

# **League of Women Voters of Oak Park and River Forest Bylaws**

As Updated By Adoption of Amendments at Annual Meeting of Members May 26, 2020

## **ARTICLE 1. NAME**

The name of this organization shall be the League of Women Voters of Oak Park and River Forest. Hereinafter it shall be designated as the League. This local League is an integral part of the League of Women Voters of the United States, the League of Women Voters of Illinois, the League of Women Voters of Cook County, the League of Women Voters Lake Michigan Region, and the League of Women Voters Upper Mississippi River Region.

## **ARTICLE 2. PURPOSES AND POLICY**

SECTION 2.1. PURPOSES. The purposes of the League are to promote political responsibility through informed and active participation in government and to act on selected governmental issues.

SECTION 2.2. POLITICAL POLICY. The League shall not support or oppose any political party or any candidate.

SECTION 2.3. Tax Exempt Status. The League of Women Voters of Oak Park and River Forest is organized and operated exclusively for charitable purposes under Section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code. Notwithstanding, any other provision of these Articles, the League of Women Voters of Oak Park and River Forest shall not carry on any other activities not permitted to be carried on by a corporation exempt from Federal Income Tax under such provisions of the Internal Revenue Code. No substantial part of the activities of the League of Women Voters of Oak Park and River Forest shall be attempting to influence legislation.

## **ARTICLE 3. MEMBERSHIP**

SECTION 3.1. ELIGIBILITY. Any person who subscribes to the purposes and policy of the League shall be eligible for membership.

SECTION 3.2. TYPES OF MEMBERSHIP A. Voting Members. Persons at least 16 years of age who join the League shall be Voting Members of local Leagues, of regional Leagues, state Leagues and of the LWVUS as follows: (1) individuals who live within an area of a local League may join that League or any other local League; (2) those who reside outside the area of any local League may join a local League or shall be state members-at-large; (3) those who have been members of the League for 50

years or more shall be honorary life members excused from the payment of dues. B. Associate Members. All others who join the League shall be Associate Members.

## **ARTICLE 4. BOARD OF DIRECTORS**

SECTION 4.1. NUMBER, MANNER OF SELECTION, AND TERM OF OFFICE. The Board of Directors shall consist of the officers of the League, plus six directors, three of whom shall be elected at each successive Annual Meeting to serve for a term of two years. The Board may appoint up to two At Large Directors to serve until the next Annual Meeting.

SECTION 4.2. 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 League.

SECTION 4.3. VACANCIES. Any vacancy occurring on the Board of Directors by reason of resignation, death or disqualification may be filled until the next Annual Meeting by a majority vote of the remaining members of the Board of Directors. Positions vacated mid-term may be filled by election at the next Annual Meeting and the elected director or officer shall serve the balance of the existing term. Three absences from a Board meeting by any officer or director without valid reason shall be deemed a resignation.

SECTION 4.4. POWERS AND DUTIES. The Board of Directors shall have full authority to manage the League's property and to conduct the business of the organization subject to the instructions of the Voting Membership. The Board of Directors shall plan and direct the work necessary to carry out the programs adopted by the National, State, Regional, and Cook County League Conventions and the Annual Meeting. To carry this out the Board shall create such committees as necessary. The Board of Directors shall appoint the Committee Chair(s) for one year and shall designate the Board member to whom the committee shall report.

SECTION 4.5. EXECUTIVE COMMITTEE. The officers of the Board of Directors shall constitute the Executive Committee. The Executive Committee: shall prepare a budget for the ensuing year; shall exercise such other power and authority as may be delegated to it by the Board; shall report to the Board on all actions taken by it between regular meetings of the Board; shall present an annual budget to the Board of Directors' meeting at least one month prior to the Annual Meeting and to all members at least two weeks prior to the Annual Meeting; and shall meet as necessary in between meetings of the Board of Directors, as called by the President or any two members of the Executive Committee.

SECTION 4.6. MEETINGS. There shall be at least eight meetings of the Board of Directors annually. A majority of the members of the Board shall constitute a quorum. There shall be no absentee or proxy votes. At the discretion of the President, a director may participate in and act at any meeting of the Board of Directors or the Executive Committee through the use of a conference telephone or other communications equipment allowing all persons participating in the meeting to communicate with each other. Participation in this way shall be considered attendance for purposes of quorum requirements.

