



## LWV-CC Bylaws

As adopted 1974 and amended May 20, 2000; May 19, 2007; May 22, 2010; May 18, 2013; May 16, 2015; Nov. 16, 2016; May 12, 2018; May 18, 2019

### **Article I. Name**

The name of this organization shall be the League of Women Voters of Collin County (LWV-CC). The LWV-CC is an integral part of the League of Women Voters of the United States (LWVUS) and the League of Women Voters of Texas (LWVTX).

### **Article II. Purpose and Policy**

**Sec 1.** The purpose of the LWV-CC shall be to promote political responsibility through informed and active participation in government and to act on selected governmental issues.

**Sec 2.** The LWV-CC shall not support or oppose any political party or any candidate.

**Sec 3.** The LWV-CC is organized and operated exclusively for charitable and educational purposes under Section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code. Notwithstanding any other provision of these bylaws, LWV-CC shall not carry on any other activities not permitted to be carried on by an association exempt from federal income tax under such provisions of the Internal Revenue Code. No substantial part of the activities of LWV-CC shall attempt to influence legislation.

### **Article III. Membership**

**Sec 1.** Any person who subscribes to the purpose and policy of the LWV-CC shall be eligible for membership.

**Sec 2.** Types of Membership.

**2.1.** 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.

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

### **Article IV. Board of Directors**

**Sec. 1.** The Board of Directors (Board) shall consist of the Officers of LWV-CC (see Article V), five elected directors and not more than six appointed directors

**Sec. 2.** The elected directors shall be elected by the general membership at each Annual Meeting.

**Sec. 3.** The elected officers and directors shall appoint additional directors, as they deem necessary to carry on the work of the LWV-CC.

**Sec. 4.** The elected officers and directors shall take office at the beginning of the fiscal year and shall serve for a 1-year term or until their successors have been elected or appointed.

**Sec. 5.** No person shall be elected or appointed or shall continue to serve as an officer or director of the organization unless such a person is a voting member of the LWV-CC. Any vacancy occurring in the Board by reason of resignation, death or disqualification of an elected officer or director, may be filled until the next Annual meeting, by a majority vote of members of the Board.

**Sec. 6.** The Board shall manage and supervise the business, affairs, and activities of the LWV-CC subject to the instruction of the Annual Meeting. It shall plan and direct the work necessary to carry out the Program adopted by the National Convention, the State Convention and the Annual Meeting.

**Sec. 7.** There shall be at least eight regular meetings of the Board annually. The president may call special meetings of the Board and shall call a special meeting upon the written request of five members of the Board. Special meetings may be held by electronic communication.

**Sec. 8.** A majority of the Board shall constitute a quorum.

**Sec. 9.** Unexcused absences from three consecutive board meetings or four unexcused absences from board meetings in a year shall be considered a resignation from the Board.

**Sec. 10.** In executing the duties of their office, board members are expected to carry out applicable laws and regulations as well as bylaws, mission, policies, principles, positions, standards, and procedures. Board members who do not shall be counseled. If violations persist, they may be removed from office by a two-thirds vote of the Board of Directors.

## **Article V. Officers**

**Sec. 1.** The officers of the LWV-CC shall be elected at the Annual Meeting. These officers shall be the president, the 1st and 2nd vice presidents, the secretary and the treasurer. These officers may serve more than one term. These offices may be held jointly by two people as co-officers.

**Sec. 2.** The president shall preside at all meetings of the organization and of the Board. The president, in the absence or disability of the treasurer, may sign or endorse checks, drafts and notes. The president, with the secretary, will sign contracts and other instruments when so authorized by the Board. The president shall be the ex officio member of all committees except the Nominating Committee. The president shall have such powers of supervision and management as may pertain to the office of the president and shall perform such other duties as may be designated by the Board, except the president may not serve as the secretary.

**Sec. 3.** The 1st vice president shall, in the event of the absence, disability, resignation or death of the president, possess all the powers and perform all the duties of that office until such a time as the Board shall select one of its members to fill the vacancy. The 1st vice president shall coordinate and supervise all Program activities of the LWV-CC and perform such others duties as the president and the Board may designate.

**Sec. 4.** The 2nd vice president shall be in charge of voters service activities and shall perform those voter education activities as may be required by the office.

**Sec. 5.** The secretary shall keep minutes of the Annual Meeting and all meetings of the Board. The secretary shall notify all officers and directors of their election and 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.

**Sec. 6.** The treasurer shall collect and receive all moneys due. The treasurer shall be the custodian of these moneys, shall deposit them in a bank designated by the Board and shall present reports to the Board at the regular board meetings and an annual report at the Annual Meeting.

**Sec. 7.** The immediate past president shall be an ex officio member of the Board for the year following service as president. The immediate past president shall perform such duties as the president and the Board shall designate.

## **Article VI. Financial Administration**

**Sec. 1.** The Fiscal Year of the LWV-CC shall commence on the first day of June each year.

**Sec. 2.** Annual dues shall be recommended by the Board.

**2.1** Any changes in dues must be approved by a simple majority of the membership present at the Annual Meeting; if adopted, the change in dues shall become effective June 1 of that calendar year.

**2.2** Annual dues are payable on the first day of the individual's enrollment month.

**2.3** Any member whose dues are delinquent may be dropped from the membership rolls on the recommendation of the membership director.

**Sec. 3.** A proposed budget for the ensuing year shall be prepared by the treasurer at least 2 months prior to the Annual Meeting. The budget shall include the per-member-payment as an expense item. The proposed budget shall be sent to all members 1 month prior to the Annual Meeting where it will be submitted to the membership for adoption.

