

Bylaws of the League of Women Voters of Dawson and Pickens Counties

As amended and adopted on June 28, 2008

ARTICLE I

Name

The name of this organization shall be League of Women Voters of Dawson and Pickens Counties, hereinafter referred to in these bylaws as the LWVDP or as the league. The LWVDP is an integral part of the League of Women Voters of the United States, hereinafter referred to in this document as LWVUS, and the League of Women Voters of Georgia, hereinafter referred to as LWVGA.

ARTICLE II

Purposes and Policy

Section 1. Purposes. The purposes of the LWVDP are to promote political responsibility through informed and active participation in government and to act on selected governmental issues.

Section 2. Political Policy. The League shall not support or oppose any political party or any candidate.

ARTICLE III

Membership

Section 1. Eligibility. Any US citizen 18 years of age or older who subscribes to the purposes and policy of the LWVDP shall be eligible for membership.

Section 2. Types of Membership.

1. Voting Members. Citizens at least 18 years of age who join the league shall be voting members of local leagues, state leagues and of the LWVUS: (a) individuals who live within an area or a local league may join that league or any other local league; (b) those who reside outside the area of any local league may join a local league or shall be state members-at-large; (c) those who have been members of the league for 50 years or more shall be honorary life members excused from the payment of dues.

2. Friends of LWVDP. All others who participate and/or volunteer with the LWVDP but who do not pay membership dues shall be Friends of LWVDP. Friends of LWVDP are not voting members.

3. Associate Members. Any US citizen under the age of 18 years may become an associate member. Associate members do not pay membership dues and are nonvoting members.

4. Scholarships. Any citizen, 18 years of age or older, who lives either within or outside of Dawson or Pickens counties, may request a scholarship to join the LWVDP as a voting member of LWVDP. The board will consider and review such application and, upon approval of the board, that member will receive a scholarship for a one-year period. If the recipient wishes to continue to be member of LWVDP on a scholarship basis, application must be renewed by the recipient for review and approval by the board. Names of recipients of scholarships will be kept within the board and not released to the members.

Section 3. Non-Discrimination Clause. Membership in the LWVDP shall not be determined on the basis of race, color, national origin, sex, age, or disability.

ARTICLE IV

Officers

Section 1. Election, Qualifications and Term. The officers of the LWVDP shall be a president, a vice-president(s), a secretary and a treasurer. The secretary and treasurer positions may be combined into a single position to be held by one person. These officers shall be voting members of the LWVDP and shall be elected at the Annual General Meeting (AGM) to hold office until the end of their term as defined below or until their successors have been elected and qualified. The president and the vice-president(s) shall be elected in odd-numbered years; the secretary and the treasurer or combination of secretary-treasurer shall be elected in even-numbered years.

Section 2. The President. The president 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 of directors, or designate another person to do so; shall be, ex-officio, a member of all committees except the nominating committee; may sign or endorse checks, drafts, and notes in the absence of the treasurer (or secretary-treasurer, if those offices have been combined) and shall provide verbal approval to the treasurer on all disbursements in excess of \$50; and shall perform such other duties as the board may direct. See Attachment A for detailed Job Description.

In the event of the absence, disability, resignation, or death of the president, the first vice-president shall assume the office and shall serve as president-designee until such time as the general membership may elect the president-designee according to the process described in Article VII. Should the first vice-president be unable to serve in this capacity, the board shall appoint one of its members to fill the vacancy or the board may appoint a new president from the general membership provided that person has agreed to serve as president. In any case, the president-designee shall be elected by the voting members at the next AGM.

Section 3. Vice-President(s). The vice-president(s) shall perform such duties as the president and the board shall direct. Optimally, the board will seat the following Vice Presidents: First Vice President; Vice President Voter Services; Vice President Fundraising; Vice President Membership; and Vice President Programming. Detailed job descriptions can be found in Attachments B through F.

Section 4. The Secretary. The secretary shall keep minutes of all meetings of the membership of the LWVDP and of all meetings of the board; in the absence of the president, shall notify all officers and directors of their election and members and directors of meetings; 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. A detailed job description can be found in Attachment G.

