

BY-LAWS OF
LEAGUE OF WOMEN VOTERS OF THE VILLAGES/TRI-COUNTY AREA

Adopted Originally: April 21, 2006

Amended: May 1, 2016

Amended: March 25, 2019

Amended: March 27, 2023

ARTICLE I. NAME

Section 1. Name. The name of this organization shall be League of Women Voters of The Villages/Tri- County Area, herein called LWVTRI. 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 Florida (LWVF).

ARTICLE II. PURPOSE AND POLICY

Section 1. Purpose. The purpose of the LWVTRI is to promote political responsibility through informed and active participation 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. LWVTRI may act 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.

ARTICLE III. MEMBERSHIP

Section 1. Eligibility. Any person who subscribes to the purposes and policy of the League shall be eligible for membership.

Section 2. Types of Membership.

a. **Voting members.** Persons at least 16 years of age who join the League shall be voting members of the local Leagues, state Leagues, and of the LWVUS; (1) those 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 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 the Officers of the League and elected and appointed Directors. One or more Directors shall be elected by the general membership at the Annual Meeting in even-numbered years and one or more shall be elected in the odd-numbered years, and shall serve a term of two years, or until their successors have been elected and qualified. The elected Board 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 expire at the conclusion of the next Annual Meeting.
- Section 2. Qualifications.** No person shall be elected or appointed or shall continue to serve as an Officer or Director of this organization unless she or he is a voting member of the League of Women Voters of The Villages/Tri-County Area.
- Section 3. Vacancies.** Any vacancy occurring in the Board of Directors by reason of resignation, death, or disqualification of an Officer or Director may be filled, until the next Annual Meeting, by the majority of the remaining members of the Board of Directors, with the provision that the membership of the Board does not fall below 75% of the legally elected Board. Three consecutive absences from a Board meeting of any member without a valid reason 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 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. The Board shall annually review the Non-Partisanship Policy and the Finance Policy.
- Section 5. Meetings.** There shall be at least eight (8) regular meetings of the Board of Directors annually. A Co-President may call special meetings of the Board of Directors and shall call a special meeting upon the written request of three (3) members of the Board. Regular and special meetings of the Board may take place in person, or through electronic means, such as telephone conferencing and video conferencing.
- 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 LWVTRI shall be two Co-Presidents, Vice President of Voter Services, Secretary, and Treasurer. These officers shall be elected for terms of two years by the general membership at the Annual Meeting and take office immediately. One Co-President and the Secretary shall be elected in even-numbered years. One Co-President, the Vice President of Voter Services, and the Treasurer shall be elected in odd-numbered years. Co-chairs shall be permitted for all offices.

- Section 2. The Co-Presidents.** A Co-President shall preside at all meetings of the organization and the Board of Directors. A Co-President may, in the absence or disability of the Treasurer, sign or endorse checks, drafts and notes. A Co-President shall approve, in writing, any checks for non-budgeted items greater than \$500.00. The Co-Presidents 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. The Co-Presidents shall be, ex officio, members of all committees except the Nominating Committee. The Co-Presidents will be equal in status. Their duties may be shared or divided as decided upon by the Co-Presidents themselves.
- Section 3. The Vice President of Voter Services.** The Vice President of Voter Services manages all community-facing activities that support empowerment of voters.
- Section 4. The Secretary.** The Secretary shall keep minutes of all General Meetings of the League at which business is transacted and all meetings of the Board of Directors. The Secretary shall perform such other functions as may be incidental to the office.
- Section 5. The Treasurer.** The Treasurer shall collect and receive all monies due. The Treasurer shall be the custodian of these monies, shall deposit them in a bank designated by the Board of Directors and shall disburse same only upon order from the Board. The Treasurer shall present reports to the Board at their regular meetings and a financial report to the general membership at the Annual Meeting.