SECTION 4.7. SPECIAL MEETINGS. The President may call special meetings of the Board of Directors and shall call a special meeting upon written request of five members of the Board. Members of the Board shall be notified of the time and place of special meetings by email, telephone or letter at least three days prior to such meetings.

SECTION 4.8. VOTING ON URGENT MATTERS. When an urgent decision must be made by the Board between regular meetings, the President may call and/or email the members of the Board. A conference call may also be arranged. Board members must be given full information about the issues to be decided and sufficient time to share opinions and responses before the final decision is given. A quorum of the Board must respond. The emergency decision must be presented by the President at the next regularly scheduled meeting of the Board for ratification and the Secretary will include a record of the decision in the minutes.

## **ARTICLE 5. OFFICERS**

SECTION 5.1. ENUMERATION AND ELECTION OF OFFICERS. The officers of the League shall be a President or two Co-Presidents, two or three Vice-Presidents, a Secretary and a Treasurer, all of whom shall be elected for terms of two years by the Voting 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. If there is to be a Co-President, this person, two Vice-Presidents and the Treasurer shall be elected in the even-numbered years. The nominating committee has the ability to extend or shorten an officer's term up to a year to ensure that it complies with the staggered term requirement. The Treasurer in office and the newly elected Treasurer shall serve concurrently through the end of the fiscal year.

SECTION 5.2. THE PRESIDENT. The President shall preside at all meetings of the organization and of the Board of Directors or designate another person to do so; may sign or endorse checks, drafts or notes; shall be ex-officio, a member of all committees except the Nominating Committee; and shall have such usual powers of supervision and management as may pertain to that office and perform such other

duties as may be designated by the Board. The office of President may be performed by two persons designated Co-Presidents, who will share all of the powers and duties of the President.

SECTION 5.3. THE VICE-PRESIDENTS. If there is no Co-President, the two or three Vice-Presidents shall in the 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 and shall perform such other duties as the President and the Board may designate.

SECTION 5.4. THE SECRETARY. The Secretary shall keep minutes of all meetings of the Board of Directors and the Annual Meeting; 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 that office and as the President and the Board may designate.

SECTION 5.5. THE TREASURER. The Treasurer shall collect, receive and disburse all monies due; shall be the custodian of these monies; shall deposit them in a financial institution designated by the Board of Directors; shall disburse the same in accordance with the approved budget and expense policy; may sign or endorse checks, drafts or notes; shall present statements to the Board at their regular meetings and an annual report at the Annual Meeting; and shall perform such other duties as the President and the Board may designate. When financial transactions require more than one signature, the Treasurer, President, or Board-designated Vice-President has the authority to sign.

## **ARTICLE 6. STANDING COMMITTEES**

Unless otherwise specified, the members of Standing Committees shall be appointed by the Board of Directors for terms of one year. Three Standing Committees shall be organized by January 1st as per the following:

SECTION 6.1. NOMINATING COMMITTEE. The Nominating Committee shall consist of four members. The Chair and one member shall be elected at the Annual Meeting. The two other members shall be appointed by the Board. Two of the four members shall be members of the Board of Directors, and the other two shall be members who are not on the Board. The Nominating Committee's proposed slate for officers, directors, and members of the succeeding Nominating Committee shall be presented to the Board of Directors at the March meeting. This proposed slate is to be presented to all Voting Members at least two weeks prior to the Annual Meeting.

SECTION 6.2. BYLAWS COMMITTEE. The Bylaws Committee shall review the current bylaws and evaluate them for clear language, present day terminology, and ethical and consistent practices, and shall present its report to the Board of Directors at least by the March meeting. The Chair of the Bylaws Committee shall present proposed changes to all Voting Members at least two weeks prior to the Annual Meeting and again at the Annual Meeting. This Committee shall have at least two members, one being a Board member.

SECTION 6.3. FINANCIAL REVIEW COMMITTEE. The books of the Treasurer shall be reviewed by a non-Board League member by September 30th. The financial report is reviewed by the Executive Committee and the outgoing and incoming Treasurers.

