

# LEAGUE OF WOMEN VOTERS OF LARAMIE, WYOMING

BYLAWS, adopted 1953

Amended 1973, 1978, 1983, 2016, 2021

## Article I. Name

*Section 1. Name:* The name shall be the League of Women Voters of Laramie, henceforth referred to as the LWVL. This local league is an integral part of the League of Women Voters of the United States (LWVUS) and of the League of Women Voters of Wyoming (LWVWY).

## Article II. Purposes and Policies

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

*Section 2. Political Policy.* The LWVL shall not support or oppose any political party or candidate. *Diversity, Equity & Inclusion Policy.* The LWVL is fully committed to ensure compliance—in principle and in practice—with LWVUS's diversity, equity, and inclusion policy.

## Article III. Membership

*Section 1. Eligibility:* Any person, regardless of gender, who subscribes to the purposes and policies of the LWVUS 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.

*Section 2. Types of Membership.*

- a. Voting members: Person aged 16 years and over, and whose dues are current.
- b. Life members: Those who have been members of the LWV for 50 years or more shall be voting life members excused from payment of dues.

## Article IV. Board of Directors (Board)

*Section 1. Number, Manner of Selection and Term of Office:* The Board shall consist of the officers of the LWVL up to six elected directors and no more than six appointed directors. Up to three directors shall be elected by the general membership at each Annual Meeting and shall serve terms of two years, or until their successors have been elected and qualified. The elected members shall appoint such additional directors as they deem necessary to carry out the work of the LWVL. Terms of appointed directors shall be at most one year and shall expire at the conclusion of the next Annual Meeting.

*Section 2. Qualifications:* Officers and directors of the LWVL must be voting members.

*Section 3. Vacancies:* Any vacancy occurring in the Board due to 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 of the LWVL. Three consecutive absences from a Board meeting of any member without a previous notification of inability to attend shall be deemed a resignation. *Section*

4. Powers and Duties: The Board shall have full charge of the property and business of the organization, with authority and power to manage and conduct same, subject to the directions provided by the general membership at the Annual Meeting. The Board shall plan and direct the work necessary to carry out the program as adopted by the National LWVUS convention, the LWVWY Convention, and the LWVL Annual Meeting. Board members will determine responsibilities for voter service, membership, coordination of the Observer Corps, and topical portfolios as needed. The Board shall create and designate such special committees as it may deem necessary. Under pressing circumstances, votes may be taken by phone or electronic means.

1-(2015)

*Section 5. Meetings:* There shall be at least eight meetings of the Board annually. The President or Co-presidents may call special meetings of the Board, and shall call a special meeting upon written request via paper or electronic means from five members of the Board. All Board members must be notified of special meetings.

*Section 6. Quorum:* A majority of the members (elected and appointed) shall constitute a quorum.

*Section 7. Executive Committee:* The President or Co-presidents, Vice-President, Secretary, Treasurer, and one additional director elected by the Board shall constitute the Executive Committee and shall act for the Board between meetings. The President shall report to the Board on Executive Committee actions at the next scheduled Board meeting.

*Section 8. Removal from Office:* In executing the duties of their office, Board members are expected to carry out applicable laws and regulations as well as League Bylaws, mission, policies, principles, positions, standards, and procedures. Board members who do not shall be counseled. Any member of the Board of directors may be removed from office for persistent violation of these precepts or for other 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. Officers**

*Section 1. Enumeration and Election.* The officers shall be a President or two Co-presidents, a Vice-President, a Secretary, and a Treasurer; they shall be elected for two-year terms at an Annual Meeting and take office immediately. The Co-presidents may be elected for simultaneous or overlapping 2-year terms. The President or at least one Co-president and Secretary shall be elected in odd-numbered years; the Vice President and Treasurer shall be elected in even-numbered years.

*Section 2. The President or Co-presidents.* The President or Co-presidents shall set the agenda and preside at all meetings of the organization. The President or Co-presidents shall be authorized as [a] signatory or signatories on the LWVL checking account in the event of the absence or disability of the Treasurer and in such case may write checks and deposit funds in the LWVL banking account(s). The President or Co-presidents shall be [an] ex officio member or ex officio members of all committees except the Nominating Committee. The President or Co-presidents shall have such usual powers of supervision and management as may pertain to the office of President and perform such other duties as may be designated by the Board.

*Section 3. The Vice-President:* Shall fulfill all duties of the President in the event of the absence, disability or death of the President or both Co-presidents, and shall possess all powers and perform all duties of that office until such time as the Board 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.

*Section 4.* The Secretary: Shall keep minutes of all meetings of the LWVL and of all meetings of the Board and is responsible for maintaining the archive of the organization including one print copy and electronic documents of all minutes, newsletters, and other documents directed by the Board.

*Section 5.* The Treasurer: The treasurer shall be custodian of the LWVL funds, shall deposit them in a bank designated by the Board, and shall disburse them upon order of the Board or as outlined in the adopted budget for the year, including Per Member Payments (PMP) to LWVWY and LWVUS. The Treasurer will also:

- a. Present statements to the Board at their regular meetings, and an annual report of finances to the Annual Meeting.
- b. Maintain records of income and disbursements to the LWVWY Education Fund and affirm that the funds are to be used for non-partisan purposes.
- c. Maintain the active membership list with LWVUS, or oversee such work as delegated to a member designee.
- d. Send reminders to members of when their dues are due.
- e. The treasurer will appoint and chair a budget committee to draft a proposed budget to present to the Annual Meeting of the LWVL.

