

League of Women Voters of Medfield Medfield, Massachusetts Bylaws

Revised, Annual Meeting, May 17, 2005

Article I - Organization Name

Sec. 1. The name of this organization shall be the League of Women Voters of Medfield. 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 Purpose of the League of Women Voters of Medfield is to promote political responsibility through informed and active participation of citizens in government and to act on selected governmental issues.

Sec. 2. Policy. The League of Women Voters of Medfield may take action on local government measures and policies in the public interest in conformity with the Principles of the League of Women Voters of the United States. It 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. The membership of the League shall be composed of voting members, associate members and members at large.

a. Voting members shall be those citizens of at least 18 years of age who are members of the Medfield League and of the State and National Leagues.

b. Associate members shall be all other members who are enrolled in recognized local Leagues or the State League.

c. Members at Large shall be members who reside outside the area of, and are not enrolled in any local League. Such members shall pay annual dues to the State League.

d. Life membership may be granted to any member of the League of Women Voters who attains 50 years as a member of the League of Women Voters of the United States. No further dues will be collected and all privileges will be retained as a voting member.

e. Non-citizens of the United States may be members of the Local League. They may not have voting privileges and must pay dues to the Local League."

Article IV - Officers

Sec. 1. Enumeration and Election of Officers. The Officers of the League of Women Voters of Medfield shall be a President, a first Vice President, a second Vice President, a Secretary, and a Treasurer who shall be elected for terms of two years by the general membership at an Annual Meeting and take office immediately. The President, the first Vice President and the Secretary shall be elected in even-numbered years. The second Vice President and the Treasurer shall be elected in odd-numbered years.

Sec. 2. The President. The President shall preside at all Meetings of the organization and of the Board of Directors. She/he may, in the absence or disability of the Treasurer, sign or endorse checks, drafts or notes. She/he shall be, ex officio, a member of all committees except the Nominating Committee. She/he shall have such usual powers of supervision

and management as may pertain to the office of the President and perform such other duties as may be designated by the Board.

- Sec. 3. The Vice Presidents. The two Vice Presidents, in order of their rank, shall, in the event of the absence, disability or death of the President, possess all the powers and perform all the duties of that office, until such time as the Board of Directors shall elect one of its members to fill the vacancy. The Vice Presidents shall perform such other duties as the President and the Board may designate.
- Sec. 4. The Secretary. The Secretary shall keep minutes of all meetings of the League and of all meetings of the Board of Directors. The Secretary shall notify all Officers and Directors of their election. The Secretary 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. 5. The Treasurer. The Treasurer shall collect and receive all monies due. The Treasurer shall be the custodian of these monies, shall deposit them in a bank designated by the Board of Directors, and shall disburse the same only upon order of the Board. The Treasurer shall present statements to the Board at the regular meetings and an annual report to the annual meeting. The books of the Treasurer shall be audited annually.

Article V - Board of Directors

- Sec. 1. Number, Manner of Selection and Term of Office. The Board of Directors shall consist of the officers of the League, eight elected Directors and not more than eight appointed Directors. Four shall be elected by the general membership at each Annual Meeting and shall serve for a term of two years or until their successors have been elected and qualified. The elected members shall appoint such additional Directors, not exceeding eight, as they deem necessary to carry on the work of the League. The terms of office of the appointed directors shall be one year and shall expire at the end of the next Annual Meeting.
- Sec. 2. Qualifications. No person shall be elected or appointed or shall continue to serve as an officer or director of this organization unless she/he is a voting member of the League of Women Voters of Medfield.
- Sec. 3. Vacancies. Any vacancy occurring in the Board of Directors by reason of the resignation, death or disqualification of an officer or elected member may be filled, until the next Annual Meeting, by a majority vote of the Board of Directors. Three consecutive absences from a Board meeting of any member without a valid reason shall be deemed a resignation.
- Sec. 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 same, subject to the 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. 5. Meetings. There shall be at least nine regular meetings of the Board of Directors annually. The president may call special meetings of the Board of Directors and shall call a special meeting upon the written request of five members of the Board.
- Sec. 6. Quorum. A majority of the members of the Board of Directors shall constitute a quorum.

