

Bylaws of League of Women Voters of Roseville Maplewood Falcon Heights

Guiding Principles

The League of Women Voters believes in representative government and in the individual liberties established in the Constitution of the United States.

The League of Women Voters believes that democratic government depends upon the informed and active participation of its citizens and requires that governmental bodies protect the citizen's right to know by giving adequate notice of proposed actions, holding open meetings and making public records accessible.

The League of Women Voters believes that every citizen should be protected in the right to vote, that every person should have access to free public education which provides equal opportunity for all and that no person or group should suffer legal, economic or administrative discrimination.

The League of Women Voters believes that efficient and economical government requires competent personnel, the clear assignment of responsibility, adequate financing and coordination among the different agencies and levels of government.

The League of Women Voters believes that responsible government should be responsive to the will of the people, that government should maintain an equitable and flexible system of taxation, promote the conservation and development of natural resources in the public interest, share in the solution of economic and social problems which affect the general welfare, promote a sound economy and adopt domestic policies which facilitate the solution of international problems.

The League of Women Voters believes that cooperation with other nations is essential in the search for solutions to world problems, and that the development of international organizations and international law is imperative in the promotion of world peace.

ARTICLE I - NAME

Sec. 1. Name. The name of this organization shall be the LEAGUE OF WOMEN VOTERS OF ROSEVILLE MAPLEWOOD FALCON HEIGHTS (ROMAFH). This local League is an integral part of the League of Women Voters of the United States and of the League of Women Voters Minnesota.

ARTICLE II - PURPOSE AND POLICY

Sec. 1. Purpose. The purpose of the League of Women Voters of Roseville Maplewood Falcon Heights shall be 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.

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. Types of Membership. The membership of the League of Women Voters of Roseville Maplewood Falcon Heights shall be composed of voting members and associate members.

a. Voting members shall be those citizens at least 18 years of age whose annual dues are paid. Members who have been enrolled in the League for 50 years or more shall be life members and shall not be required to pay annual dues.

b. Associates members shall be all other 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 and elected and appointed directors. At least half of the directors shall be elected by the general membership at the Annual Meeting. The elected members shall appoint such additional directors as they deem necessary to carry on the work of the League. Directors shall serve for a term of one year, or until their successors have been chosen and qualified. The terms of the officers shall begin June 1.

Sec. 2. Qualifications. No person shall be elected or appointed or shall continue to serve as an officer or director of this organization unless such person is a voting member of the League of Women Voters of Roseville Maplewood Falcon Heights.

Sec. 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 remaining members of the Board of Directors.

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. The Board shall plan and direct the work necessary to carry out the program as adopted by the LWVUS convention, the LWVMN 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 eight (8) 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 written request of three members of the Board.

Sec. 6. Quorum. A majority of the officers and at least one representative for each division shall constitute a quorum

ARTICLE V – OFFICERS

Sec. 1. Enumeration and Election of Officers. The Officers of the League of Women Voters of Roseville Maplewood Falcon Heights shall be a President, a Vice-President, a Secretary, and a Treasurer, who shall be elected for terms of one year by the general membership at the Annual Meeting and take office June 1. With agreement of the members, two persons may share one position.

Sec. 2. The President. The President shall preside at all meetings of the organization and of the Board of Directors unless the President shall designate someone else 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 except the Nominating Committee, shall have such usual powers of supervision and management as may pertain to the Office, and shall perform such other duties as may be designated by the Board.

Sec. 3. The Vice-President. The Vice-President shall, in the 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-President shall perform such other duties as the President and Board may designate.

Sec. 4. The Secretary. The Secretary shall keep minutes of all meetings of the Board of Directors and the Annual Meeting; shall notify all officers and directors of their election; shall sign, with the President, all contracts and such 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, shall be the custodian of these monies, shall deposit them in a bank designated by the Board of Directors, shall disburse the same only upon order of the Board, and shall present statements to the Board at their regular meetings, reports to the membership through the VOTER and an annual report to the Annual Meeting.

ARTICLE VI – ELECTED AND APPOINTED DIRECTORS

Sec. 1. Organization. Elected and appointed directors shall serve in one of the three divisions of the Board described below.

Sec. 2. Program Division. The Program Division shall provide leadership in the areas of national, state, regional and local program issues.

Sec. 3. Community Relations Division. The Community Relations Division shall provide leadership in interactions with the community in such areas as:

- a) Service to voters,
- b) Public relations, and
- c) Monitoring and influencing legislation and other public decision-making.

Sec. 4. Organization Division. The Organization Division shall provide membership services including recruitment and retainment, communications (VOTER), arrangements for meetings and fundraising.

Sec. 5. Representation at Board Meetings. One or more of its members shall represent each Division at Board Meetings.

ARTICLE VII – FINANCIAL ADMINISTRATION

Sec. 1. Fiscal Year. The fiscal year of the League of Women Voters of Roseville Maplewood Falcon Heights shall commence on the first day of April of each year.

