

LEAGUE OF WOMEN VOTERS OF THE CLEMSON AREA
BYLAWS
March 08

Article I Name

The name of this organization shall be the League of Women Voters of the Clemson Area, hereinafter referred to in these bylaws as LWVCA. 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 South Carolina.

Article II Purposes and Policy

Section 1. Purposes. The purposes of the LWVCA are to promote political responsibility through informed and active participation of citizens in government and to act on selected governmental issues.

Section 2. Policy. The LWVCA Shall not support or oppose any political party or any candidate.

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.** Citizens at least 18 years of age who join the League shall be voting members of local Leagues, state Leagues and the League of Women Voters of the United States; (1) individuals who live within the 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 make a lump sum life membership payment to the League of Women Voters of the United States shall be paid life members and 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 IV. Officers

Section 1. Election and term. The officers of the LWVCA shall be a president, a president-elect, a vice president, a secretary, and a treasurer. The vice-president, secretary and treasurer shall be elected for terms of two years at the annual meeting and shall take office on June 1 following their election. The secretary shall be elected in even-numbered years and the vice-president and treasurer in odd-numbered years. The president-elect shall be elected at the annual meeting and take office on June 1 following the election. The president-elect shall succeed to the office of president on June 1 of the following year.

Section 2. President. The president shall preside at all meetings of the organization and of the board of directors; may, in the absence or disability of the treasurer, sign or endorse checks,

drafts, and notes; and shall be, ex-officio, a member of all committees except the nominating committee. The president shall have such usual powers of supervision and management that pertain to the office of the president and perform such other duties as may be designated by the board.

Section 3. President-Elect and Vice President. The president-elect and vice president, in that order, shall, in the event of the absence, disability or death of the president, possess all the powers and perform all the duties of that office and shall perform such other duties as may be designated by the board.

Section 4. Secretary. The secretary shall keep minutes of all meetings of the LWVCA and of all meetings of the board of directors. The secretary shall notify all officers and directors of their election. 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 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. The treasurer shall present statements to the board at their regular meetings and an annual report to the annual meeting.

Article V Board of Directors

Section 1. Numbers, manner of selection and term of office. The board of directors of the LWVCA shall consist of five elected officers, six elected directors, and not more than six appointed directors. Three of the elected directors shall be elected 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. All directors shall be voting members of the LWVCA. The terms of office of the appointed directors shall be one year. Terms of all officers and directors shall expire on May 31 of the appropriate year. One of the appointed directors shall be the webmaster, and one will be the immediate past president if she is not elected to a two year term as a director.

Section 2. Vacancies. A vacancy occurring in the board of directors by reason of the resignation, death or disqualification of a board member other than the president may be filled by a majority vote of the remaining members of the board of directors. Three absences from board meetings during a year without a valid reason shall be deemed a resignation. The board shall determine the validity of the reason.

Section 3. 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.

Section 4. Meetings. There shall be at least eight 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 written request of five members of the board.

Section 5. Quorum. A majority of the members of the board of directors shall constitute a quorum.

Article VI. Meetings

Section 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.

Section 2. Annual meeting. The annual meeting of the membership shall be held between March 31 and April 30, the exact date to be determined by the board of directors. The annual meetings shall

- a. adopt a local program for the ensuing year;
- b. elect officers and directors, the chair and two members of the nominating committee;
- c. adopt a budget; and
- d. transact such other business as may properly come before it.

Section 3. Quorum. One-fourth of the voting members shall constitute a quorum at the annual meeting of the LWVCA.

Article VII. Nominations and Elections

Section 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. 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. 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 chair and two 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 its 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.

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 shall constitute an election. Absentee or proxy voting shall not be permitted.

Article VII. 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 LWVCA shall consist of those governmental issues chosen for study and action.

Section 3. Action by the annual meeting. The annual meeting shall act upon the program using the following procedures.

- 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 the voting members present and voting at the annual meeting shall be required for adoption.
- d. Program recommendations 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 provide 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.
- e. Changes in the program, in the case of altered conditions, may be made provided that (1) 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 discussed and (2) final action is by the membership is taken at a succeeding meeting.

Section 4. Member Action. Members may act in the name of the LWVCA only when authorized to do so by the board of directors.

Article IX Financial Administration

Section 1. Fiscal year. The fiscal year of the LWVCA shall commence on the first day of June each year.

Section 2. Dues. The amount of annual dues shall be determined by a two-thirds vote of voting members present and voting on the proposed budget at the annual meeting. Annual dues shall be payable on the first day of September. If there is more than one member in a family, dues for the second member will be 50% of the regular dues, and only one copy of LWVCA mailings shall be sent.

Section 3. Budget. A proposed 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. A budget committee, consisting of at least one non-board member, shall be appointed by the board of directors at least two months prior to the annual meeting to prepare a proposed budget to be sent to all members one month before the annual meeting. The treasurer shall be a member of the budget committee, but shall not be eligible to serve as chair.

Section 5. Distribution of funds and dissolution. In the event of the dissolution of the LWVCA, all monies and securities which may at the time be owned by or under the control of the LWVCA shall be paid to the LWVSC after state and national per member payments and other obligations have been met. All other property of whatsoever nature, whether real, personal or mixed, which may at the time be owned or under the control of the LWVCA shall be disposed of to such person, organization or corporation for such public, charitable or educational use and purposes as the board in its absolute discretion may designate.

Article X Delegates to State and National Meetings

At a meeting before the date on which the names of the delegates must be sent to the national or state office, the board of directors shall select delegates to the respective council or convention in the number allotted to the LWVCA under the provisions of the bylaws of the League of Women Voters of the United States and the League of Women Voters of South Carolina.

Article XI Parliamentary Authority

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

Article XII Amendments

These bylaws may be amended by a two-thirds vote of the voting members present and voting at the annual meeting, provided that the proposed amendments were submitted to the membership in writing at least one month in advance of the meeting.