## **ARTICLE 7. FINANCIAL ADMINISTRATION**

SECTION 7.1. FISCAL YEAR. The fiscal year of the League shall coincide with the League of Women Voters of the United States: July 1 to June 30.

SECTION 7.2. DUES. Dues shall be payable at the time of application for membership and shall be due and payable thereafter at a time determined by the Board. Student members, as defined by the League of Women Voters of the United States, shall pay up to one-half the amount of dues for that year. Any member who fails to pay within three months after dues become payable is subject to being removed from the membership. Members who pay dues after August 1 may not be included in the League Directory. On an ad hoc basis, the Executive Committee and/or Membership Development Chair(s) can reduce membership dues based on need.

SECTION 7.3. DISTRIBUTION OF FUNDS ON DISSOLUTION. In the event of a dissolution for any cause of the League of Women Voters of Oak Park and River Forest, all monies and securities or other property of whatsoever nature which at the time are under absolute control of the League of Women Voters of Oak Park and River Forest shall be distributed at the discretion of the Board, or such other persons as shall be charged by law with the liquidation or winding up of the League of Women Voters of Oak Park and River Forest and its affairs, to any member organization of the League of Women Voters national organization which is exempt under Section 501(c) (3) of the Internal Revenue code or the corresponding section of any future federal tax code; or if none of these organizations are then in existence or exempt under those tax provisions, then, at the discretion of the Board, to another organization which is organized and operated exclusively for charitable and educational purposes and which has established its tax- exempt status under such designated tax provisions.

## **ARTICLE 8. MEETINGS**

SECTION 8.1. MEMBERSHIP MEETINGS. There shall be an Annual Meeting of the entire membership each year, and the Board may choose to call additional meetings of the membership as it sees fit. The time and place of these meetings shall be determined by the Board.

SECTION 8.2. ANNUAL MEETING. The Annual Meeting shall be held in May or June, the exact date to be determined by the Board. Ten percent of the total membership shall constitute a quorum at the Annual Meeting. The Annual Meeting shall: adopt a local program for the ensuing year; elect officers, directors and three non-Board members of the Nominating Committee; adopt a budget and establish dues; transact such other business as may properly come before it.

## **ARTICLE 9. NOMINATIONS AND ELECTIONS**

SECTION 9.1. PROPOSED SLATE OF THE NOMINATING COMMITTEE AND NOMINATIONS FROM THE FLOOR. The proposed slate of the Nominating Committee for officers, directors, and members of the succeeding Nominating Committee shall be sent to all members at least two weeks before the date of the Annual Meeting. Immediately following the presentation of this report at the Annual Meeting, nominations may be made from the floor by any Voting Member provided the consent of the nominee shall have been secured.

SECTION 9.2. ELECTIONS.

The election for any office shall be by ballot if there is more than one nominee for such office. When there is only one nominee for an office, election occurs by hand vote.

## **ARTICLE 10. PRINCIPLES AND PROGRAM**

The Principles, the philosophical basis of our organization, are concepts of government adopted by the National Convention and supported by the League as a whole. They are the authorization for the adoption of National, State, Regional, County and Local League Programs.

## **ARTICLE 11. SELECTING DELEGATES**

SECTION 11.1. CONVENTIONS. At a meeting prior to the submission deadline, the Board shall select delegates to attend conventions under the provisions of the Bylaws of the League of Women Voters of the United States, Illinois, and Cook County, Lake Michigan Region and Upper Mississippi River Region. The number of delegates shall not exceed the number allotted.

SECTION 11.2. OTHER LEAGUE REPRESENTATION. The Executive Committee shall make appointments as necessary for persons to be representatives of the League. Appointments shall be reviewed annually.

#### **ARTICLE 12. 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 two weeks in advance of the meeting.

#### **ARTICLE 13. PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the organization in all cases to which they are applicable and not inconsistent with these Bylaws.

#### **ARTICLE 14. COMMUNICATION**

Communication with members as required by these Bylaws can be done by email notification. A member can also request that she or he receive notification via mail.

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