

LEAGUE OF WOMEN VOTERS OF WYOMING

BYLAWS Revised February 2021 (directed by LWVUS)

Adopted by the First Convention, June 18-19, 1957 and as amended by the:

Second Convention	May 7-8, 1958	
Seventh Convention	April 8-9, 1963	
Ninth Convention	April 21-22, 1965	
Eleventh Convention	April 17-18, 1967	
Fifteenth Convention	April 22-23, 1971	
Seventeenth Convention	April 25-26, 1973	
Nineteenth Convention	April 25-27, 1975	
Twentieth Convention	April 23-24, 1976	
Twenty-first Convention	April 15-16, 1977	
Twenty-second Convention	April 22-23, 1978	
Twenty-seventh Convention	April 30, May 1, 1983	
Thirty-first Convention	June 10, 1988	
Thirty-eighth Convention	April 29-30, 1995	
Fortieth Convention	April 25-27, 1997	Gillette
Forty-first Convention	May 16-17, 1998	Jackson
Forty-second Convention	May 14-16, 1999	Rawlins
Forty-fifth Convention	- , 2002	Laramie
Forty-seventh Convention	April 24-25, 2004	Gillette
Fiftieth Convention	May 19-20, 2007	Laramie
Fifty-third Convention	May 1-2, 2010	Casper
Fifty-fifth Convention	April 28-29, 2012	Saratoga
Fifty-seventh Convention	April 26-27, 2014	Casper
Fifty-ninth Convention	April 30-May 1, 2016	Gillette
Fifty-second National Convention	June 16-19, 2016	Washington, D.C.
Sixtieth Convention	April 28-29, 2017	Laramie
Sixty-first Convention	May 6-7, 2018	Cheyenne
Sixty-third Convention	June 6, 2020	Virtual
Amended at LWVUS Direction	February 25, 2021	Virtual

ARTICLE I

Name

Sec. 1. The name of this Corporation shall be the League of Women Voters of Wyoming. This state League is an integral part of the League of Women Voters of the United States.

ARTICLE II

Purposes and Policies

Sec. 1. **Purposes.** The purposes of the League of Women Voters of Wyoming are to promote political responsibility through informed and active participation in government and to act on selected governmental issues.

Sec. 2. **Political Policy:** The League shall not support or oppose any political party or any candidate. **Diversity, Equity & Inclusion Policy:** The League is fully committed to ensure compliance--in principle and in practice--with LWVUS's Diversity, Equity, and Inclusion Policy.

ARTICLE III

Membership

Sec. 1. **Eligibility** Any person who subscribes to the purpose and policy of the League shall be eligible for membership. Those who live within an area of a local League may join that League or any other local League; those who reside outside the area of any local League may join a local League or shall be state members-at-large. Student members must be individuals enrolled either full- or part-time at an accredited institution.

Sec. 2. **Types of Memberships**

- a. *Voting Members.* Persons at least 16 years of age whose dues are current.
- b. *Life Members:* Those who have been members of the League for 50 years or more shall be voting life members excused from the payment of dues

ARTICLE IV

Officers

Sec. 1. **Enumeration and Election of Officers** The officers of the League of Women Voters of Wyoming shall be President, Vice-president, Secretary, and Treasurer. The President and Secretary shall be elected by the convention in odd-numbered years and the Vice-president and Treasurer shall be elected by the convention in even-numbered years. Each shall hold office for two years or until their successor have been elected and qualified.

Sec.2. **The President** The President or designee shall preside at all meetings of the Corporation and the Board of Directors unless the President shall designate someone to preside. The President may, in the absence or disability of the treasurer, sign or endorse checks, drafts and notes. The President shall be an *ex officio* member of all committees. 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.

Sec. 3. **The Vice-president** The Vice-president shall, in the event of the absence of the President, possess all the powers and perform all the duties of that office. In the event of resignation, disability or death of the President, the Vice-president shall assume all of the duties of that office until the term expires. In the event the Vice-president is unable to serve in this capacity, the Board of Directors shall elect one of its members to fill the vacancy. The Vice-president shall perform such other duties as the President and Board may designate.

