

The League of Women Voters of Moore County By-Laws

February 2, 2021

ARTICLE 1: NAME

The name of this organization shall be League of Women Voters of Moore County, (hereinafter referred to as LWVMC). 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 North Carolina (LWVNC).

ARTICLE 2: PURPOSE AND POLICY

Purpose: The LWVMC encourages informed and active participation in government, works to increase understanding of major public policy issues, and influences public policy through education and advocacy.

Political Policy: The League shall not support or oppose any political party or any candidate.

Diversity, Equity, and Inclusion Policy: LWVMC is an organization fully committed to diversity, equity, and inclusion in principle and in practice. Diversity, equity, and inclusion are central to the organization's current and future success in engaging all individuals, households, communities, and policy makers in creating a more perfect democracy.

There shall be no barriers to full participation in this organization on the basis of gender, gender identity, ethnicity, race, native or indigenous origin, age generation, sexual orientation, culture, religion, belief system, marital status, parental status, socioeconomic status, language, accent, ability status, mental health, educational level, or background, geography, nationality, work style, work experience, job role function, thinking style, personality type, physical appearance, political perspective or affiliation and/or any other characteristic that can be identified as recognizing or illustrating diversity.

ARTICLE 3: MEMBERSHIP

Eligibility: Any person who subscribes to the purpose and policy of the League shall be eligible for membership.

Types of membership: The membership of the League shall be composed of Voting Members which include Life Members, Members-at-Large [MAL], and Associate Members.

Voting Members:

1. Those persons at least 16 years of age who join the League shall be voting members of local Leagues, state Leagues and of the LWVUS.
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.

Non-voting Members: Students under 16 years of age or non-citizens, who join the LWVMC, shall be Associate Members, without voting privileges.

Friends of the League: This designation is established to accommodate former League members who for reasons of health or life-altering circumstance can no longer actively participate in League activities, but maintain an interest in the League. It also includes contacts in service and community organizations which the League considers out-reach partners to meet common education and advocacy goals. Friends of the League designation shall be assigned by the President and/or the Board.

ARTICLE 4: OFFICERS/DUTIES

Enumeration and Election of Officers: The officers of the LWVMC shall be composed of: President, First Vice President, Second Vice President, Treasurer and Secretary. If necessary, the Presidency may consist of co-presidents [2 League members] or a Management Team [3 League Members].

Officers shall be elected for terms of one or more years by the general membership at the Annual Meeting and shall take office on July 1st.

In the event of a vacancy, the President shall appoint, with the approval of the Board of Directors, an individual to fill the unexpired term.

- President

The President shall preside at all general meetings of the organization and the Board of Directors. The President shall have such usual powers of supervision and management as may pertain to the Office; shall perform such other duties as may be designated by the Board; shall be an ex officio member of all committees [except the Nominating Committee]; and may, in the absence or disability of the Treasurer, sign or endorse checks, drafts, or notes.

- Vice President

The two Vice-Presidents, in order of their rank, shall perform such duties as the President and the Board may designate; and shall, in the event of the incapacity of the President, possess all the powers and perform all the duties of that office.

- Secretary

The Secretary shall keep all the minutes of the general membership meetings and the Board of Directors meetings. The Secretary shall sign, with President, all contracts and other instruments when so authorized by the Board, and shall perform such other duties as may be incident to the office. An Assistant Secretary may be appointed by the President, with approval of the Board.

- Treasurer

The Treasurer shall collect and receive all monies due to the LWVMC, be the custodian of those monies, deposit those monies into a bank designated by the Board, and shall disburse those monies as authorized by the Board. In addition, the Treasurer shall present a financial statement to the Board at regular meetings. An annual financial report shall be sent electronically and/or presented to the membership at the September meeting.

ARTICLE 5: BOARD OF DIRECTORS

Number, Manner of Selection, and Terms of Office:

The Board of Directors shall consist of the Officers of the LWVMC, six elected Directors, and not more than six appointed Directors.

Three Directors shall be elected by the general membership at each Annual Meeting and shall serve for a term of one or two years.

The elected Directors shall appoint up to six additional directors as they deem necessary to carry on the work of the League. The appointed directors shall serve only for the fiscal year during which they were appointed.