Sec. 2. Dues. Annual dues as set in the budget shall be payable April 1st. Any member who fails to pay dues within six months after they become payable shall be dropped from the membership rolls. The Board of Directors may adopt policies establishing a lower dues payment for new or scholarship members. Life members pay no dues.

Sec. 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.

Sec. 4. Budget Committee. A Budget Committee shall be appointed by the Board of Directors at least sixty (60) days prior to the Annual Meeting to prepare a budget for the ensuing year. The proposed budget shall be sent to all members thirty (30) days before the Annual Meeting. The Treasurer shall not be eligible to chair the Budget Committee.

Sec. 5. Audit. A person(s) shall be appointed by the Board of Directors to prepare an audit of the Treasurer's books annually or when the Treasurer changes. This audit shall be submitted to the membership at the Annual Meeting.

ARTICLE VIII – MEETINGS

Sec. 1. Membership Meetings. There shall be at least two (2) meetings of the membership each year, one of which will be the Annual Meeting. The Board of Directors shall determine time and place.

Sec. 2. Annual Meeting. An Annual Meeting shall be held between April 1st and May 15th. The exact date shall 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 and members of the Nominating Committee,
- c) adopt an adequate budget, and
- d) transact such other business as may properly come before it.

Sec. 3. Quorum. At the Annual Meeting, the quorum shall consist of those members in attendance at the Annual Meeting.

ARTICLE IX – NOMINATIONS AND ELECTIONS

Sec. 1. Nominating Committee. The Nominating Committee shall consist of four members, one of whom shall be a member of the Board of Directors. The Chair, who shall not be a member of the Board of Directors, shall be elected at the Annual Meeting. The existing Nominating Committee shall make nominations for this office. The Board of Directors shall appoint the other members. Any voting member may send suggestions for nominations for officers and directors to this committee. Any vacancy on the Nominating Committee shall be filled by appointment by the Board of Directors.

Sec. 2. Report of Nominating Committee and Nominations from the Floor. The report of the Nominating Committee of its nominations for officers, directors and the members of the succeeding Nominating Committee shall be sent to all members thirty (30) days before the date of the Annual Meeting. Immediately following the presentation of this report, nominations from the floor may be made provided the consent of the nominee has been secured.

Sec. 3. Elections. The elections shall be by ballot, provided that when there is but one nominee, a unanimous ballot may be cast. A majority vote shall constitute an election. Absentee or proxy voting shall not be permitted.

ARTICLE X – PROGRAM

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 Roseville Maplewood Falcon Heights shall consist of:

- a) action to implement the Principles, and
- b) those local, state and national governmental issues chosen for concerted study and action.

Sec. 3. Local Program. The Program shall be acted upon at the Annual Meeting 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 (30 days) before the Annual Meeting.
- c) a majority vote shall be required for adoption of subjects in the Proposed Program as presented to the Annual Meeting by the Board of Directors.
- d) program items submitted by voting members, but not recommended by the Board of Directors, may be considered at the Annual Meeting provided that:

- 1. majority vote shall order consideration and

2. two-thirds vote shall be necessary for adoption.

e) Changes in the Program may be made, in the case of altered conditions, provided that:

1. information concerning the proposed changes has been sent to all members at least two 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. 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 XI – NATIONAL CONVENTION, STATE CONVENTION AND COUNCIL

Sec. 1. National Convention. The Board of Directors, at a meeting before the date on which the names of delegates must be sent to the National office, shall select delegates to that convention in the number allotted the League of Women Voters of Roseville Maplewood Falcon Heights 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 date on which the names of delegates must be sent to the State office, shall select delegates to that convention in the number allotted the League of Women Voters of Roseville Maplewood Falcon Heights under the provisions of the Bylaws of the League of Women Voters of Minnesota.

Sec. 3. State Council. The Board of Directors, at a meeting before the date on which the names of delegates must be sent to the State Office, shall select delegates to the Council in the number allotted the League of Women Voters of Roseville Maplewood Falcon Heights under the provision of the Bylaws of the League of Women Voters of Minnesota.

Sec. 4. Council of Metropolitan Area Leagues. The Board of Directors, at a meeting before the date on which the names of delegates must be sent to the Council of Metropolitan Area Leagues, shall select delegates to the Convention in the number allotted to the League of Women Voters of Roseville Maplewood Falcon Heights under the provision of the Bylaws of the Council of Metropolitan Area Leagues.

ARTICLE XII - Parliamentary Authority; Amendments to Bylaws

Sec. 1. Parliamentary Authority. The rules contained in Robert's Rules shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with these Bylaws.

Sec. 2. Amendments to these Bylaws. These Bylaws may be amended by a two-thirds vote of the members present and voting at the Annual Meeting, provided the amendments were submitted to the membership in writing at least thirty (30) days in advance of the meeting.

Reviewed and updated May XX, 2010