Section 5. The Treasurer. The treasurer shall be responsible for the collection and receipt of all monies due; shall maintain all monies in authorized financial institutions; shall be responsible for the investment of such monies pursuant to policies adopted by the board for the investment of funds; shall be responsible for the disbursement of such monies in accordance with procedures adopted by the board; shall maintain a record of all in-kind contributions; shall send a notice to each member when that member's dues are payable; and shall maintain a membership database. Any disbursement in excess of \$50 shall require the signature of both the president and the treasurer. The treasurer shall present periodic statements to the board at its regular meetings and an annual report to the membership and board at the AGM. The treasurer shall arrange for an annual audit of the books to be completed within two weeks prior to the AGM. This examination shall be done either by a certified public accountant or an appointed committee of two (2) league members who are not members of the board and who are not immediate relatives of any current member of the board. The treasurer shall present the findings of the audit to the general membership and the board at the AGM. The treasurer shall be an ex-officio member of the budget committee (said committee described in Article IX, Section 4) and shall not be eligible to serve as chair of the committee. A detailed job description can be found in Attachment H.

Section 6. The Secretary-Treasurer. Should the offices of secretary and treasurer be combined to secretary-treasurer, the secretary-treasurer shall perform all the tasks listed above in section 4 for the secretary and in section 5 for the treasurer.

ARTICLE V

Board of Directors

Section 1. Selection, Qualifications and Term. The LWVDP board of directors shall consist of the officers and up to three (3) additional directors elected by the members at the AGM or called General Meeting. Should any additional or replacement directors be deemed necessary by the board between AGMs they shall be appointed to the board by the existing duly elected board members and shall serve as director-designee until such time as the general membership may elect the director-designee. The process in determining the nomination and appointment of such director-designees shall follow the

process described in Article VII. All directors shall be voting members of the LWVDP. Directors shall serve two-year terms to begin with election at an AGM and to run for two consecutive years thereafter.

Section 2. Powers. The board of directors shall manage and supervise the affairs and activities of the LWVDP subject to these bylaws and to the programs approved at the AGM pursuant to Article VI, Section 2.4. It shall have the power to appoint an executive committee and create special committees as it deems necessary and shall perform such other duties as are specified in these bylaws. It shall select delegates to the state convention council and to national convention. It shall accept responsibility for such other matters as the national or state board may delegate to it.

Section 3. Executive Committee. The board of directors shall appoint an executive committee consisting of no fewer than three (3) of its members. The executive committee shall exercise such power and authority as may be delegated to it and shall report on all actions taken by it between regular meetings of the board.

Section 4. Meetings.

1. Regular Meetings.

- a. At least four (4) regular meetings of the board shall be held annually at such time and place as the board may determine.
- b. The president or secretary shall give notice to each board member of all regular meetings at least two weeks before the meeting through either mail, telephone, e-mail, or fax, giving the time and place of the meeting.
- c. No action taken at any regular board meeting attended by a majority 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.
- d. When it becomes apparent to the president that a quorum pursuant to Article V, Section 6, cannot be achieved at a regularly scheduled and properly noticed board meeting, the president shall have the authority to schedule the meeting on an alternative date agreeable to the majority of the elected board members. Said board meeting may be conducted in person, by conference call or by electronic transmission. It shall be incumbent upon the secretary to determine an appropriate method of recording minutes at such an alternative meeting and complying where at all possible with proper parliamentary procedure.
- e. Should a board meeting take place through electronic means, such as video conferencing, telephone conferencing, and/or e-mail, the following discussion/debate procedures shall be in effect:
 - All members shall have access to the electronic means used;

- The president shall formally call the meeting, give the agenda, and state a start and an end time long enough to allow all members to participate;
- Board members' responses to this call shall establish a quorum;
- All motions, debate, and votes shall be sent to all attending members simultaneously;
- Seconds shall not be required for motions;
- The time allowed for discussion and voting on a motion shall be specified by the president who shall send out reminder alerts as the vote closing time is neared; and
- The meeting shall end at the specified time unless formally extended.