Sec. 4. **The Secretary** The Secretary shall keep the minutes of all Conventions of the League 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 duties as may be incidental to the office.

Sec. 5. **The Treasurer** The Treasurer shall collect and receive all monies due except funds requiring special accounting. (See Article VII, Sec. 4.) The Treasurer shall be the custodian of these monies, shall deposit them in a bank or banks designated by the Board of Directors, and shall disburse the same upon order of the Board of Directors. The Treasurer shall present periodic statements to the Board at its regular meetings and an annual report to the convention. The Treasurer shall perform such other functions as may be incidental to the office.

Sec. 6. **Removal from Office** Any officer may be removed from office for dereliction of duty by a majority vote of those present and voting at a regular or called meeting of the Officers and Board of Directors. The Executive Committee shall appoint a replacement who will serve the remaining portion of that term of office.

ARTICLE V

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 of Women Voters of Wyoming, four elected directors, and not more than four appointed directors. One-half of the elected directors shall be elected by the convention at each annual convention and shall serve for a term of two years or until their successors have been elected and qualified. The elected members shall appoint additional directors not exceeding four, as they deem necessary to carry on the work of the convention, except as provided in Sec. 3. Vacancies. Local League presidents shall be included in LWVWY board meetings as voting members. Local League presidents shall be included in LWVWY board meetings as voting members.

Sec. 2. **Qualifications** Officers and directors of this Corporation must be voting members enrolled in a local League in the state of Wyoming or a member-at-large of the state League.

Sec. 3. **Vacancies** Except for the provision for Removal from Office, any vacancy other than in the office of the President, may be filled for the duration of the

term by a majority vote of the remaining members of the Board. In the case of a vacancy in the office of President, the remaining members of the Executive Committee shall appoint a replacement who will serve the remaining portion of that term of office.

Sec. 4. Powers and Duties The Board of Directors shall have full charge of the property and business of the Corporation, with full power and authority to manage and conduct the same, subject to the instructions of the convention. It shall accept responsibility delegated to it by the Board of Directors of the League of Women Voters of the United States for the organization and development of local Leagues, for the carrying out of program, and for the promotion of the League as a whole, including transmission of funds toward the support of an adequate state and national budget. The Board shall create and designate such special committees as it may deem necessary.

Sec. 5. Regular Meetings There shall be at least four regular meetings of the Board of Directors annually. The President shall notify each member of the Board of Directors of all regular meetings at least two weeks before any such meeting, giving the time and the place of the meeting. Votes may be taken by teleconference, telephone, fax, or any other appropriate method excluding proxy.

Sec. 6. Special Meetings The President may call special meetings of the Board of Directors and shall call a special meeting upon the written request of five members of the Board. Members of the Board shall be notified of the time and place of special meetings at least six days prior to such meetings. During a convention the President may, or upon the request of five members of the Board shall, call a special meeting of the Board.

Sec. 7. Quorum A majority of the members of the board of Directors present and voting shall constitute a quorum.

Sec. 8. Executive Committee The four officers and one of the elected Directors, designated by the Board of Directors, shall constitute the Executive Committee. The Executive Committee shall act for the Board of Directors in an emergency between regularly scheduled meetings. The President shall report to the Board of Directors on Executive Committee actions at the next regularly scheduled Board meeting.

Sec. 9. Removal from Office Any member of the Board of Directors may be removed from office for dereliction of duty by a majority vote of those present and voting at a regular or called meeting of the Officers and Board of Directors. The Executive Committee shall appoint a replacement who will serve the remaining portion of that term of office.

ARTICLE VI

Recognition of Local and Provisional Leagues

Sec. 1. Local Leagues

a. Local Leagues are those Leagues which have been recognized by the League of Women Voters of the United States.

b. The Board of Directors shall recommend to the national board that the national board recognize as a local League any group of members of the League of Women Voters of the United States in any community within the state, provided the group meets recognition standards for local Leagues as adopted by the national convention.

c. In the event of recurring failure of a local League to meet recognition standards, the Board of Directors shall recommend to the national board that the national board withdraw recognition from the local League. All funds held by a local League from which recognition has been withdrawn shall be paid to the League of Women Voters of Wyoming.

