

## **BYLAWS League of Women Voters of Sharon-Stoughton**

June, 2024

### **ARTICLE I Name**

**Sec. 1. Name.** The name of this organization shall be the League of Women Voters of Sharon-Stoughton (hereinafter “LWVSS”). This local league is an integral part of the League of Women Voters of Massachusetts (hereinafter “LWVMA”) and of the League of Women Voters of the United States (hereinafter “LWVUS”). (Collectively, the LWVSS, the LWVMA and the LWVUS are referred to herein as the “League of Women Voters” or the “League.”)

### **ARTICLE II Purposes and Policies**

**Sec. 1 Purposes.** The purposes of LWVSS are to promote political responsibility through informed and active participation in government and to act on selected governmental issues.

**Sec. 2. Policies.** The policies of the LWVUS, LWVMA, and LWVSS are

1. **Political Policy.** The League shall not support or oppose any political party or any candidate.
2. **Diversity, Equity & Inclusion Policy.** Discrimination or harassment of any kind will not be accepted within the League, including but not limited to race, socio-economic status, age, ability status, religion, sexual orientation, national origin, gender identity, or marital status. The League is committed to fostering, cultivating, and preserving a culture of diversity, equity, inclusion, access, and belonging for all people. The League is an organization that respects and values the richness of our community and our members. The collective sum of our individual differences and life experiences represents not only our culture, but our reputation and the organization's mission and achievements as well.

### **ARTICLE III Membership**

**Sec. 1. Eligibility.** Any person who subscribes to the purposes and policy of the LWVUS shall be eligible for membership.

**Sec. 2. Types of Membership.**

**A. Voting Members.** Persons at least 16 years of age who join the League shall be voting members of local Leagues, state Leagues and of the LWVUS; (1) those who live within an area of a local League may join that League or any other local 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; [4] Those who are students are defined as individuals enrolled either as full or part time with an accredited institution.

**B. Associate Members.** All others who join the League shall be associate members.

**Commented [WB1]:** See memo for thoughts on addressing membership dues and levels.

#### **ARTICLE IV Officers**

**Sec. 1. Enumeration and Election.** The officers shall be a president or two co-presidents, membership chair, communications chair, and a treasurer. Each officer shall be elected by the membership at an annual meeting and shall hold office for a term of one year or until his or her successor is elected and qualified. As provided in ART. V below, each officer shall also be a member of the board of directors of the LWVSS.

**Sec. 2. The President.** The president (or co-presidents) shall preside at all meetings of the organization and of the board of directors. The president (or co-presidents) may, in the absence or disability of the treasurer, sign or endorse checks, drafts and notes. The president (or co-presidents) shall be an ex-officio member of all the committees except the nominating committee; shall have such usual powers of supervision and management as may pertain to the office of president; and shall perform such other duties as may be designated by the board of directors. Except as otherwise stated in these bylaws, if there are co-presidents, actions binding the LWVSS or publicly stating the organization's positions or views must be taken by both co-presidents, acting together.

**Commented [WB2]:** Do you want to be more specific here? Do you intend the officer to have a vote on the committee? If so, I advise making it specific here

**Sec. 3. Membership Chair.** The membership chair shall, in the event of absence, resignation, disability or death of the president (or, if there are co-presidents, the co-presidents), possess all the powers and perform all the duties of the office of president. In the event that no membership chair is able to serve in this capacity, the board of directors shall elect one of its elected members to fill the vacancy until the next annual meeting. The membership chair (s) shall perform such other duties as may be designated by the president (or, if there are co-presidents, the co-presidents) or the board of directors. The board may recommend co-Membership Chairs if so desired.

The membership chair shall maintain the membership list and communicate with members as needed.

**Sec. 4. Communications/Secretary Chair.** The communications chair shall record and keep minutes of all meetings of the organization and of the board of directors; shall notify all officers and directors of their election or appointment (in the case of Appointed Directors); shall sign, with the president (or co-presidents), all contracts and other instruments when so authorized by the board of directors; shall help publicize events; and shall perform such other duties as may pertain to the office of secretary. In the absence of the secretary from any meeting of the membership or the board of directors, a temporary secretary designated by the person presiding at the meeting shall record the minutes of the meeting. In the event that no communications chair is able to serve in this capacity, the board of directors shall elect one of its elected members to fill the vacancy until the next annual meeting.