2-(2015)

## **Article VI. Financial Administration**

*Section 1.* Fiscal Year: Shall commence on the first day of April annually.

*Section 2.* Dues: Shall expire on the anniversary date of the member's joining or last annual dues payment, with the Treasurer keeping track of these expiration dates for dues and sending reminders.

*Section 3.* Budget: Shall be submitted by the Board to the membership one month in advance of the scheduled Annual Meeting.

*Section 4.* Budget Committee: Shall meet in advance to plan the new fiscal year budget and present the budget to the Board before it is submitted to the membership.

*Section 5.* Fundraising: The Board shall have full responsibility for determining the fundraising activities for the fiscal year and may appoint a subcommittee for this purpose.

*Section 6.* The Treasurer's records and books shall be reviewed or audited at least biannually by someone who is not a member of the Board, with preference for a non-league member.

## **Article VII. Meetings**

*Section 1.* There shall be one Annual Meeting of the LWVL, to be held prior to the LWVWY state convention each year. Members present at the Annual Meeting shall:

- a. Adopt a local program for the coming year.
- b. Elect officers and directors.
- c. Adopt an annual budget.
- d. Give direction to the Board for priorities for action in the coming year.
- e. Transact other business as may properly come before it.

*Section 2.* Quorum shall be 25 percent of the voting membership at the time.

*Section 3.* Other meetings shall be called by the Board for membership programs, discussion, and education as circumstances suggest.

*Section 4.* All meetings of the LWVL, including Board meetings, shall be open to the public. All visitors shall be introduced at the start of meetings or as they join the group.

## **Article VIII. Nominations and Elections**

*Section 1. Nominating Committee:* The Nominating Committee shall consist of at least three members appointed by the Board. No more than two may be current members of the Board; one shall be a member not serving on the Board. The Nominating Committee shall be appointed at or before the Program Planning meeting.

*Section 2. Report of the Nominating Committee:* Shall be presented to all LWVL members at least one month prior to the Annual Meeting. At the Annual Meeting, the report shall be read, and the presiding officer shall call for nominations from the floor for each of the officers and directors to be elected, provided the consent of the person being nominated from the floor has been obtained.

*Section 3.* The election shall be made by ballot, provided that when there is but one nominee for an office or for the slate of officers, the presiding officer may instruct the group to cast the ballot for the entire slate of officers and directors upon hearing the appropriate motion.

## **Article IX. Local Program**

*Section 1. Authorization:* The governmental principles adopted by the LWVUS and supported by the LWVUS and the LWVWY constitute the authorization for the adoption of Local Program. *Section 2. Local Program:* Shall consist of (a) Action to implement the principles, and to protect the right to vote of every citizen, (b) Those local governmental issues chosen for concerted study and action, and (c) Action items to be brought to state and national Leagues when appropriate.

3-(2015)

*Section 3. Action:* The Board shall determine appropriate action to implement Local Program priorities, subject to direction to the Board from the membership.

*Section 4. Adoption at Annual Meeting:*

a. Program ideas shall be determined at a Program Planning meeting of the membership at least two months before the Annual Meeting.

b. The Board shall review recommendations from the membership and present a proposed program to the membership one month prior to the Annual Meeting.

c. At the Annual Meeting, a majority vote on all items will constitute an adopted program.

There may be amendments of wording changes at the Annual Meeting but the presiding officer may rule such amendments out of order if they substantially change the intent of the item.

d. Directions to the Board are suggestions for prioritizing action and do not require a vote but shall be noted in the minutes.

e. At the Board meeting following the Annual Meeting, the Board shall determine action priorities, taking into consideration direction received from the membership.

*Section 5. Voter Service:* All voter service activities shall be conducted in accordance with Article II, Section 2, and shall be consistent with our nonpartisan policy.

## **Article X. LWVUS biennial Convention and LWVWY annual Convention**

*Section 1. National Convention:* The Board shall select its delegates to the biennial LWVUS Convention, according to the number allotted to the LWVL.

*Section 2.* State Convention: The Board shall select its delegates to the annual LWVWY convention at the Annual Meeting of the membership.

*Section 3.* Substitutions of delegates can be made by the Executive Committee if selected delegates cannot attend.

#### **Article XI. Parliamentary Authority**

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

#### **Article XII. Amendments**

*Section 1.* These bylaws may be amended by a two-thirds vote of the voting members present and voting at the Annual Meeting, provided the proposed amendments were submitted to the membership in writing at least one month in advance of the meeting.

#### **Article XIII. Dissolution**

*Section 1.* Transfer of Memberships: If the LWVL decides to disband, or if the LWVL is decertified as a local LWV by the LWVWY, notice will be given to all active members, who will then become Members-at-Large of the LWVWY. Upon withdrawal of recognition, any remaining funds shall be distributed to the state organization, League of Women Voters of Wyoming.

*Section 2.* Disbursement of money: The LWVWY treasurer will be responsible for paying invoices owed from LWVL funds.