

## **BYLAWS OF THE LEAGUE OF WOMEN VOTERS OF LAWRENCE TOWNSHIP, NJ**

### **ARTICLE I**

#### **Name**

**Section 1.01. Name.** The name of this organization shall be League of Women Voters of Lawrence Township, hereinafter referred to in these bylaws as LWVLT or as the League. This local League is an integral part of the League of Women Voters of the United States, hereinafter referred to in these bylaws as LWVUS, and of the League of Women Voters of New Jersey, hereinafter referred to in these bylaws as LWNJ.

### **ARTICLE II**

#### **Purposes and Policy**

**Section 2.01. Purposes.** The purposes of the League are to promote political responsibility through informed and active participation in government and to act on selected governmental issues.

**Section 2.02. Political Policy.** The League may take action on local government measures and policies in the public interest in conformance with the Principles of the LWVUS and the LWNJ. It shall not support or oppose any political party or any candidate.

### **ARTICLE III**

#### **Membership**

**Section 3.01. Eligibility.** Any person who subscribes to the purposes and policy of the League shall be eligible for membership.

**Section 3.02. Types of Membership.** The membership of the LWVLT shall be composed of voting members and associate members:

- a) Citizens at least 18 years of age who join LWVLT shall be voting members of the local League, the LWNJ, and the LWVUS. 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) All others who join the LWVLT shall be associate members.

## **ARTICLE IV Board of Directors**

**Section 4.01. Number, Selection, and Term of Office.** The Board of Directors (hereinafter referred to in these bylaws as the Board) shall consist of the following:

- a. the elected Officers of the League (see Article V of these bylaws),
- b. up to six elected Directors, and
- c. up to six appointed Directors.

The Officers shall be elected as provided in Article V, Section 5.01, of these bylaws. One half of the elected Directors (Group b) shall be elected by the general membership at each Annual Meeting and shall serve a term of two (2) years, or until their successors have been elected and qualified. After the Annual Meeting, the elected members of the Board shall appoint such additional Directors (Group c) as they deem appropriate to carry on the work of the League, provided that the number of appointed Directors shall not exceed one-half the number of elected members of the Board (Groups a and b combined). The terms of office of the appointed Directors shall be one (1) year and shall expire at the conclusion of the Annual Meeting.

**Section 4.02. Qualifications.** No person shall be elected or appointed or shall continue to serve as a Director of the organization unless she/he is a voting member of the LWVLT.

**Section 4.03. Vacancies.** Any vacancy occurring in the Board of Directors by reason of resignation, disability, death, or disqualification may be filled, until the next election, by a majority vote of the remaining members of the Board unless another plan of succession is required by these bylaws. Absences from three consecutive regular meetings of the Board by any member without a valid reason shall be deemed a resignation.

**Section 4.04. Powers and Duties.** The Board shall have full charge of the property, business, affairs, and activities of the LWVLT, with full power and authority to manage and conduct same, subject to the instructions of the general membership and the provisions of these bylaws. It shall plan and direct the work necessary to carry out the Programs as adopted by the National and State Conventions and the Annual Meeting. It shall ensure that appropriate League policies are drafted, updated, and carried out. The Board shall create or designate such non-Board positions, committees, and task forces as it deems necessary to carry on the work of the League. Further, the Board shall perform such other duties as are specified in these bylaws and shall accept responsibility for such other matters as the national or state board may from time to time delegate to it.

**Section 4.05. Executive Committee.** The Board may appoint an Executive Committee consisting of the Officers. The Executive Committee shall exercise such power and

authority as may be delegated to it by the Board, except that under no circumstances shall the Executive Committee do the following:

- a) amend or repeal these bylaws;
- b) dissolve, merge, or consolidate the organization or transfer its assets;
- c) amend or revoke a prior resolution of the Board;
- d) appoint members to the Nominating Committee; or
- e) elect or appoint Board members or Officers.