2. Special Meetings.

- a. The president may call special meetings and/or, upon the written request of three (3) members of the board, shall call a special meeting.
- b. Notice of all special meetings shall be given through mail, telephone, e-mail, or fax, giving the time and place of the meeting at least two (2) days prior to the meeting.
- c. The special meeting may take place through electronic means if the procedures described in Article V, Section 4. 1. e. are followed.

Section 5. Absences. Three (3) consecutive absences from regular board meetings without a valid reason may be deemed a resignation. Any such resignation may be reviewed by the board upon request.

Section 6. Quorum. A majority of the members of the board shall constitute a quorum. Any one or more members of the board may participate in a meeting by means of conference telephone or similar communication 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.

ARTICLE VI
Meetings

Section 1. General Membership Meetings

1. There shall be at least three (3) business meetings of the general membership each fiscal year.
2. The time and the place of the meetings shall be determined by the board.
3. The board may call a special general membership meeting and shall call such a meeting upon the written request of 51% of the voting members.
4. A quorum shall consist of 20%, but no fewer than three (3), of the voting membership.

Section 2. Annual General Meeting (AGM)

1. Place, Date, and Call. The Annual General Meeting (AGM) of the LWVDP shall be held each year at a time and place determined by the board of directors. A notice, giving the exact time and place of the AGM, shall be issued at least one (1) month prior to the date by the secretary.

2. Composition. Those voting at the AGM shall be any member in good standing of the league who has been a member for at least one (1) month prior to the AGM and who has attended at least one (1) members meeting.

3. Voting. No member shall be entitled to more than one (1) vote, and absentee or proxy voting shall not be permitted.

4. Powers. Those members present at the AGM shall adopt a program, elect officers and directors, adopt a budget for the next fiscal year, and transact such other business as may properly come before it.

5. Quorum. A quorum shall consist of 20% of the voting membership.

6. Observers and Visitors. Observers and visitors are welcome to attend the AGM; floor privileges for observers and/or visitors will be decided by the board of the LWVDP. Neither observers nor visitors shall have voting privileges.

ARTICLE VII

Nominations and Elections

Section 1. Nominating Committee. The nominating committee shall consist of three (3) members elected by the board of directors. The members of the nominating committee will select one member to serve as chair. The president may not serve on the nominating committee. Vacancies shall be filled by board election.

Section 2. Suggestions for Nominations. The chair of the nominating committee shall request suggestions for nominations from the membership of the league by advising the membership of the offices to be filled, providing a job description for each available position (See Attachments A-G), and giving the address to which suggestions may be sent. Any LWVDP member may submit suggestions for nominations.

Section 3. Report of the Nominating Committee. The report of the nominating committee shall contain the nominations for officers and directors and shall be presented to members of the LWVDP one (1) month before the AGM, pursuant to Article VI, Section 2 unless there is a vacancy to be filled or an additional director is required between AGMs, in which case, the nominating committee shall meet and following Sections 1, 2 and 3 of this Article, shall present nominees for election to the board. The board shall then appoint a nominee to serve as director-designee until election by the

members at the next AGM. The report of the nominating committee also shall be presented at the AGM by the committee's chair. Nominations may be made from the floor immediately following the report of the nominating committee provided the consent of the nominee has been previously obtained.

Section 4. Election. Elections shall be by ballot at the AGM unless there is only one nominee for an office, whereupon it shall be by voice vote. A majority vote of those present and voting shall constitute an election. The election count shall be the responsibility of the chair of the nominating committee or his/her designee.

ARTICLE VIII **Principles and Program**

Section 1. Principles. The principles are concepts of government adopted by the LWVUS and LWVGA conventions and supported by the league. The LWVDP local program shall be in compliance with these principles.

