

BYLAWS of the LEAGUE OF WOMEN VOTERS OF WESTWOOD/WALPOLE, INC. As Accepted by Annual Meeting June 10. 2003

PREAMBLE

It is the goal of this organization to foster a collaborative spirit between the towns of Westwood and Walpole and to encourage broad-based member participation and financial support.

ARTICLE I

Sec. 1. Name: The name of this organization shall be The League of Women Voters of **Westwood/Walpole, Inc.** 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 Massachusetts.

ARTICLE II

Purpose and Policy

Sec. 1. Purpose: The purposes of the League of Women Voters of **Westwood/ Walpole, Inc.** are to promote political responsibility through informed and active participation of citizens in government, and to act on selected governmental issues.

Sec. 2. Political Policy: The League of Women Voters of **Westwood/Walpole, Inc.** shall not support or oppose any political party or 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:

A. Voting Members: Citizens at least 18 years of age residing within the United States, a territory or an associated commonwealth, who join the League shall be voting members of the local and state Leagues of their place of residence and of the League of Women Voters of the United States.

(1) Those who reside outside the area of any local League shall be state members-at-large.

(2) Those who have been members of the League for 50 years or more shall be honorary life members excused from the payment of dues.

B. Associate Members: All others who join the League shall be associate members. Those residing outside the United States shall be members of the League of Women Voters of the United States.

ARTICLE IV

Board of Directors

Sec. 1. Number, Manner of Selection, and Term of Office: The **Directors shall consist of the 3 officers of the League. The Steering Committee shall consist of the Directors plus volunteers.**

Sec. 2. Qualifications: No person shall be elected or shall continue to serve as an officer of this organization unless she/he is a voting member of the League of Women Voters of **Westwood/Walpole, Inc.**

Sec. 3. Vacancies: Any vacancy occurring **among the Officers** by reason of the resignation, death, or disqualification of an officer may be filled, until the next Annual Meeting, by a majority vote of the **Steering Committee.**

Sec. 4. Powers and Duties: **The Directors shall** have full charge of the property and business of the organization, with full power and authority to conduct same, subject to the instructions of the general membership. They 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 Directors shall create and designate such special committees as it may deem necessary.

Sec. 5. Meetings: **The Directors and/or Steering Committee shall meet on a regular basis to be determined by its members. The president may call special meetings of the Steering Committee.**

ARTICLE V

Officers

Sec. 1. Enumeration and Election of Officers: The officers of the League of Women Voters of **Westwood/Walpole, Inc.** shall be a President, a Secretary, and a Treasurer who shall be elected by the general membership at an Annual Meeting and take office immediately.

Sec. 2. The President: The President shall preside at all meetings of the organization and of the Steering Committee. She/he may, in the absence or disability of the Treasurer, sign or endorse checks, drafts, and notes. She/he shall be, ex-officio, a member of all committees.

Sec. 3. The Secretary: The Secretary shall keep minutes of all meetings of the **Directors and/or Steering Committee.**

Sec. 4. The Treasurer: The Treasurer shall collect and receive all monies due. She/he shall be the custodian of these monies, shall deposit them in a bank designated by the **Steering Committee**, and shall disburse the same only upon order of the **Steering Committee**. She/he shall present a statement to the Steering Committee at its regular meetings, and an annual report at the Annual Meeting.

Article VI

Financial Administration

Sec. 1. Fiscal Year: The Fiscal year of the League of Women Voters of **Westwood/Walpole, Inc.** shall be from June 1 to May 31 of each year.

Sec. 2. Dues: Annual dues as established at Annual Meeting shall be payable after June 1st. Any member who fails to pay her/his dues within four months after they become payable **may** be dropped from the membership rolls.

Sec. 3. Budget: A budget for the ensuing year shall be submitted by the **Steering Committee** at least **one month** prior to the Annual Meeting for adoption. The budget shall include support for the work of the League as a whole.

ARTICLE VII

Meetings

Sec. 1. Membership Meetings: There shall be at least three meetings of the membership each year. Time and place shall be determined by the **Steering Committee.**

Sec. 2. Annual Meeting: An Annual Meeting shall be held after National and State Convention/Council. The time and place of the Annual Meeting shall be determined by the **Steering Committee.** The Annual Meeting shall:

- A. Adopt a local Program for the ensuing year;
- B. Elect **Directors (President, Secretary, Treasurer);**

- C. Adopt an adequate budget; and
- D. Transact such other business as may properly come before it.

Sec. 3. Quorum: **Twenty percent (20%)** of the members shall constitute a quorum at all meetings of the League of Women Voters of Westwood/Walpole, Inc.

Article VIII

Nominations and Elections

1. Nominating Committee: Two Nominating Directors shall be elected at Annual Meeting, one from Walpole and one from Westwood to oversee the nominations of Officers for the following year. The slate of Officers and Nominating Directors shall be published one month prior to Annual Meeting.
2. The nominating report shall be presented at 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. The Slate shall be discussed and voted upon by the entire membership at this time.
3. The election shall be by ballot except when there is but one nominee for each office. Then the Secretary may be instructed to cast one ballot for every nominee. A majority vote of those qualified to vote and voting shall constitute an election. The remainder of the Steering Committee shall consist of volunteers who are voting members of the organization.

ARTICLE IX

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 **Westwood/Walpole Inc.** shall consist of:

- A. Action to protect the right to vote of every citizen; and
- B. Those local governmental issues chosen for concerted study and action.

Sec. 3. The Annual Meeting shall act upon Program using the following Procedures:

- A. The **Steering Committee** shall consider the recommendations sent in by the 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 one month 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 **Steering Committee**.
- D. Recommendations for Program submitted by voting members to the Annual Meeting but not recommended by the **Steering Committee** may be adopted at Annual Meeting by a two-thirds vote.

Sec. 4. Member Action: Members may act in the name of the League of Women Voters only when authorized to do so by the **President**.

ARTICLE X

National Convention, State Convention, and Council

Sec. 1. National Convention: The **Steering Committee** at a meeting before the date on which the name of the delegates must be sent to the national office, shall select delegates to that

Convention in the number allotted the League of Women Voters of **Westwood/Walpole, Inc.** under the provisions of the Bylaws of the League of Women Voters of the United States.

Sec. 2. State Convention: The **Steering Committee**, at a meeting before the date on which the names of the delegates must be sent to the state office, shall select delegates to that Convention in the number allotted the League of Women Voters of Westwood/Walpole, Inc. under the provisions of the Bylaws of the League of Women Voters of Massachusetts.

Sec. 3. State Council: The Steering Committee at a meeting before the date on which the names of the delegates must be sent to the state office, shall select delegates to that Council in the number allotted to the League of Women Voters of Westwood/Walpole, Inc. under the provisions of the Bylaws of the League of Women Voters of Massachusetts.

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 the 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.