Sec. 2. Provisional Leagues

a. Provisional Leagues are those Leagues which have been recognized by the League of Women Voters of Wyoming

b. The Board of Directors has responsibility for the establishment of new Leagues. For this purpose, the Board may organize a group in a community in which no local League exists and shall recognize the group as a provisional League when it meets the recognition standards for provisional Leagues adopted by the national convention.

c. The Board of Directors shall withdraw recognition from a provisional League for recurring failure to meet the standards for recognizing a provisional League or for failure to progress toward recognition as a local League. All funds held by a provisional League from which recognition has been withdrawn shall be paid to the League of Women Voters of Wyoming.

Sec. 3. Units-at-Large

a. Units-at-large are those units which have a president and have been recognized by the Board of Directors of the League of Women Voters of Wyoming.

b. The Board of Directors may organize a unit-at-large in a community in which no local or provisional League exists when the recognition standards for a unit-at-large adopted by the state Board have been met.

c. The Board of Directors shall withdraw recognition from a unit-at-large for failing to meet the standards, or for failure to progress toward recognition as a provisional League.

ARTICLE VII

Financial Administration

Sec. 1. Fiscal Year The fiscal year of the League of Women Voters of Wyoming shall be April 1 through March 31.

Sec. 2 Budget The Board shall submit to the convention for adoption a budget for the ensuing fiscal year. This budget shall provide for the support of the League of Women Voters of the United States as well as for the state League. A copy of the proposed budget shall be sent to each local and provisional League president and unit-at-large president at least 30 days in advance of the convention.

Sec. 3. **Budget Committee** The proposed budget shall be prepared by a committee which shall be appointed for that purpose at least two months in advance of the convention. The Treasurer shall serve as chairman of the Budget Committee.

Sec. 4. **Funds Requiring Special Accounting** Those funds that are paid to the League of Women Voters of Wyoming for the performance of specific services may be deposited in special accounts and administered by a person or persons designated for the function by the Board of Directors.

Sec. 5. **Distribution of Funds on Dissolution** In the event of a dissolution for any cause of the League of Women Voters of Wyoming, all monies and securities which may, at the time, be owned by, or under the absolute control of, the League of Women Voters of Wyoming shall be paid to the League of Women Voters of the United States after the Board of Directors has paid or made provision for the payment of all the liabilities of the League of Women Voters of Wyoming. All other property of whatsoever nature, whether real, personal, or mixed, which may at the time be owned by or under the control of the League of Women Voters of Wyoming, shall be disposed of by any officer or employee of the Corporation having possession of same to such person, organization, or corporation, for such public, charitable, or educational uses and purposes as may be designated by the then Board of Directors of the League of Women Voters of Wyoming.

Sec. 6. **Annual Audit** A review of the financial records of the League of Women Voters of Wyoming shall be conducted prior to the state convention by three members, not on the board of directors, appointed by the president.

ARTICLE VIII

Convention

Sec. 1. **Place, Date, Call and Notification** A convention of the League of Women Voters of Wyoming shall be held annually. The time and place of the convention shall be determined by the Board of Directors. The President shall send the first call for the convention and solicit program recommendations to the presidents of local and provisional Leagues and units-at-large not less than three months prior to the opening date of the convention fixed in said call. Thereafter, the Board of Directors may advance or postpone the opening date of the convention not more than two weeks from the date fixed in the first call, except in the case of a civil or League emergency, in which case the Board may alter the time, place, mode of meeting, communication, and interchange, or other Convention arrangements, as long as they deem most members able to accommodate the changes, up to a month in advance. A final call for the convention shall be sent by the President to presidents of local and provisional Leagues and units-at-large at least two weeks before convention.

Sec. 2. **Composition** The Convention shall consist of: the delegates chosen by members through the local Leagues, provisional Leagues, and the presidents of the units-at-large in the number provided in Sec.4 of this article; the presidents of the Leagues and

provisional Leagues and the presidents of the units-at-large or an alternate in the event the president is unable to attend; and the members of the board of directors of the League of Women Voters of Wyoming.

