

*Summary of proposed changes (most highlighted in yellow):*

- *Changed “corporation” to “organization” in Article I.*
  - *Changed “Article II: Purpose and Policy” to be consistent, as required, with LWWUS Article II—including the addition of the Diversity, Equity, Inclusion Policy*
  - *Eliminated gender-specific pronouns*
  - *Specified that members are invited to all LWVSMC Board meetings*
  - *Deleted the requirement for a minimum of three membership meeting a year*
  - *Reduced the required time to send members Annual Meeting documentation (budget, bylaws, slate) from 30 to 14 days before the meeting.*
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## BYLAWS

June 2021

### ARTICLE I: NAME

**Section 1. Name.** The name of this organization shall be the **League of Women Voters of Southern Monmouth County**. This local League is an integral part of the League of Women Voters of the United States, of the League of Women Voters of New Jersey, and the League of Women Voters of Monmouth County.

### ARTICLE II: PURPOSE AND POLICY

**Section 1. Purpose:** The purpose of the League of Women Voters of Southern Monmouth County shall be to promote political responsibility through informed and active participation in government and to act on selected governmental issues.

#### Section 2 - Policies.

- Political Policy.** The LWVSMC shall not support or oppose any political party or any candidate.
- Diversity, Equity & Inclusion Policy.** The LWVSMC is fully committed to ensure compliance - in principle and in practice - with the Diversity, Equity, and Inclusion Policy of the League of Women Voters of the United States.
- LWVSMC 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.**

### 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 League of Women Voters of Southern Monmouth County shall be

composed of voting members and associate members.

- a) Voting members shall be at least 16 years of age.
- b) Associate members shall be all other members.

## ARTICLE IV: BOARD OF DIRECTORS

**Section 1. Number, Manner of Selection, and Term of Office.** The Board of Directors shall consist of the officers of the League, up to six (6) elected Directors and not more than the same number of appointed Directors. One-half of the elected directors shall be elected by the general membership at each Annual Meeting and shall serve for a term of two (2) years, or until their successors have been elected and qualified. The elected members shall appoint such additional Directors, not exceeding same number of appointed Directors, 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. Qualification.** 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 Southern Monmouth County.

**Section 3. Vacancies.** Any vacancy occurring in the Board of Directors by reason of resignation, death, or disqualification of an officer or an elected member may be filled until the next Annual Meeting by a majority vote of the remaining members of the Board of Directors. Three consecutive absences from a Board meeting of any member without a valid reason shall be deemed a resignation.

**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 at the Annual Meeting, the National Convention, the State Convention, and any other ILO Conventions. The Board shall create and designate special committees as it deems necessary. Each committee chairperson will be responsible for scheduling a sufficient number of committee meetings to accomplish that committee's purpose.

**Section 5. Meetings.** There shall be at least five 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. All members of the League are notified and invited to attend Board meetings.

**Section 6. Quorum.** A majority of the members of the Board of Directors shall constitute a quorum.

**Section 7. Virtual Meetings.** Meetings of the Board of Directors may be held virtually as well as in person at the discretion of the Board.

## ARTICLE V: OFFICERS

**Section 1. Enumeration and Election of Officers.** The Officers of the League of Women Voters of Southern Monmouth County shall be President, 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, 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.** 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 be designated by the Board.

**Section 3. The Vice Presidents.** The two Vice Presidents, in the order of their rank 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 select one of its members to fill the vacancy. The Vice Presidents shall perform such 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 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 functions as may be incidental to the office.

**Section 5. The Treasurer.** The Treasurer shall collect and receive all moneys due. The Treasurer shall be custodian of these monies, and 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.

**Section 6. Alternative governance.** In the event that the positions of president, 1st vice president and 2nd vice president are not filled, the affairs of the League shall continue under the governance of the Board of Directors acting as a committee of the whole with all the powers of said offices with the exception of those signatory powers vested with a duly elected officer. Such powers shall reside with the treasurer and secretary.

## ARTICLE VI: FINANCIAL ADMINISTRATION

**Section 1. Fiscal Year.** The fiscal year of the League of Women Voters of Southern Monmouth County shall commence on the first day of July each year.