Qualifications: No person shall be elected or appointed or shall continue to serve as an officer or director of the LWVMC unless this person is a voting member of the LWVMC. **Three consecutive absences** from a Board meeting without a valid reason shall be deemed as a resignation from the Board. Vacancies may be filled until the end of that fiscal year by majority vote of the remaining Board members.

Powers and Duties: The Board of Directors shall have full charge of the property and business of the LWVMC, with full power and authority to manage and conduct the same subject to the instructions of the general membership. The Board shall plan and direct the work necessary to carry out the program as adopted by the LWVUS Convention, the LWVNC Convention, and the Annual Meeting of the LWVMC. The Board shall create and designate such special committees as it deems necessary.

Meetings: There shall be at least six regular meetings of the Board of Directors annually. The President may call special meetings of the Board as necessary, and shall call a special meeting upon the written or electronic request of three members of the Board of Directors. Meetings may be held in person or through “virtual” means through an internet application. Any meetings and/or vote held electronically must be documented via minutes as per above.

Quorum: A majority of the members of the Board of Directors shall constitute a quorum.

Executive Committee: At the discretion of the President, an Executive Committee consisting of at least five Directors shall be empowered to act when an issue arises requiring immediate action and there is insufficient time to convene the whole Board for discussion. The Executive Committee and any other Board member present shall be entitled to vote.

ARTICLE 6: FINANCIAL ADMINISTRATION

The fiscal year of the LWVMC shall be from July 1st through June 30th.

Dues: Members shall be dropped from the membership rolls who fail to pay dues by two weeks before the required annual membership report must be sent to the LWVUS. Two or more members of the same household qualify for a family membership. The amount of Dues assessments shall be determined by the Board of Directors.

Budget Committee: A Budget Chair and/or Committee shall be appointed by the Board of Directors for a term of one year. The Chair/Committee shall review the budget every six months and present a report to the Board. The Treasurer shall not be eligible to serve as the Chair of the Budget Committee, but shall be a member of the Committee.

Budget: The annual budget shall provide support for the work of the League. The Board of Directors shall approve the proposed budget, whereupon it shall be sent to all members 30 days before the Annual Meeting.

Audit/Review: The financial records of the LWVMC shall be audited or thoroughly reviewed at the end of each fiscal year and if the Treasurer leaves office before their term is complete. The Board of Directors shall choose an auditor or reviewer.

Distribution of Funds on Dissolution: In the event of dissolution of the LWVMC for any cause, all monies and securities owned by or under the control of the LWVMC shall be paid to the LWVNC after the Board of Directors has paid or made provision for payment of all liabilities of the LWVMC. Other LWVMC property of whatever nature shall be disposed of by an officer or agent of the LWVMC having possession of same, to an organization designated by the LWVMC Board of Directors for public charitable or educational use.

Special Projects: All fundraising projects that are proposed to the Board of Directors by a member or other person shall be reviewed by the Board. If the project is approved, a written agreement of financial and copyright ownership responsibility shall be defined and signed by the applicant and the President or officer of LWVMC.

Designated Bank Accounts: A special bank account, separate from regular League funds, shall be established for specific philanthropic projects, such as an educational scholarship, especially if the project is funded from advertised League fundraising events.

ARTICLE 7: MEETINGS

Membership Meetings: There shall be a minimum of two meetings of the membership each year. The Board of Directors shall determine the time and place, accommodating the general membership as possible. Meetings may be held in person or through “virtual” means through an internet application. Any meetings and/or vote held electronically must be documented via minutes as per above.

Annual Meeting: The Annual Meeting shall be held during the month of June at the direction of the Board. The general membership at the Annual Meeting shall:

1. Adopt a local program for the ensuing year.
2. Elect Officers, Directors and Nominating Committee Chair with two members
3. Adopt an adequate budget.
4. Transact such other business as may properly come before it.

Quorum: Twenty-five per cent [25%] of the voting members shall constitute a quorum at all general meetings of the LWVMC.

ARTICLE 8: NOMINATIONS AND ELECTIONS

Nominating Committee: The Nominating Committee shall consist of five members, two of whom shall be members of the Board of Directors. The Chairman and two members, who shall not be members of the Board, shall be elected at the Annual Meeting for a term of two years, or one year if necessary. Nominations for these offices shall be made by the current Nominating Committee with the consent of the nominees. The two members from the Board shall be appointed by the Board at the first meeting of the fiscal year. Suggestions for nominations for Officers and Directors may be sent to this Committee by any voting members. Vacancies shall be filled by the President with the approval of the Board of Directors.

