

# **BYLAWS**

## **LEAGUE OF WOMEN VOTERS OF CAMDEN COUNTY**

Revised April 2010

### **ARTICLE I**

Sec. 1. The name of this organization shall be the League of Women Voters of Camden County. This local League is an integral part of the League of Women Voters of the United States and the League of Women Voters of New Jersey.

### **ARTICLE II**

#### **Purpose and Policy**

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

Sec 2. Policy. The League of Women Voters of Camden County may take action on local governmental measures and policies in the public interest in conformity with the principles of the League of Women Voters of the United States. It shall not support or oppose any political party or candidates.

### **ARTICLE III**

#### **Membership**

Sec. 1. Eligibility. Any person who subscribes to the purpose and policy of the League shall be eligible for membership.

Sec. 2. How Composed. The membership of the League of Women Voters of Camden County shall be composed of voting members and associate members.

Sec.3. Types of Membership.

- (a) Voting members: Citizens at least 18 years of age who join the League of Women Voters of Camden County (LWVCC) shall be voting members of that League. Members of the LWVCC do not need to live in Camden County. Those who have been members of the League of Women Voters for 50 years or more and who have joined the LWVCC shall be honorary life members excused from the payment of dues.
- (b) Associate members: All others who join the LWVCC shall be associate members.

**ARTICLE IV**  
**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, eight (8) elected directors, and not more than eight (8) appointed directors. Four (4) shall be elected by the general membership at each annual meeting and shall serve for a term of two years. The officers and the eight elected directors shall appoint such additional directors, not exceeding eight (8), as they deem necessary to carry on the work of the League. The terms of all elected officers and directors shall be the fiscal year of the League of Women Voters of Camden County, i.e., beginning on July 1 following the annual meeting. The terms of appointed directors shall begin with their appointment and continue through the fiscal year i.e., through June 30.
- Sec.2. Qualifications. No person shall be elected or appointed or shall continue to serve as an officer or director of this organization unless that person is a voting member of the League of Women Voters of Camden County.
- Sec.3. Vacancies. Any vacancy occurring in the board of directors by reason of the resignation, death, or disqualification of an officer or elected member shall be filled, until the next annual meeting, by a majority vote of the remaining members of the board of directors. A persistent pattern of absences from board meetings of any member without a valid reason shall be deemed a resignation.
- A board member may request a leave of absence, not to exceed three months, during which time the board member's position will be considered filled but the individual will be classified as inactive. Individuals unable to fulfill their duties for longer periods than three months should resign their positions. A persistent pattern of inability to attend board meetings and/or perform duties shall be grounds for removal at the discretion of the board.
- Sec.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.
- Sec.5. Meetings. There shall be at least nine (9) 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 five (5) members of the board.
- Sec.6. Quorum. A majority of the active members of the board of directors shall constitute a quorum.

**ARTICLE V**  
**Officers**

- Sec.1. Enumeration and Election of Officers. The officers of the League of Women Voters of Camden County shall be a president (or co-presidents), a first vice president, a second vice president, a secretary, and a treasurer who shall be elected for terms of two years by the general membership at an annual meeting. A third vice president may be elected for a term of one year by the general membership at an annual meeting. The president, the first vice president and the secretary shall be elected in odd-numbered years. The second vice president and the treasurer shall be elected in even-numbered years.

- Sec.2. The President (or Co-Presidents): 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; shall be, ex officio, a member of all committees except the Nominating Committee; and 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 Presidents: in the order of their rank, shall, in the event of absence, disability, or death of the president, possess all the powers and perform all the duties of that office, until such time as the board of directors shall select one of its members to fill the vacancy, and shall perform such other duties as the president and board may designate.
- Sec.4. The Secretary: shall keep minutes of all business meetings of the League and of all meetings of the board of directors; shall notify all officers and directors of their election; and shall perform such other functions as may be incident to the office.
- Sec.5. The Treasurer: shall collect and receive all monies due; shall be the custodian of these monies; shall deposit these monies in a bank designated by the board of directors, and shall disburse the same as provided for in the budget previously adopted, or as subsequently revised by the board of directors; shall present statements to the board at their regular meetings and an annual report to the annual meeting; and shall sign, with the president, all contracts and other instruments when so authorized by the board. The treasury records shall be reviewed annually by an independent panel of at least 3 individuals, none of whom shall be the current treasurer, president (or co-president), or the current budget director. If the treasurer is changed during the year, an additional auditing may be requested by the board of directors.