The Executive Committee shall report all actions it takes to the full Board within seven (7) days.

**Section 4.06. Board Meetings.** At least five (5) regular meetings of the Board shall be held annually. In addition, Board meetings may be convened immediately before or after the four membership meetings (see Article VI, Section 6.01, of these bylaws), as needed. The President may call special Board meetings and shall call a special Board meeting upon the written request of any five (5) members of the Board. Special Board meetings require one week's prior notification.

**Section 4.07. Quorum.** A majority of the members of the Board shall constitute a quorum at all Board meetings. Any one or more members of the Board may participate in a Board meeting by means of conference telephone or other similar equipment allowing all persons participating in the meeting to hear each other at the same time. Participation by such means shall constitute presence in person at a meeting. Absentee or proxy voting shall not be permitted.

**Section 4.08. Notice.** Notice of each meeting of the Board of Directors shall be mailed, faxed, e-mailed, or delivered personally to each Director, addressed to such Director at the residence or usual place of business of such member, not less than seven (7) days before the day on which the meeting is to be held. Each such notice shall state the place, date, and hour of the meeting and may state the purpose or purposes thereof. No action taken at any regular Board meeting attended by three-fourths of the members of the Board shall be invalidated because of the failure of any member or members of the Board to receive any notice properly sent or because of any irregularity in any notice actually received. In an emergency situation, at the discretion of the President, a special meeting or telephone conference can be arranged by telephone or other personal contact with each Director.

## **ARTICLE V**

### **Officers**

**Section 5.01. Election, Qualifications, and Terms.** The Officers of the League shall be a

President or Co-presidents, one (1) to three (3) Vice-presidents, a Secretary, and a Treasurer. They shall be voting members of the League, shall be elected by the general membership at an Annual Meeting, and shall take office immediately thereafter. They shall serve for terms of two years or until their successors have been elected or appointed and qualified. The President or Co-presidents, the Second Vice president (if elected), and the Treasurer shall be elected in the even-numbered years. The First Vice-president, the Third Vice-president (if elected), and the Secretary shall be elected in the odd-numbered years. Officers shall be eligible for re-election to no more than three (3) consecutive terms in the same office.

**Section 5.02. President or Co-presidents.** The President(s) shall have such powers of supervision and management as customarily pertain to the office; shall preside at all meetings of the organization and the Board or designate another person to do so; shall be, ex officio, a member of all committees except the Nominating Committee and the Auditing Committee; shall sign or endorse checks, drafts, and notes in the absence of the Treasurer; and shall perform such other duties as the Board may direct. In the event of the absence, disability, resignation, or death of the President(s) and no Vice-president being able to serve as President, the Board shall fill the vacancy from among the elected Directors or shall direct the Nominating Committee to prepare for a special mid-year election, as provided in Article VII, Section 7.04, of these bylaws.

**Section 5.03. Vice-presidents.** The Vice-presidents shall perform such duties as the President and the Board shall direct. In the event of the absence, disability, resignation, or death of the President(s), the Vice-presidents, in order of their rank, shall assume the office.

**Section 5.04. Secretary.** The Secretary shall keep minutes of the meetings of the membership and of the Board and shall also retain and safeguard other documents of the League. The Secretary shall notify all Officers and Directors of their election, shall sign, with the President, all contracts and other instruments when so authorized by the Board, and shall perform such other duties as may be incident to the office. The Secretary shall be responsible for retaining electronic and printed copies of essential League documents and records and, upon leaving office, conveying them to the incoming Secretary and the current President.

**Section 5.05. Treasurer.** The Treasurer shall perform such duties as customarily pertain to the office, including collecting and receiving all moneys due to the organization and disbursing them only upon order of the Board; preparing for the annual audit of the books; and, at the direction of the Board, maintaining deposits in authorized financial institutions. The Treasurer shall present printed statements to the Board at its regular meetings and an Annual Report at the Annual Meeting. The Treasurer shall be

responsible for retaining electronic and printed copies of League financial statements and records and, upon leaving office, conveying them to the incoming Treasurer and President.