Report of Nominating Committee: The Report of the Nominating Committee shall consist of: nominations for Officers, Directors, and the succeeding Nominating Committee. It shall be sent to all members at least 30 days before the date of the Annual Meeting.

Nominations from Membership: Nominations may be made by any voting member if submitted at least one week prior to the election date, provided the consent of the nominee shall have been secured.

Election: The election shall be by voice vote or by mail-in or electronic ballot. With a quorum present, a majority vote of those qualified to vote and voting shall constitute an election. Absentee or proxy voting shall not be permitted.

ARTICLE 9: PROGRAM

Authorization: The governing principles adopted by the National Convention and supported by the League as a whole constitute authorization for the adoption of the program.

Program: The program of the LWVMC shall consist of

1. Action to implement the Principles of LWVUS and LWVNC
2. Those local issues chosen for study and action by the LWVMC_

Action at the Annual Meeting: The general membership at the Annual Meeting shall act upon the program using the following procedures:

1. The Board of Directors shall consider the recommendations sent in by the voting members 60 days prior to the Annual Meeting and shall formulate a proposed program.
2. The proposed program shall be sent to all members 30 days before the Annual Meeting.
3. A quorum of 25% of members' responses must be received either by voice vote, electronically or by mail for the adoption of issues in the proposed program as presented by the Board of Directors.

Changes in the Program: Local Program and Study changes may be made provided that information concerning the proposed change had been sent to all members at least 14 days prior to a general membership meeting at which the change is to be considered. Final action shall be taken by the membership at a succeeding meeting.

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. They may act only in conformity with this League's policy of nonpartisanship and a position taken by the LWVUS, the LWVNC or the LWVMC.

No member shall make a statement representing League policy verbally, electronically or in writing to any news or social media outlet, organization or other LWV entities without the approval of the LWVMC President. All public presentations of League sponsored or developed programs must be approved by the President prior to the event. Brochures, directories or other guides attributed to League sponsorship may not be published or distributed without the approval of the President and/or the Board of Directors. Personal opinions shall not be interjected in any verbal, electronic or written presentations.

ARTICLE 10: NATIONAL AND STATE CONVENTIONS; STATE COUNCIL

The Board of Directors, by majority vote, shall select delegates to the National and State Conventions in the number allotted to the LWVMC by the By-Laws of the LWVUS, and to the State Council (LWVNC) in the number allotted by the By-Laws of the LWVNC.

ARTICLE 11: PARLIAMENTARY AUTHORITY

The rules contained in *Robert's Rules of Order Newly Revised* shall govern the LWVMC in all cases to which they are applicable and not inconsistent with the By-Laws.

ARTICLE 12: AMENDMENTS TO BY-LAWS

These By-Laws may be amended by a two-thirds [2/3] vote of the votes received by members for the Annual Meeting. Suggested amendments shall be submitted to the

membership in writing and/or electronically at least one month before the Annual Meeting. The By-Laws shall be reviewed annually.

NOTES:

ARTICLE 3, MEMBERSHIP DIVERSITY, adopted October 19, 1999. Membership regarding voting members adopted June 14, 2011.

ARTICLES 4 and 5 incorporate amendments passed June 17, 2000 reviewed June 19, 2018

[General amendments after biennial review adopted on June 20, 2006.]

ARTICLE 2 changed to reflect the elimination of a requirement of citizenship to be a member of the League of Women Voters. Adopted on June 20, 2009.

ARTICLE 9: PROGRAM. Member Action adopted on June 14, 2011. Revised, June 18, 2013.

By-Laws reviewed, revised and changes adopted by LWVMC on June 18, 2013

By-Laws reviewed, revised and changes adopted by LWVMC on June 16, 2015

By-Laws reviewed, revised and changes adopted by LWVMC on June 19, 2018

By-Laws reviewed, revised to add the ability to conduct business electronically or by mail in the case of an emergency and as approved by the Board of Directors. Adopted by LWVMC on June 2, 2020

Policy statement on Diversity, Equity and Inclusion added to Article 2, Purpose and Policy and removed from Article 3, Membership on February 2, 2021