Article VI - Financial Administration

- Sec. 1. Fiscal Year. The fiscal year of the League of Women Voters of Medfield shall commence on the first day of July each year.
- Sec. 2. Dues. Annual dues shall be payable on September 30. Any member who fails to pay dues on or before the date on which the League's membership count for per member

payment purposes is determined by the National League shall be dropped from the membership rolls. A waiver of membership dues may be granted by the Board in accordance with the adopted dues waiver policy.

- Sec. 3. Budget. A budget for the ensuing year shall be submitted by the Board of Directors to the Annual Meeting for adoption. The budget shall include support for the work of the League as a whole. Such support shall include a per member payment, determined by the LWVUS Convention, to the LWVUS and payment of an accepted pledge to the League of Women Voters of Massachusetts.
- Sec. 4. Budget Committee. A Budget Committee shall be appointed by the Board of Directors at least two months prior to the Annual Meeting to prepare a budget for the ensuing year. The proposed budget shall be sent to all members two weeks before the Annual Meeting. The Treasurer shall not be eligible to serve as chairman of the Budget Committee.

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 Board of Directors.
- Sec. 2. Annual Meeting. An Annual Meeting shall be held between April 1st and June 30th, the exact date to be determined by the Board of Directors. The Annual Meeting shall:
- a. adopt a local Program for the ensuing year.
 - b. elect officers and directors, and members of the Nominating Committee.
 - c. adopt an adequate budget.
 - d. transact such other business as may properly come before it.
 - e. The greater of either 15 members or 20% of membership shall constitute a quorum at Annual Meeting.
- Sec. 3. Consensus for Studies:
- a. Quorum for local studies or studies done solely in Medfield: The greater of 10% of the membership or 10 members shall constitute a quorum at all consensus units of the League of Women Voters of Medfield.
 - b. Quorum for State or National studies conducted with other leagues: Quorum is dispensed with for these inter-league studies.

Article VIII - Nominations and Elections

- Sec. 1. Nominating Committee. The Nominating Committee shall consist of five members, two of whom shall be members of the Board of Directors. The Chairman and two members, who shall not be members of the Board, shall be elected at the Annual Meeting. Nominations for these offices shall be made by the current Nominating Committee. The other members shall be appointed by the Board of Directors immediately following the Annual Meeting. Any vacancy on the Nominating Committee shall be filled by the Board of Directors. Suggestions for nominations for Officers and Directors may be sent to this Committee by any voting member.
- Sec. 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 two weeks before the date of the Annual Meeting. The report of the Nominating Committee shall be presented 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. Elections. The election shall be by ballot, provided that when there is but one nominee for each office, the Secretary may be instructed to cast the ballot for every nominee. A

majority vote of those qualified to vote and voting shall be constituted an election. Absentee or proxy voting shall not be permitted.

Article IX - Program

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 Program.

Sec. 2. Program. The Program of the League of Women Voters of Medfield shall consist of:

- a. action to protect the right to vote of every citizen.
- b. those local governmental issues chosen for concerted study and action.

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

- a. The Board of Directors shall consider recommendations sent in by voting members one month prior to the Annual Meeting and shall formulate a Proposed Program.
- b. The Proposed Program shall be sent to all members two weeks 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 Board.
- d. Recommendations for Program submitted by voting members one month prior to the Annual Meeting may be considered by the Annual Meeting provided that:
 1. Annual Meeting shall order consideration by a majority vote.
 2. Annual Meeting shall adopt the item by a two-thirds vote.
- e. Changes in the 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 change is to be discussed.
 2. Final action by the membership is taken at a succeeding meeting.

Sec. 4. Member Action. Members may act in the name of the League of Women Voters only when authorized to do so by the proper Board of Directors.

Article X - National Convention, State Convention and Council

Sec. 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 that Convention in the number allotted the League of Women Voters of Medfield in the provisions of the Bylaws of the League of Women Voters of the United States.

Sec. 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 that Convention in the number allotted the League of Women Voters of Medfield under the provisions of the Bylaws of the League of Women Voters of Massachusetts.

Sec. 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 that Council in the number allotted the League of Women Voters of Medfield 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 two weeks in advance of the meeting.