



BYLAWS

OF THE LEAGUE OF WOMEN VOTERS® OF JOHNSON COUNTY, IN

ARTICLE I – Name

The name of this organization shall be the League of Women Voters® of Johnson County, IN, (LWVJC). This local League is an integral part of the League of Women Voters® of the United States (LWVUS) and of the League of Women Voters® of Indiana (LWVIN).

ARTICLE II - Purposes and Policies

Section 1, Purposes

The purposes of LWVJC shall be to promote political responsibility through informed and active participation in government and to act on selected governmental issues.

Section 2, Political Policies

- a) LWVJC may act on federal, state, and local measures and policies in the public interest in conformity with the League Principles. It shall not support or oppose any political party or any candidate.
- b) The League is fully committed to ensure compliance - in principle and in practice – with LWVUS’ Diversity, Equity, and Inclusion Policy.

ARTICLE III – Membership

Section 1, Eligibility

Any person who subscribes to the purposes and policies of the League shall be eligible for membership. Membership shall not be denied based on gender, race, ethnicity, religion, disability, sexual orientation, gender identity, or familial status.

Section 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 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.

ARTICLE IV - Board of Directors

Section 1, Number, Selection, and Term of Office

The Board of Directors shall consist of the five officers of the League, and at least two directors. Nominated directors shall be elected each year at the annual meeting. If possible elected officers and directors should serve two-year terms. All terms begin July 1. The elected board members shall appoint such additional directors, not exceeding a total of nine directors as they deem necessary to conduct the work of the League. The terms of office of the appointed directors shall be determined by the board.

Section 2, Qualifications

Only voting members of the LWVJC shall be elected or appointed as an officer or director of the organization.

Section 3, Vacancies

Any vacancy occurring on the Board of Directors by reason of the resignation, death, or disqualification of an officer, elected director or appointed director 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 Board meetings of any member may 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 it, subject to the instructions of the general membership. It shall plan and direct the work necessary to administer the program as adopted by the national convention, the state convention, and the annual meeting. The Board shall create such special committees as it deems necessary.

Section 5, Meetings

There shall be at least nine regular meetings of the Board of Directors annually. The designated executive officer may call special meetings of the Board of Directors and shall call a special meeting upon written request of five members of the Board. A majority of the members of the Board of Directors shall constitute a quorum. Any member of the League of Women Voters may attend Board meetings.

Section 6, Electronic Meetings

Meetings of the board may be held electronically when circumstances require timely action and/or an in-person meeting is not an available option.

- a) Asynchronous meetings (i.e., email, text): The designated executive officer shall present one issue to the board for consideration; members shall respond so that all members of the board can see the response; at least forty-eight hours shall be allowed for response and the outcome shall be reported with the minutes of the next regular meeting. Sixty percent of the whole board must agree on any action in an asynchronous electronic meeting. The board may set further detail in policy.
- b) Synchronous meetings (i.e., electronic conferencing): The designated executive officer shall invite all board members to the electronic meeting. An agenda of topics along with

supporting documents will be sent to all participants at least forty-eight hours prior to the meeting. Since discussion can occur and votes can happen in real time, board business can be conducted in this fashion in the same manner as an in-person board meeting.

ARTICLE V – Officers

Section 1, Enumeration and Election of Officers

The officers of the LWVJC shall consist of co-presidents, vice president, a secretary, and a treasurer. All officers shall be elected for a term of two years by the general membership at an annual meeting and take office July 1. One of the co-presidents, the vice president and the secretary shall be elected in odd-numbered years. The other co-president and the treasurer shall be elected in even-numbered years.

Section 2, Executive Officers

The executive officers are the co-presidents and vice president. The elected team of executive officers is responsible for:

- a) Managing meetings and events.
- b) Signing or endorsing checks, drafts, and notes in the event the treasurer is unable to perform these duties.
- c) Serving as ex-officio members of all committees.
- d) Serving as spokesperson for the League.
- e) Overseeing public and internal communications.
- f) Leading recruitment, engagement, and retention of members.
- g) Providing action to accomplish the League Program through education and advocacy.

Section 3, Executive Vacancy

If any of the executive officers are unable to perform the duties of the office, the remaining executives shall possess all powers and responsibilities of that office for a period of no more than sixty days. By the end of this period the Board of Directors shall fill the vacancy with an eligible League member.

Section 4, Secretary

The secretary:

- a) Shall keep minutes of all meetings of the membership and of the Board.
- b) Shall sign, with an executive officer, all contracts and other instruments when so authorized by the Board.
- c) Shall perform other functions that may be pertinent to the office.
- d) Shall collect all documents and materials which will be archived.

Section 5, Treasurer

The treasurer:

- a) Shall record receipts and expenditures, pay approved bills and per member payments (PMPs), and prepare and present the books for audit.
- b) Shall serve as an ex officio member of the budget committee.
- c) Shall serve as a resource to the Development Committee.

ARTICLE VI – Financial Administration

Section 1, Fiscal Year

The fiscal year of LWVJC shall commence on the first day of July of each year.