## **ARTICLE VI Membership Meetings**

**Section 6.01. Membership Meetings.** There shall be at least four (4) meetings of the full membership each year. The time and place shall be determined by the Board. A separate meeting of the Board of Directors may be called immediately before or after a membership meeting, if needed, to conduct Board business (see Article IV, Section 4.06). Special membership meetings may be called by the President, the Board of Directors, or upon written request of at least seven (7) of the voting members of the League.

**Section 6.02. Annual Meeting.** An Annual Meeting shall be held each year, the exact date to be determined by the Board. The Annual Meeting shall adopt a local Program for the ensuing year; elect Officers and Directors as well as the Chair and two members of the Nominating Committee; adopt a budget; and transact such other business as may properly come before it. Every member in good standing shall be eligible to attend and vote at the Annual Meeting. Absentee or proxy voting shall not be permitted.

**Section 6.03. Quorum.** Fifteen percent (15%) or ten (10) members of the voting membership, whichever is larger, shall constitute a quorum at all membership meetings of the League.

**Section 6.04. Notice.** Notice of each membership meeting of the League shall be mailed, faxed, e-mailed, or delivered personally to each member, addressed to such member at the residence or usual place of business of such member, not less than seven (7) days before the day on which the meeting is to be held. Each such notice shall state the place, date, and hour of the meeting and may state the purpose or purposes thereof.

## **ARTICLE VII Nominations and Elections**

**Section 7.01. Nominating Committee.** The Nominating Committee shall consist of five members. The Chair and two members, who shall not be members of the Board, shall be nominated by the current Nominating Committee and elected by the general membership at the Annual Meeting, each to serve a two-year term. Immediately following the Annual

Meeting, the Board shall appoint, by majority vote, two of its members to the Committee, each to serve a one-year term. Vacancies shall be filled by appointment by the Board, retaining the balance of Board and non-Board committee members.

**Section 7.02. Report of the Nominating Committee.** The Nominating Committee shall prepare a report for the Annual Meeting, containing its nominations for Officers and Directors and for the Chair and two members of the next Nominating Committee. This report shall be sent to the membership at least thirty (30) days before the Annual Meeting and shall subsequently be presented at the Annual Meeting. Nominations may be made from the floor immediately thereafter, provided the consent of the nominee has been obtained.

**Section 7.03. Election.** Election shall be by ballot, except that if there is only one nominee for an office, it shall be by voice vote. A majority vote of those qualified to vote and voting shall constitute election. Absentee or proxy voting shall not be permitted.

**Section 7.04. Mid-year elections.** In the event that two or more positions among the Officers of the Board fall vacant at some point during the year, the remaining Board members may appoint, by majority vote, replacements to serve until the next Annual Meeting or may ask the Nominating Committee to prepare a slate of nominations to fill the vacancies. If the Nominating Committee is used, then a special membership meeting shall be called, at least two weeks in advance of which the slate of replacement candidates shall be distributed to the membership, for the purpose of electing Officers to fill the vacancies.

## **ARTICLE VIII**

### **Program**

**Section 8.01. Authorization.** The governmental Principles adopted by the LWVUS National Convention and supported by the League of Women Voters as a whole constitute the authorization for the adoption of national, state, and local Programs.

**Section 8.02. Program.** The Programs of the League shall consist of action to implement the Principles and those governmental issues chosen by the membership at the Annual Meeting for concerted study and actions. The Program may include Current Agenda (those local governmental issues that the membership chooses for sustained attention and concerted action) and Continuing Responsibilities (those positions on local governmental issues to which the League has given sustained attention and on which it may continue to act). The Program will be adopted as follows:

- a. Voting members shall be invited to make recommendations to the Board; such recommendations shall be submitted to the Board at least sixty (60) days before the Annual Meeting.
- b. The Board shall consider these recommendations and formulate a proposed Program, which shall be sent to the membership at least thirty (30) days before the Annual Meeting.
- c. Recommendations for Program submitted by members but not included in the Program recommended by the Board may be considered by the Annual Meeting, provided that they were submitted sixty (60) days before the Annual Meeting. The Annual Meeting shall order consideration by a majority vote of the members and the Annual Meeting shall adopt the item by a majority vote of the members.