**Sec. 4.** An audit committee shall be appointed, consisting of three members, two of whom shall be board members. The committee should review the books at least biennially.

**Sec. 5.** In the event of the dissolution of the LWV-CC, after paying or making provision for the payment of all the liabilities of the LWV-CC, all assets of the LWV-CC shall be distributed to the League of Women Voters of Texas or its successor that is recognized as exempt under Internal Revenue Code Section 501(c)(3), or the corresponding section of any future federal tax code. Should the state League no longer be in existence, then all assets should be distributed to an equivalent organization that is part of the League of Women Voters national organization. If no such organization is then in existence, then the LWV-CC assets, after paying or making provision

for the payment of all the liabilities, shall be distributed for one or more of the LWV-CC exempt purposes within the meaning of Internal Revenue Code Section 501(c)(3), or shall be distributed to the federal government, or to a state or local government, for a public purpose. The manner of distribution and recipient(s) of the LWV-CC assets shall be determined by the board or such other persons as shall be charged by law with the liquidation or winding up of the LWV-CC and its affairs.

**Sec. 6.** The board of directors shall adopt a conflict-of-interest policy and an annual disclosure process that applies to all officers and directors of LWV-CC.

## **Article VII. Membership Meetings**

**Sec. 1.** Meetings of the membership shall be held as determined by the Board.

**Sec. 2.** An Annual Meeting shall be held between April 1 and May 31, the exact date to be approved by the Board. The Annual Meeting shall:

**2.1** Adopt a program for the ensuing year.

**2.2** Elect the officers, the directors and the chair of the Nominating Committee.

**2.3** Adopt an adequate budget.

**2.4** Transact such other business that comes before it.

**Sec. 3.** Those members in good standing, present and voting, shall constitute a quorum at all meetings of the LWV-CC.

## **Article VIII. Nominations and Elections**

**Sec. 1.** The Nominating Committee shall consist of no fewer than three members, one of whom shall be a member of the Board. The chairperson, who shall not be a member of the Board, shall be elected at the Annual Meeting. The other members of the committee shall be appointed by the president following the Annual Meeting. Any vacancy on the Nominating Committee shall be appointed by the president. Suggestions for the nomination of officers and directors may be sent to this committee by any voting member.

**Sec. 2.** The report of the Nominating Committee of its nominations for the officers, the directors and the chair of the succeeding Nominating Committee shall be sent to all members 1 month prior 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.

**Sec. 3.** The election shall be by ballot. Where there is but one nominee for each office, the ballot may be dispensed with and the election held by voice vote. A majority of those qualified to vote and voting shall constitute an election. Absentee or proxy voting shall not be permitted.

## **Article IX. Principles and Program**

**Sec. 1.** The League of Women Voters' principles are concepts of government adopted by the national convention and supported by the League of Women Voters as a whole. The principles are the authorization for the adoption of national, state, and local program.

**Sec. 2.** The Program of the LWV-CC shall consist of:

**2.1** Action to protect the right of every citizen to vote.

**2.2** Study and action of those local governmental issues chosen by the membership.

**Sec. 3.** The Annual Meeting shall select the local program using the following procedures:

**3.1** The Board shall consider the suggestions submitted by the voting members to formulate a recommended proposed program for the new fiscal year.

**3.2** The recommended proposed program shall be sent to all members 1 month prior to the Annual Meeting.

**3.3** A majority vote of the voting members present and voting at the Annual Meeting shall be required for the adoption of subjects in the recommended program.

**3.4** Suggestions for program submitted by voting members 2 months prior to the Annual Meeting but not recommended by the Board of Directors may be adopted by the Annual Meeting provided that:

**3.4.1** The Annual Meeting shall order consideration by a majority vote, and

**3.4.2** The Annual Meeting shall adopt the item by a two-thirds vote.

**Sec. 4.** Changes and additions to the program necessitated by altered conditions may be made by the Board, provided that information and explanations shall have been sent to the membership at least two weeks prior to the decision by the Board, inviting member input. A majority vote by the Board shall be required to adopt any addition or change.

**Sec. 5.** Members may act in the name of the LWV-CC only when authorized to do so by the Board. LWV-CC may act on program at the state level only when authorized to do so by the state board.

**Sec. 6.** The Board may act on local program only after consensus has been reached by the membership.

## **Article X. Conventions**

**Sec. 1.** The voting members of the Board, at a meeting before the date on which the names of the delegates must be sent to the LWVUS office, shall select the allotted number of delegates to the national convention of the LWVUS under the provisions of the bylaws of the LWVUS.

**Sec. 2.** The voting members of the Board, at a meeting before the date on which the names of delegates must be sent to the LWVTX office, shall select the allotted number of delegates to the state convention or the state conference under the provision of the bylaws of the LWVTX.

## **Article XI. Parliamentary Authority**

A current edition of Robert's Rules of Order shall govern the conduct of business in all cases in which they are applicable and not in conflict with these bylaws.

## **Article XII. Amendments**

These bylaws may be amended as follows:

- a) The amendment(s) shall be approved by the Board prior to submission to LWVTX.
- b) The amendment(s) shall be reviewed by LWVTX at a state board meeting prior to submission to the membership.

- c) The amendment(s) shall be submitted to the membership in writing at least 1 month prior to the Annual Meeting. Deletions shall be marked with a strikeout and additions shall be underlined.
- d) A two-thirds vote of the voting members present and voting at the Annual Meeting shall be required for adoption of the amendment(s).