

Bylaws of the League of Women Voters of Saratoga County

ARTICLE I

Name

Section 1. Name.

The name of this organization shall be The League of Women Voters of Saratoga County. 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 New York State. The Leagues of Women Voters of Southern Saratoga County, (formerly, the Shenendehowa LWV) and of the Saratoga Springs Area merged in 1999.

ARTICLE II

Purpose and Policy

Section 1. Purpose.

The purpose of the League of Women Voters of the United States is to promote political responsibility through informed and active participation in government and to act on selected governmental issues.

Section 2. Political Policy.

The League of Women Voters of Saratoga County may take action on local government measures and policies in the public interest in conformity with the principles of the League of Women Voters of the United States. The League shall not support or oppose any political party or any candidate.

ARTICLE III

Membership

Section 1. Eligibility.

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

Section 2. Types of Membership.

The membership of the League shall be composed of Voting members and associate members.

a. Voting members

Citizens at least 18 years of age who join the League shall be voting members of local Leagues, state Leagues and of the LWVUS;

(1) individuals who live within an area of a local League may join that League or any other 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 have been members of the League for 50 years or more shall be life members excused from the payment of dues.

- b. Associate members: All others who join the League shall be associate members. Associate members are non-voting members.

ARTICLE IV Board of Directors

Section 1. Number. Manner of Selection and Terms of Office.

The Board of Directors shall consist of the Officers of the League, 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 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. The terms of office of the appointed directors shall be one year and shall expire at the conclusion of the next annual meeting.

Section 2. Qualifications.

All elected or appointed officers and directors must be voting members of the League of Women Voters of Saratoga County.

Section 3. Vacancies.

Any vacancy occurring in the Board of Directors by reason of resignation, death or disqualification of an officer or elected member may be filled, until the next annual meeting, by a majority vote of the remaining members of the Board of Directors.

In the event that a board member is absent from three consecutive meetings or a total of four meetings within a fiscal year and not excused by the board of directors, that position may be declared vacant by a majority vote of the remaining board members.

Section 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.

Section 5. Meetings.

There shall be at least nine regular meetings of the board of directors annually. The president may call a special meeting of the board of directors and shall call special meetings of the board of directors upon the written request of five members of the board.

Section 6. Quorum.

A majority of the members of the board of directors shall constitute a quorum and a majority of the members in attendance at any board meeting shall, in the presence of a quorum, decide its action.

ARTICLE V Officers

Section I. Enumeration and Election of Officers

The officers of the League of Women Voters of the Saratoga County shall be 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 and take office immediately. The president(s), 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.

Section 2. The President(s).

The president shall preside at all meetings of the organization and of the board of directors. The president may in the absence or disability of the treasurer, sign or endorse checks, drafts and notes. The president shall be ex-officio, a member of all committees except the nominating committee. 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.

Section 3. The Vice-Presidents.

The two vice-presidents, in the order of their rank, shall, in event of absence, disability, resignation 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 elect one of its members to fill the vacancy. The vice-presidents shall perform other duties as the president and board may designate.

Section 4. The Secretary.

The secretary shall keep minutes of all meetings of the League and of all the 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 money s due. The treasurer shall the custodian of these moneys, 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 VI Financial Administration

Section I. Fiscal Year

The fiscal year of the League of Women Voters of Saratoga County shall commence on the first day of July each year.

Section 2. Dues.

Proposed annual dues will be presented to the membership at least one month prior to the annual meeting. Annual dues will be set by a majority vote of the membership present at each year's annual meeting.

Section 3. Budget.

A 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 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. The treasurer shall not be eligible to serve as the chair of the budget committee.

ARTICLE VII
Meetings

Section I. Membership Meetings.

There shall be at least six meetings of the membership each year. Time and place shall be determined by the board of directors.

Section 2. Annual Meeting.

- a. An annual meeting shall be held during May or June, the exact date to be determined by the board of directors.
- b. The annual meeting shall:
 - (1) adopt a local program for the ensuing year;
 - (2) elect officers and directors, members of the nominating committee;
 - (3) adopt an adequate budget;
 - (4) transact such other business as may properly come before it.
- c. Quorum: One fifth of the membership of the League of Women Voters of Saratoga County shall constitute a quorum for the annual meeting.

ARTICLE VIII
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. Three members, including the chair, shall not be members of the board and shall be elected at the annual meeting. Nominations for these three non board nominating committee members shall be made by the current nominating committee. The board members of the nominating committee shall be appointed by the board of directors at the next regularly scheduled meeting 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 the nominating 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 off-board 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 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.

Section 3. Elections.

The elections shall be by voice vote or ballot. When there is but one nominee for each office, 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
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 League of Women Voters of Saratoga County shall consist of:

- a. action to implement the principles of the Leagues of Women Voters of the United States and of New York State, and
- b. those local governmental issues chosen for concerted 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 formulate the proposed program with consideration of recommendations from members made two months prior to the annual meeting.
- b. The proposed program shall be sent to all members one month before the annual meeting.
- c. Proposals for programs submitted two months before the annual meeting but not included in the board's proposed program may be voted consideration at the annual meeting by a majority vote.
- d. The program shall be adopted by an affirmative vote of the majority of members at the annual meeting.

Section 4. Changes in Program

In the case of altered conditions, program changes may be proposed by the board of directors and submitted to members at least two weeks prior to a membership meeting at which the change will be discussed. At the succeeding meeting for membership action, a quorum of one-fifth of the membership is required to accept the program change.

Section 5. Member Action

Members may act in the name of the League of Women Voters only when authorized to do so by

the appropriate board of directors. They may act only in conformity with, and not contrary to, a position taken by the League of Women Voters of Saratoga County, the League of Women Voters of New York State, and the League of Women Voters of the United States.

ARTICLE X

National Convention, State Convention and Council Section

Section 1. National Convention

The board at a meeting shall select delegates to that convention in the number allotted the League of Women Voters of Saratoga County.

Section 2. State Convention.

The board at a meeting shall select delegates to that convention in the number allotted the League of Women Voters of Saratoga County.

Section 3. State Council.

The board at a meeting shall select delegates to that council in the number allotted the League of Women Voters of Saratoga County.

ARTICLE XI

Parliamentary Authority Section

Section 1. Parliamentary Authority.

The rules contained in Robert's Rules of Order Newly 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. Amendments.

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

As last revised: June 5, 2011