## **ARTICLE VI**

### **Financial Administration**

- Sec.1. Fiscal Year. The fiscal year of the League of Women Voters of Camden County shall commence on the first day of July each year.
- Sec.2. Dues. Annual dues shall be payable July first. The amount, if it is to be changed, shall be approved by the membership at the annual meeting. New members who join between February and June will be considered as having paid through the following fiscal year. New members joining prior to February will be counted as having paid for the current fiscal year. Any member who fails to pay dues within three (3) months after they become payable, or by October first, may be dropped from the membership rolls. Honorary life members who have attained fifty (50) years or more as League members are exempt from paying dues. When two or more members reside at a common address in the same household, full dues shall be paid by one member, each other member paying half dues.
- Sec.3. Budget. A budget for the ensuing year shall be submitted by the board of directors at the annual meeting for adoption. The budget shall include support for the work of the League as a whole.

- Sec.4. Budget Director. A chairman of the Budget Committee shall be elected at the annual meeting. The treasurer shall not be eligible to serve as chair of the Budget Committee. The budget director should attend the three board meetings prior to budget presentation at the annual meeting. The budget director is not automatically a member of the board, and may not be elected to the board, but may be appointed to one of the eight appointed board positions. The budget director should also receive copies of the treasurer's report and the minutes from each board meeting.
- Sec.5. Budget Committee. A Budget Committee shall be appointed by the board of directors at least two months prior to the annual meeting to prepare a budget for the ensuing year. The proposed budget shall be sent to all members one month before the annual meeting.
- Sec.6. Distribution of Funds on Dissolution. If the League of Women Voters of Camden County dissolves for any cause, all monies, securities, and all other property which may at the time be owned by or under the absolute control of the League of Women Voters of Camden County shall be paid to the League of Women Voters of New Jersey.

## **ARTICLES VII Meetings**

- Sec. 1. Membership Meetings. There shall be at least two meetings of the membership each year. The time and place shall be determined by the board of directors.
- Sec. 2. Annual Meeting. An annual meeting shall be held on or before June 15, 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 and directors, members of the Nominating Committee, and budget director;
  - (c) adopt an adequate budget; and
  - (d) transact such other business as may properly come before it.
- Sec. 3. Quorum. Ten percent (10%) of voting members shall constitute a quorum at all general membership meetings of the League of Women Voters of Camden County.

## **ARTICLE VIII Nominations and Elections**

- Sec. 1. Nominating Committee. The Nominating Committee shall consist of five (5) members, two (2) of whom shall be members of the board of directors. The chair and two (2) members shall be elected at the annual meeting. None of these three (3) shall be members of the board. Nominations for those offices shall be made by the current Nominating Committee. The other two (2) 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. Suggestions for nominations for officers and directors may be sent to this committee by any voting member.

- Sec. 2. Report of Nominating Committee and Nominations from the Floor. The report of the Nominating Committee of its nominations for officers, directors, budget director, and the members of the succeeding Nominating Committee shall be sent to all members one month before the date of annual meeting. The report of the Nominating Committee shall be presented at the annual meeting. Immediately following the 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.
- Sec. 3. Elections. The election shall be by ballot, except when there is only one nominee for each office, then it shall be by voice vote or the secretary may be instructed to cast the ballot for every nominee. A majority vote of those qualified to vote and voting shall constitute an election. Absentee or proxy voting shall not be permitted.

## **ARTICLE IX**

### **Principles and Programs**

- Sec. 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 the program.
- Sec. 2. Program. The program of the League of Women Voters of Camden County shall consist of the following:
- (a) action to implement the principles of the League of Women Voters,
  - (b) those local governmental issues chosen for concerted study and action, and
  - (c) the program chosen by national and state conventions.

It may include issues concerning the government of Camden County and municipal issues concerning any municipality which shall be represented by a minimum of twenty-five (25) members and for which a Know Your Town has been completed as required by the League of Women Voters of New Jersey.