### **Section 2. Dues.**

- a) Payment:
  - 1) Annual per member dues shall be determined by the membership of the Annual Meeting and such annual dues shall be payable on the date of that meeting.
  - 2) When two or more members reside at the same address in a common household the first member shall pay full annual dues and each additional member shall pay one half the annual dues.
  - 3) A member joining after January 1 shall pay the pro-rated portion of the annual dues based on the date they joined.
  - 4) Any member who fails to pay dues within six months after they become due may be dropped from the membership rolls.
- b) Members Excluded From Dues Payment: Excluded from obligation to pay dues are honorary life members who have attained 50 year or more member of the League and paid life members who have made the designated lump sum life membership payment to the League of Women Voters of the United States.

**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. A Budget Chairman shall be elected at the Annual Meeting for a one-year term. The proposed Budget shall be sent to all members one month before the Annual Meeting. The Treasurer shall not be eligible to serve as chairman of the Budget Committee.

## ARTICLE VII: MEETINGS

Section 1. Annual Meeting. An Annual Meeting shall be held within six (6) weeks prior to the start of the fiscal year, 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
- c) Adopt an adequate budget, and
- d) Transact such other business as may properly come before it.

**Section 2. Quorum.** Twenty-five percent (25%) of the membership shall constitute a quorum at all business meetings of the League of Women Voters of Southern Monmouth County.

**Section 3. Virtual Meetings.** Membership meetings may be held virtually as well as in person at the discretion of the Board .

## ARTICLE VIII: NOMINATIONS AND ELECTIONS

**Section 1. Nominating Committee.** The Nominating Committee shall consist of three (3) members, one of whom shall be a member of the Board of Directors. The chairman and one member, who shall not be members of the Board, shall be elected at the Annual Meeting. Nominations for these officers shall be made by the current Nominating Committee. The other members shall be appointed by the Board of Directors immediately following the Annual Meeting. A member of the Nominating Committee shall not serve more than two consecutive terms. 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 committee by any voting member.

**Section 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 14 days before the date of 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 election shall be by ballot, provided that 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 Southern Monmouth County shall consist of:

- a) action to protect the right to vote of any citizen, 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 consider the recommendations sent in by voting members two months prior to the Annual Meeting and shall formulate a Proposed Program.
- b) The Proposed Program shall be sent to all members 14 days before the Annual Meeting.
- c) A majority vote of voting members present and voting at the Annual Meeting 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 two months prior to the Annual Meeting, but not recommended by the Board of Directors may be considered by the Annual Meeting provided that:
  - 1) the Annual Meeting shall order consideration by a majority vote, and
  - 2) the Annual Meeting shall adopt the item by majority vote.

- 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 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

**Section 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.

**Section 5. Local League Action.** Local Leagues may take action on county governmental matters only when authorized by the Board of the League of Women Voters of Monmouth County. Local Leagues may act only in conformity with or not contrary to the position (taken by the League of Women Voters of Monmouth County).

## **ARTICLE X: NATIONAL CONVENTION, STATE CONVENTION, ILO AND COUNCIL**

**Section 1. National Convention.** The voting members at a meeting of the League 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 allowed the League of Women Voters of Southern Monmouth County under the provisions of the Bylaws of the League of Women Voters of the United States.

**Section 2. State Convention.** The voting members of the League at a meeting before the date on which the names of delegates must be sent to the State Office shall elect delegates to that Convention in the number allowed the League of Women Voters of Southern Monmouth County under the provisions of the Bylaws of the League of Women Voters of New Jersey,

**Section 3. State Council.** The voting members of this League at a meeting before the date on which the names of delegates must be sent to the State Office shall select delegates to that Council in the number allowed the League of Women Voters of Southern Monmouth County under the provisions of the Bylaws of the League of Women Voters of New Jersey.

**Section 4. Inter-League Organization Conventions.** The voting members of this League at a meeting before the date on which the names of delegates must be sent to the Inter-League Organization shall select delegates to the Convention in the number allowed the League of Women Voters of Southern Monmouth County under the provisions of the Bylaws of the League of Women Voters of Monmouth County.

## **ARTICLE XI: PARLIAMENTARY AUTHORITY**

**Section 1. Parliamentary Authority.** The rules contained in Robert's Rules of Order New 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 (2/3) vote of the voting members present and voting at the Annual Meeting provided that amendments were submitted to the membership in writing at least one month in advance of the meeting.

*Revised: June 2019, June 2020, June 2021*