**Section 8.03. Changes in Program.** Changes in 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 changes are discussed, and (2) final action by the membership is taken at a succeeding meeting.

**Section 8.04. Program Action.** Members may act in the name of the LWVLT only when authorized to do so by the appropriate Board of Directors.

## **ARTICLE IX Financial Administration**

**Section 9.01. Fiscal Year.** The fiscal year of the LWVLT shall commence on the first of July each year.

**Section 9.02. Dues.** Annual dues shall be reviewed annually by the Board as part of the budget process. Annual dues shall be payable by June 30 of each year. The Board at its discretion may establish a system of prorating dues for new members who join mid-year. Any member who fails to pay dues within sixty (60) days after becoming payable may be dropped from the membership rolls.

**Section 9.03. Budget Committee.** A Budget Committee consisting of at least three (3) voting members shall be appointed by majority vote of the Board of Directors immediately after the Annual Meeting. The Treasurer shall be, ex officio, a member of the Budget Committee but shall not be eligible to serve as Chair. The Budget Committee shall meet later in the year for the purpose of preparing the budget for the ensuing year. The Board shall consider the proposed budget and vote to recommend a budget for the ensuing year, which shall then be sent to the full membership at least thirty (30) days

before the Annual Meeting.

**Section 9.04. Auditing Committee.** An Auditing Committee consisting of one (1) to three (3) voting members who are not on the Board shall be appointed by majority vote of the Board immediately after the Annual Meeting. The Auditing Committee shall examine the books of the Treasurer at the close of the fiscal year on June 30. The report of the Auditing Committee shall be made to the Board of Directors and distributed to the general membership by September 15 of each year.

**Section 9.05. Distribution of Funds on Dissolution.** In the event of the dissolution of the LWVLT, all monies and securities which may at the time be owned by or under the control of the LWVLT shall be paid to the LWNJ after the state and national per member payments and other obligations have been met. All other property of whatsoever nature, whether real, personal, or mixed, that may at the time be owned or under the control of the LWVLT shall be disposed of to such person, organization, or corporation for such public, charitable, or educational use and purposes as the Board in its absolute discretion may designate.

## **ARTICLE X**

### **National and State Conventions**

**Section 10.01. 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 to the LWVLT under the provisions of the LWVUS.

**Section 10.02. 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 to the LWVLT under the bylaws of the LWNJ.

**Section 10.03. 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 a delegate to the State Council who, with the President or a duly appointed representative, shall represent the LWVLT under the provisions of the LWNJ.

## **ARTICLE XI**

### **Parliamentary Authority**

**Section 11.01. Parliamentary Authority.** The rules contained in the current edition of Roberts Rules of Order Newly Revised shall govern the organization in all cases to which



they are applicable and not inconsistent with these bylaws.

**ARTICLE XII**  
**Amendments**

**Section 12.01. Amendments.** These bylaws may be amended by a two-thirds vote of the voting members at the Annual Meeting, provided that the proposed amendments were submitted to the membership in writing prior to a previous membership meeting at which appropriate opportunity for discussion was provided. The notice for that meeting, which shall be held at least thirty (30) days in advance of the Annual Meeting, shall state that the presented bylaw changes will be discussed.

Adopted January 26, 2009  
League of Women Voters of Lawrence Township

*I hereby attest that these By-Laws were duly adopted at a Membership Meeting of the League of Women Voters of Lawrence Township held on January 26, 2009.*  
*Karen Siracusa, Secretary*