ARTICLE VI. FINANCIAL ADMINISTRATION

- Section 1. Fiscal Year.** The fiscal year of the League of Women Voters of The Villages/Tri-County Area shall commence on the 1st day of April and end on the 31st day of March of each year. These dates coincide with the League of Women Voters of Florida fiscal year.
- Section 2. Dues.** Dues notices will be sent on the anniversary of the member's joining the League. When two members reside at the same address in a common household, a payment equal to one and one-half times the annual individual dues determined by the membership shall be made. Any member who fails to pay these dues, unless there is a financial hardship, by three months after the due date, shall be dropped from the membership. Financial hardship to be determined by the Board.
- 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 work of the League as a whole.
- Section 4. Budgeting.** At least three (3) months prior to the Annual Meeting the Co-Presidents shall ask the Budget Category Managers to submit their plans for the upcoming year including the money required. The Co-Presidents and Treasurer shall meet to consolidate requests and prepare a preliminary budget. This budget and the plans on which it is based shall be sent to all Board members. The Board shall approve a proposed budget and send it to all members one month before the Annual Meeting.
- Section 5. Review of the Treasurer's Records.** An annual audit shall be conducted by a committee of not less than two (2) non-Board members, appointed by a Co-President with the approval of the Board. The audit shall be conducted after the books are closed on March 31st. The auditors shall present their report to the Board and membership as early as possible, but no later than June 1.

Section 6. Dissolution. In the event of dissolution for any cause of the League of Women Voters of The Villages/Tri-County Area, all monies and securities owned by said League, after all accounts have been closed, shall be given to the League of Women Voters of Florida.

ARTICLE VII. MEETINGS

Section 1. General Meetings. There shall be at least four (4) meetings of the membership each year. Time and place to be determined by the Board of Directors.

Section 2. Annual Meeting. An Annual Meeting shall be held between March 1 and March 31, 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.
- c. adopt a budget
- d. transact such other business as may properly come before it.

Section 3. Quorum. Twenty percent (20%) of the membership shall constitute a quorum at all General Meetings of the LWVTRI.

ARTICLE VIII. ELECTIONS

Section 1. Nominating Committee. The Nominating Committee shall consist of at least two (2) members, one of whom shall not be a member of the Board. The names and contact information for committee members shall be distributed to the membership at least two (2) months prior to the Annual Meeting. Suggestions for nomination for Officers and Directors may be forwarded to this Committee by any voting member.

Section 2. Report of Nominating Committee and Nominations from the Floor. The report of the Nominating Committee of its nominations for Officers and Directors shall be sent to all members one month before the date of the Annual Meeting. The report shall also be presented at the Annual Meeting. Immediately following the presentation, nominations may be made from the floor by any voting member, provided the consent of the nominee shall have been secured.

Section 3. Elections. The 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, present and voting shall constitute an election. Absentee and proxy voting shall not be permitted.

ARTICLE IX. PROGRAM

Section 1. Authorization. The governmental principles adopted by the National Convention of the LWVUS and supported by the League as whole, constitute the authorization for the adoption of the Program.

Section 2. Program. The Program of the League of Women Voters of The Villages Tri/County Area shall consist of:

- a. action to protect the right to vote of every citizen, and
- b. those local governmental issues chosen for concerted study and action

Section 3. Action by the Annual Meeting. The voting members at the Annual Meeting shall act upon the Program using the following procedures:

- a. The Board of Directors shall consider the recommendations submitted by 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 the adoption of recommended Program items as presented by the Board.
- d. Recommendations for Program items submitted by voting members two months prior to the Annual Meeting but not recommended by the Board may be considered at the Annual Meeting provided that
 - 1) The voting members at the Annual Meeting shall order consideration by a majority vote and
 - 2) The voting members at the Annual Meeting shall adopt the item by a two-thirds vote.
- e. New Program items, not submitted to the Board, may be presented at the Annual Meeting.

Section 4. Changes in the Program. Changes in the Program may be made during the year provided that

- a. Information concerning the proposed changes has been sent to all members at least two weeks prior to a General Meeting at which the change is to be discussed, and
- b. final action by the membership is taken at a succeeding meeting.

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

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 select Delegates to the Convention in the number allotted LWVTRI under the provisions of the By-laws of the League of Women Voters of the United States.

Section 2. State Convention. The Board of Directors at a meeting before the date on which the names of delegates must be submitted to the State office shall select Delegates to the Convention in the number allotted the LWVTRI under the provisions of the By-laws of the League of Women Voters of Florida.

Section 3. State Council. A Co-President (or an alternate) and one other Delegate who shall be appointed by a Co-President with the approval of a majority of the Board shall represent the LWVTRI at State Council.

ARTICLE XI. PARLIAMNETARY 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 by-laws.

ARTICLE XII. AMENDMENTS

Section 1 Amendments. These by-laws may be amended by a two-thirds of the members voting on the issue, provided the Amendments were submitted to the membership, in writing, at least one month in advance of the vote and at least 20% of the membership participates.