. 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. 5. Budget Committee. A Budget Committee shall be appointed at the beginning of the League year 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 chair of the Budget Committee.

## **ARTICLE VII**

### **Meetings**

Sec. 1. Membership Meetings. There shall be at least four 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 15 and June 1, 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, member of the Nominating Committee,
- c. Adopt an adequate budget, and
- d. Transact such other business as may properly come before it.

Sec. 3. Quorum. Fifteen percent of the membership shall constitute a quorum at all business meetings of the League of Women Voters of Rensselaer County.

## **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 Chair 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 one 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 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 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 Program.

Sec. 2. Program. The program of the League of Women Voters of Rensselaer County shall consist of those local governmental issues chosen for concerted study and action.

Sec. 3. Action by the Annual Meeting.

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 one month 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 item by a two-thirds vote.

## **ARTICLE 1X -- Program (Continued)**

Sec. 4. Adoption of Emergency Items. Changes in the Program, in the case of altered conditions, may be made provided that:

- a. 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
- b. Final action by the membership is taken at a succeeding meeting.

Sec. 5. Membership 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 membership or 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 the Convention in the number allotted the League of Women Voters of Rensselaer County under the provisions of the By-Laws of the League of Women Voters of the United States.

Sec. 2. State Convention. The membership or the Board of Directors at the meeting before the date on which the names of the delegates must be sent to the State office shall select delegates to that Convention in the number allotted the League of Women Voters of Rensselaer County under the provisions of the By-Laws of the League of Women Voters of New York State.

Sec. 3. State Council. The membership or 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 Council in the number allotted to the League of Women Voters of Rensselaer County under provisions of the By-Laws of the League of Women Voters of New York State.

## **ARTICLE XI 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**

These 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 month in advance of the meeting.

**Revised at Annual Meeting  
May 20, 2009**