**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; and shall disburse these monies only upon order of the board of directors. The treasurer shall present statements to the board of directors at their regular meetings and an annual report to the annual meeting; and shall submit the books for review as provided in ART. V, Sec. 5 of these bylaws. The treasurer shall be an ex-officio member of the budget committee. In the event that no treasurer is able to serve in this capacity, the board of directors shall elect one of its elected members to fill the vacancy until the next annual meeting.

**Commented [WB3]:** There is no ART VII section 5 but there is an ART V, Sec 5 – is this what you meant to reference? I am not sure

**Commented [WB4]:** Again – specify if you mean voting so it is clear

## **ARTICLE V Board of Directors**

**Sec. 1. Number, Composition, Selection and Term of Office.** The Board of Directors shall consist of the officers of the League and up to (5) elected directors. The officers and elected directors shall be elected by the Annual Meeting and shall serve until the conclusion of the next regular Annual Meeting or until successors have been elected and qualified. The Board of Directors shall appoint such additional directors as they deem necessary to carry on the work of the League. The terms of office of the appointed directors shall be one (1) year and shall expire at the conclusion of the next Annual Meeting.

**Sec. 2. Qualification.** No person shall be elected or appointed or shall continue to serve as an officer or director who is not a current member of the LWVSS.

**Sec. 3. Absences.** Any member of the board of directors who is absent from three consecutive regular meetings of the board of directors, without a valid reason as determined by the sole discretion of the president (or, if there are co-presidents, the co-presidents), shall be considered to have resigned.

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**Sec. 4. Vacancies.** Any vacancy on the board of directors, other than in the office of president (or co-president), may be filled, until the next annual meeting, by the board of directors. A vacancy in the office of president (or co-presidents) shall be filled as provided in ART. IV, Sec. 3 of these bylaws.

**Sec. 5. 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 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. 4. Budget.** The budget for the ensuing year shall be prepared by the Treasurer and shall provide for the support of the work of the League as a whole. The budget shall be approved by the board of directors and shall be presented to the annual meeting for approval by the membership.

**Sec. 6. Dissolution.** In the event of a dissolution, for any cause, of the LWVSS, after paying or making provision for the payment of all liabilities, all monies and securities which may at the time be owned by or under the absolute control of the LWVSS shall be paid to the LWVMA. All

other property of whatever nature, whether real, personal or mixed, which may at the time be owned by or under the control of the LWVSS shall be disposed of by any officer or employee of the organization having possession of same to such person, organization or corporation for such public, charitable or educational uses and purposes as may be designated by the then board of directors of the LWVSS.

**Sec. 7. Quorum.** A majority of the directors of the League board in office at any given time shall constitute a quorum.

## **Article VI Financial Administration**

### **Section 1. Calendar**

- a) The fiscal year of the LWVSS shall commence on the first day of **July** each **year**.
- b) The membership year shall be the same as the fiscal year.

### **Section 2. Dues**

- a) All members shall pay membership dues except those exempted from paying dues [in Article III].
- b) Members shall pay dues in accordance with LWVUS policy
- c) Members who fail to renew within the period specified by LWVUS will be removed from the roster
- d) Membership lasts for one year after joining or renewal

### **Section 3. Budget**

A budget for the ensuing year shall be submitted by the Treasurer to the Annual Meeting for adoption. The budget shall include support for work of the local league as well as the state and national leagues.

### **Section 4. Checks Over \$500**

Every check over the amount of \$500.00 should be co-signed by at least one other authorized signator. The Board of Directors shall designate a co-signator from among its members.