Sec. 3. **Qualifications of Delegates and Voting** Each delegate shall be a member of the League of Women Voters in the State of Wyoming. Each delegate shall be entitled to one vote only at the convention, even though the delegate may be attending in two or more capacities. Absentee or proxy voting shall not be permitted. The convention shall be the sole judge of whether a delegate is qualified to vote. Visitors and guests will not be allowed to cast votes.

Sec.4. **Representation** The members of the League of Women Voters of the United States who are organized into recognized local Leagues, provisional Leagues and units-at-large in the State of Wyoming shall be entitled to one delegate for the first 10 members and one delegate for every 5 additional members or major fraction thereof belonging to said local League, provisional League or unit-at-large on January 31 of said year. The record in the state office of paid members shall determine the official membership count for this purpose.

Sec. 5. **Authorization for Action** In odd-numbered years, the convention shall: consider and authorize for action the State Program; elect a President, Secretary and two Directors; adopt a budget for the ensuing fiscal year; and transact such other business as may be presented. In even-numbered years, the convention shall: elect a Vice-president, Treasurer and two Directors; adopt a budget for the ensuing fiscal year; consider program and implementation; and transact any other business as may be presented.

Sec. 6. **Quorum** A quorum shall consist of a majority of the delegates registered at the convention.

ARTICLE IX

Nominations and Elections

Sec. 1. **Nominations** Nominations may be made from the floor by any member of the convention, provided that the consent of the nominee shall have been secured.

Sec. 2. **Elections** An Election Committee shall be appointed by the president on the first day of the convention. The election shall be by ballot. When there is but one nominee for each office, it shall be in order to move that the secretary cast the ballot for every candidate.

ARTICLE X

Program

Sec. 1. **Principles** 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 Wyoming shall consist of: a) action to implement the principles and b) those state governmental issues chosen for concerted study and action.

Sec. 3. **Convention Action** The convention shall act upon the program using the following procedures:

- a. Local and provisional League boards and unit-at-large boards may make recommendations for a program to the Board of Directors at least one month prior to the convention.
- b. The Board of Directors shall consider the recommendations and shall formulate a proposed program which shall be submitted to the local and provisional League boards and units-at-large at the convention.
- c. A majority vote shall be required for the adoption of the State Program proposed by the Board of Directors.
- d. Any recommendation for the program submitted to the Board of Directors one month before the convention, but not proposed by the Board, may be adopted by the convention provided consideration is ordered by a majority vote and on a following day the proposal for adoption receives a two-thirds vote.

Sec. 4 **Member Action** Members may act in the name of the League of Women Voters of Wyoming only when authorized to do so by the Board of Directors of the League of Women Voters of Wyoming.

Sec. 5. **Local League Action** Local Leagues may take action on state governmental matters only when authorized to do so by the Board of Directors of the League of Women Voters of Wyoming. Local Leagues may act only in conformity with, and not contrary to, a position taken by the League of Women Voters of Wyoming and the League of Women Voters of the United States.

ARTICLE XI

National Convention and Council

Sec. 1. **National Convention** The Board of Directors, at a meeting before the date on which names of delegates must be sent to the national office, may elect delegates to that convention in the number allowed the League of Women Voters of Wyoming under the provisions of the bylaws of the League of Women Voters of the United States.

Sec. 2 **National Council** The Board of Directors may elect delegates to the meeting of the Council of the League of Women Voters of the United States at the

meeting immediately preceding such Council Meeting in the number allowed by the League of Women Voters of the United States.

ARTICLE XII

Parliamentary Authority

Sec. 1. **Parliamentary Authority** The rules contained in *Robert's Rules of Order Newly Revised* shall govern the Corporation in all cases to which they are applicable and in which they are not inconsistent with these bylaws.

ARTICLE XIII

Amendments

Sec. 1. **Amendments** These bylaws may be amended by a two-thirds vote at any convention, using the following procedure: Proposals for change shall be submitted by any local League, provisional League or unit-at-large to the Board of Directors at the convention.