

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

Adopted originally April 21, 2006

Amended May, 2016

Amended March 25, 2019

ARTICLE I 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. Section 1. Purpose and Policy **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 ~~of~~ or any candidate. LWVTRI 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.

ARTICLE III Section 1. Membership **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. Section 1. Board of Directors **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. The 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. Section 1. Enumeration and Election of Officers. The Officers of LWVTRI shall be President or Officers
Co-Presidents, Vice President, 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. The President or one Co-President and the Secretary shall be elected in even-numbered years. One Co-President, the Vice President and the Treasurer shall be elected in odd-numbered years. Co-chairs shall be permitted for all offices.

Section 2. The President or Co-Presidents. The President or Co-Presidents, here-in referred to as the President, shall preside at all meetings of the organization and 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 co-sign any checks greater than \$500.00. The President 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 President shall be, ex officio, a member of all committees except the Nominating Committee. In the case of Co-Presidents, those responsibilities and privileges may be shared in any way they may decide.

Section 3. Duties of the Co-Presidents. The Co-Presidents will be equal in status. The duties as stated in Section 2 may be shared or divided to be decided upon by the Co-Presidents themselves. In the event of absence, disability, resignation, or death of one Co-President, the remaining Co-President may assume all the powers and perform all the duties of the office or may ask the Vice

President to serve with her as Co-President until such time as the Board of Directors shall select one of its members to fill the vacancy until the next Annual Meeting.

Section 4. The Vice President. The Vice President shall perform such duties as the President and the Board may designate. In the event of the vacancy of the office of one of the Co-Presidents, the Vice President may be asked to serve with the remaining Co-President, until such time as the Board of Directors shall select one of its members to fill the vacancy until the next Annual Meeting.

Section 5. 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 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. The Secretary shall send out proper notices of all Board meetings, and conduct the correspondence of the League, except as otherwise provided.

Section 6. 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. 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 date coincide with the League of Women Voters of Florida fiscal year.

Financial Administration

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. Budget Committee. The Budget Committee shall consist of a Chair elected at the Annual Meeting and members appointed by the Board. The Chair shall not be a member of the Board. The committee shall begin to prepare a budget for the ensuing year at least three (3) months prior to the Annual Meeting. The proposed budget shall be sent to all members one month before the Annual Meeting. The Treasurer shall not be eligible to chair the Budget Committee but shall serve as a member of the committee.

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 the 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. 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.

Meetings

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, Directors and members of the Nominating Committee and the Budget Committee
- 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. Section 1. Nominating Committee. The Nominating Committee shall consist of three (3) members, one of whom shall be a member of the Board of Directors. The Chair and one member shall not be members of the Board and shall be elected at the Annual Meeting. Nomination to these offices shall be made by the current Nominating Committee. The other member shall be appointed by the Board immediately following the Annual Meeting. Any vacancy on the Nominating Committee shall be fill by the Board. Suggestions for nomination for Officers and Directors may be forwarded to this Committee by any voting member.

**Nominations
Elections**

Section 2. Report of Nominating Committee and Nominations from the Floor. The report of the Nominating Committee of its nominations for Officers, Directors, Chair of the Budget Committee 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 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. 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. 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.

State Convention and Council

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 b the By-laws of the League of Women Voters of Florida.

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

ARTICLE XI. 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. Section 1. 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.