## **ARTICLE VII Meetings of the Membership**

**Sec. 1. Regular and Special Meetings.** There shall be at least two regular meetings of the membership each year, one of which may be the annual meeting. In addition, the board may call special meetings of the membership or directors. The time and place of meetings of the membership shall be determined by the board of directors. Special meetings may be conducted by electronic means, such as telephone conference call, video conferencing or email. The use of electronic meetings shall be reserved for those times when an issue needs a decision before an in-

**Commented [WB6]:** See memo regarding removal question

**Commented [WB7]:** I recommend deleting this section since it duplicates the information provided in the description of the treasurer position

**Commented [WB8]:** You will see this is just moved to a later section

**Commented [WB9]:** On the phone, I raised the question of whether you want to change your fy to match the state League. For now I have left it as is.

person meeting is scheduled or an in-person meeting cannot be safely held, and all members of the Board must have access to the electronic media used.

Commented [WB10]: See informational note in memo

## **Sec. 2. Annual Meeting.**

a Date and Purpose. An annual meeting shall be held in June of each year, the exact date to be determined by the board of directors. The annual meeting shall: a. discuss local program or a community event for the ensuing year; b. elect officers c. provide a financial update; d. transact such other business as may properly come before it.

b. Nominations and Elections.

Election to positions filled by vote of the membership at the annual meeting shall be by ballot, except that a ballot shall not be required when there is only one nominee for each office. A plurality vote shall elect. (In the event of a tie, decision shall be by lot.)

Commented [WB11]: Is this a Roberts Rules issue? Do you need to specify exactly what you mean here?

**Sec. 3. Notice.** Notice of all meetings of the membership shall be sent to the members in writing at least ten (10) days prior to the meeting date. Written notice shall be satisfied by email and posting on our Website and Facebook.

**Sec. 4. Quorum.** Twenty-five percent of the number of voting members of the LWVSS as of the date notice of the meeting was given shall constitute a quorum at all meetings of the membership.

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Commented [WB13]: This has really just moved up to an earlier place in the draft

## **ARTICLE VIII Program**

**Sec. 1. Authorization.** The governmental principles adopted by the national convention and supported by the League as a whole shall constitute the authorization for the adoption of program.

**Sec. 2. Definition.** The program of the LWVSS shall consist of: a. Action to implement the principles of the League of Women Voters; b. Study of and/or action to implement selected local governmental issues.

**Sec. 3. Adoption.** The annual meeting or a meeting of the membership shall adopt the local program using the following procedure: The board of directors shall consider the suggestions and shall formulate a proposed program. c. The proposed program shall be presented at a meeting by the board of directors or their designees. d. To be adopted, issues recommended in the proposed program must be approved by a majority vote of those present at a meeting

## **ARTICLE IX National Convention, State Convention and Council**

**Sec. 1. National Convention.** The president (or, if there are co-presidents, the co-presidents) shall select delegates to national convention in the number allotted the LWN under the provisions of the bylaws of the LWVUS.

**Sec. 2. State Convention.** The president (or, if there are co-presidents, the co-presidents) shall select delegates to state convention in the number allotted the LWVSS under the provisions of the bylaws of the LWVMA.

**Sec. 3. State Council.** The president (or, if there are co-presidents, the co-presidents) shall select delegates to state council in the number allotted the LWVSS under the provisions of the bylaws of the LWVMA.

#### **ARTICLE X Parliamentary Authority**

Sec. 1. Parliamentary Authority. The rules contained in Robert's Rules of Order, Newly Revised, shall govern meetings of this organization in all cases to which they are applicable and in which they are not inconsistent with these bylaws.

Commented [WB14]: See note in memo

#### **ARTICLE XI Amendments**

**Sec. 1. Required Amendments.** The first three articles of the LWVSS bylaws must be consistent with those of the LWVUS in order to define and maintain the unity of the organization and the powers and privileges of members. These bylaws shall be amended as necessary by the LWVSS board of directors to be consistent with amendments to the first three articles of the LWVUS bylaws made at a LWVUS convention; approval at a meeting of the LWVSS membership is not required to make such a change, but the change shall be announced to the LWVSS membership.

Sec. 2. Other Amendments. Other amendments to these bylaws may be approved at any meeting of the membership by two-thirds vote, provided that the amendment (s) have been submitted to the members at least fourteen (10) days prior to the meeting at which they are to be proposed. Submission to members may be done in writing, email, on website or on Facebook.

Commented [WB15]: See comment in memo

Adopted June, 2024