Section 2, Dues

The amount of dues for all membership categories is determined by the voting members at the annual meeting during budget adoption. Dues are payable July 1. Any member who fails to pay dues shall be dropped from the membership rolls.

Section 3, Budget

A budget for the ensuing year shall be submitted by the Board of Directors for adoption at the annual meeting. The budget shall include support for the work of the League as a whole.

Section 4, Budget Committee

The budget shall be prepared by a committee of at least two members who shall be appointed by the executive officers for that purpose at least four months before the annual meeting. The treasurer shall be an ex-officio member of the budget committee. The proposed budget for the next fiscal year shall be sent to all members at least two weeks before the annual meeting.

Section 5, Audit Committee

The executive officers shall appoint a committee of at least two non-board members who will audit the financial records and prepare and submit a report to the board at least biannually.

Section 6, Development Committee

The nominating committee shall submit as part of the annual meeting report the name of a member to serve as the Development Chair whose responsibility shall be to form a committee to:

- a) Create a development plan to be approved by the board.
- b) Ensure implementation of the approved plan.
- c) Maintain records and progress reports.

Section 7, Distribution of Funds on Dissolution

In the event of the merger or dissolution of this organization for any reason, all money and securities or other property of whatsoever nature which at the time be owned or under the absolute control LWVJC organization shall be distributed at the discretion of the board, or such other persons as shall be charged by law with the liquidation or winding up of the organization and its affairs, to any member organization of the League of Women Voters national

organization which is exempt under Section 501C (3) of the Internal Revenue Code or the corresponding section of any future federal tax code; or if none of these organizations are then in existence or exempt under those tax provisions, then, at the discretion of the board, to another organization which is organized and operated exclusively for charitable and educational purposes and which has established its tax-exempt status under such designated tax provisions.

ARTICLE VII – Meetings

Section 1, Membership Meetings

There shall be at least three meetings of the membership each year. The Board of Directors shall determine time and place.

Section 2, Annual Meeting

An annual meeting shall be held on a date to be determined by the Board of Directors. Fifty percent of the voting members shall constitute a quorum. At the annual meeting, the voting members shall:

- a) Adopt local program (See Article IX, Sec 2) for the ensuing year, starting July 1.
- b) Affirm local positions.
- c) Elect officers and directors, and a chair and three members of the nominating committee.
- d) Adopt an annual budget.
- e) Establish the annual dues.
- f) Transact such other business as may properly come before it.

Section 3, Board Meetings: (See Article IV, Section 5)

ARTICLE VIII - Nominations and Elections

Section 1, Nominating Committee

The nominating committee shall consist of five members, one of whom shall be a member of the Board of Directors. The non-Board members shall be elected at the annual meeting. Nominations of the four non-Board positions, one of whom shall be designated chair, shall be made by the current nominating committee. The other member, who shall be a Board member, shall be appointed by the Board of Directors at their first meeting following the annual meeting. Members of the nominating committee serve one-year terms. The Board of Directors shall appoint a replacement to fill any vacancy on the nominating committee. Suggestions for nominations for officers and directors may be sent to the nominating committee by any member.

Section 2, Report of the 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 at least two weeks before the date of the annual meeting. At the annual meeting immediately following the presentation of such report, nominations may be made from the floor by any voting member, providing the consent of the nominee has been secured.

Section 3, Elections

Elections shall be by ballot. When there is only one nominee for each office, the vote may be by voice. A majority vote of voting members present shall constitute an election. Absentee or proxy voting shall not be permitted.

ARTICLE IX – Principles and program

Section 1, Principles

The Principles are concepts of government adopted by the national convention and supported by the League as a whole. They constitute the authorization for the adoption of the Program.

Section 2, Program

The program of LWVJC shall consist of:

- a) Action to protect the right to vote of every citizen.
- b) Those 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:

The Board of Directors shall consider the recommendations formulated through discussion or submitted to the Board in writing by the members at least two months prior to the annual meeting and shall develop a proposed Program. The proposed Program shall be sent to members at least two weeks before the annual meeting.

A majority vote of the members present and voting at the annual meeting shall be required for adoption of each subject in the proposed Program.

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 the annual meeting shall:

- a) Order consideration by a majority vote of voting members present.
- b) Adopt the item by a two-thirds vote of voting members present.

Section 4, Changes in the Program

In the case of altered conditions, changes may be made provided that information regarding 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 action taken.

Section 5, Member Action

Members may act in the name of the League of Women Voters only when authorized in advance to do so by an executive officer.

ARTICLE X - National Convention, State Convention and Council

Section 1, National Convention

The membership of 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 the convention in the number allotted to LWVJC under the provisions of the bylaws of LWVUS.

Section 2, State Convention

The membership of 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 the convention in the number allocated to LWVJC under the provisions of the bylaws of LWVIN.

Section 3, State Council

The membership of 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 the council in the number allotted to LWVJC under the provisions of the bylaws of LWVIN.

ARTICLE XI - Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the organization in all cases to which they are applicable and when they are consistent with these bylaws.

ARTICLE XII – 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 two weeks in advance of the annual meeting.

Approved February 2022