- Sec. 3. The annual meeting shall act upon the county program using the following procedures:
- (a) The board of directors shall consider the recommendations sent in by the voting members two (2) 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 of voting members present and voting at the annual meeting shall be required for adoption of subjects in the proposed program as presented at the annual meeting by the board of directors.
  - (d) Recommendations for program submitted by voting members two (2) months prior to the annual meeting but not recommended by the board of directors may be considered at the annual meeting provided that:
    - (1) the annual meeting shall order consideration by a majority vote of those present and voting, and

- (2) the annual meeting shall adopt the item by a two-thirds vote of the voting members present and voting.
- (e) Changes in the program, in the case of altered conditions, may be provided that:
  - (1) information concerning the proposed changes has been sent to all member at least two (2) weeks prior to a general membership meeting at which the change is to be discussed, and
  - (2) final action by the membership is taken at a succeeding meeting.

Sec. 4. The annual meeting shall act upon municipal program following these procedures:

- (a) The board of directors shall consider the recommendations sent in by voting members resident in the municipality concerned two (2) months prior to the annual meeting and shall formulate a proposed program.
- (b) The proposed program shall be sent to all members one (1) month before the annual meeting.
- (c) A majority of voting members resident in the municipality concerned present and voting at the annual meeting, followed by a majority vote of concurrence by voting members residing outside the municipality concerned and present and voting shall be required for adoption of subjects in the proposed program as presented to the annual meeting by the board of directors.
- (d) Recommendations for program submitted by voting members resident in the municipality concerned two (2) months prior to the annual meeting but not recommended by the board of directors may be considered at the annual meeting provided that:
  - (1) The annual meeting shall order consideration by a majority vote of voting members resident in the municipality concerned and present and voting; and
  - (2) the annual meeting shall adopt the item by a two-thirds vote of the voting members resident in the municipality concerned and present and voting, and followed by a majority vote of concurrence of voting members residing outside the municipality concerned and present and voting.
- (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 (2) weeks prior to a general membership meeting at which the change is to be discussed; and
  - (2) final action by the membership resident in the municipality concerned is taken at a succeeding meeting, with concurrence by the membership residing outside the municipality concerned.

Sec. 5. Member Action. Members may act in the name of the League of Women Voters only when authorized to do so by the proper board of directors.

**ARTICLE X**  
**National Convention, State Convention and Council**

- Sec. 1. National Convention. The board of directors at a meeting before the national League deadline shall select delegates to the convention in the number allotted the League of Women Voters of Camden County under the provisions of the bylaws of the League of Women Voters of the United States.
- Sec. 2. State Convention. The board of directors at a meeting before the state League deadline shall select delegates to that convention in the number allotted the League of Women Voters of Camden County under the provisions of the bylaws of the League of Women Voters of New Jersey.
- Sec. 3. State Council. The board of directors at a meeting before the state League deadline shall select delegates to that council in the number allotted the League of Women Voters of Camden County under the provisions of the bylaws of the League of Women Voters of New Jersey.

**ARTICLE XI**  
**Parliamentary Authority**

- Sec. 1. Parliamentary Authority. The rules contained in Roberts 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**

- Sec. 1. Amendments. These bylaws may be amended by a two-thirds vote of 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.

**Revision notes**

In April 2000 we edited Article VIII, Section 3 to clarify the wording. "except" and "only" added and "provided that" removed, to make clear what we wanted to do.

The bylaws remained as adopted that year until 2007's annual meeting, at which time we made several changes:

Article II, Section 1: Removed "of citizens" to be consistent with LWVUS.

Article III, Section 3: Entirely rewritten. The old wording talked in a confused way about state and national members at large being members of our League. It also was not clear that they had to join the League, but need not live here. The Associate member line was clarified in wording.

Article VI, Section 2, dues. Changed to reflect board-adopted policy. Prorating removed. Carryover to new year of late joining members added.

In April 2010, we made two small changes --

Article V, Section 6 instead of an audit, we now require an annual review.

Article VII, Section 2 requires the Annual Meeting to be on or before June 15, not May 31.