Section 2. Program. The program shall consist of actions to implement the Principles and those governmental issues chosen by the national and the state conventions and those chosen by the LWVDP for concerted study and action as follows:

1. The board of the LWVDP will consider all recommendations by voting members and formulate a proposed program which shall be communicated to each voting member at least one (1) month prior to the AGM pursuant to Section VI, Section 2.1.
2. Recommendations submitted to the board of the LWVDP in writing by voting members and received by the LWVDP board at least six (6) weeks prior to AGM shall be considered by the board prior to the AGM.
3. Recommendations shall include background information including pros and cons on the issue.
4. The board shall consider recommendations and formulate a proposed program which shall be presented to the voting members at the AGM.
5. The LWVDP board may modify a proposed recommendation. Such modifications will be referenced in the notice sent to voting members one (1) month prior to the AGM. Any further changes recommended at the AGM may not be voted on at the AGM on the same day on which they are proposed.
6. Any recommendation or change proposed by the board and previously communicated to the members pursuant to Article VI, Section 2.1, at the AGM shall require a majority vote of those voting members present at the AGM for consideration. The voting members shall then adopt/reject each

program by a majority vote of those present on each subject presented to it. Voting shall be by voice.

Section 3. Program Action. The LWVDP may act on national and/or state programs only in conformity with positions taken by the LWVUS and the LWVGA. A member may act in the name of the LWVDP only when authorized to do so by the board.

ARTICLE IX

Financial Administration

Section 1. Fiscal Year. The fiscal year of the LWVDP shall be from July 1 through June 30 of each year.

Section 2. Dues and Per Member Payments.

1. Members of LWVDP shall pay annual dues in an amount to be determined by the board directly to the LWVDP. The LWVDP, in turn, shall disburse funds to LWVGA and LWVUS pursuant to established requirements.
2. When two (2) or more members of the LWVDP reside at the same address in a common household, the regular per member payment shall be made for the first member to LWVUS and LWVGA and LWVDP; a payment equal to one-half (1/2) the per member payment shall be paid for each additional household member.
3. The LWVUS shall excuse state and local leagues, including the LWVDP, from making a per member payment for Honorary Life Members.
4. A member's annual dues shall be payable on the first day of the anniversary month of the member joining the LWVDP and a notice shall be sent to each member one month prior to the due date by the treasurer.

Section 3. The Budget. The LWVDP board shall submit a proposed budget to the membership at the AGM for the next fiscal year. This budget shall provide for the support of the LWVDP and its operations. A copy of the proposed budget shall be sent to each member one (1) month prior to the AGM pursuant to Article VI, Section 2.1. The proposed budget shall be adopted by a majority vote of those voting members present at the AGM.

Section 4. Budget Committee. The budget shall be prepared by an ad hoc committee which shall be appointed for that purpose at least six (6) weeks prior to the AGM. The treasurer and the president shall be ex-officio members of the budget committee but shall not be eligible to serve as chair of the committee. The committee will have at least three (3) members. This committee shall be activated at other times as deemed necessary by the board or the president.

Section 5. The Distribution of Funds on Dissolution. In the event of the dissolution of the LWVDP, all moneys, securities and property, real, personal or mixed, which the LWVDP has acquired by gift, bequest or otherwise, as well as all unexpended income

from said moneys or property, and any other funds that may be owned or under the control of the LWVDP shall be paid to the LWVGA after the LWVDP board has paid or made provision for the payment of all liabilities of the LWVDP. All other property of whatsoever nature shall be disposed of to such person, organization, or corporation for such public, charitable or educational uses and purposes as the LWVDP board shall, in its absolute discretion, decide.

ARTICLE X

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 are not inconsistent with these bylaws. Unless otherwise requested, all meetings shall be conducted informally.

ARTICLE XI

Amendments

These bylaws may be amended by a two-thirds vote of the voting members at the AGM provided that the proposed amendments were submitted to the membership in writing at least one month in advance of the meeting.

**League of Women Voters
of Dawson and Pickens Counties
BYLAWS ATTACHMENT A**

President – Job Description

- Supervise the conduct and management of the organization’s business and activities.
- Preside at all meetings of the organization and the board of directors, or designate another person to do so.
- Prepare agendas for meetings.
- Prepare periodic newsletter.
- Be, ex-officio, a member of all committees except the nominating committee.
- Sign or endorse checks, drafts, and notes in the absence of the treasurer (or secretary-treasurer, if those offices have been combined) and provide verbal approval to the treasurer on all disbursements in excess of \$50.
- With secretary, handle correspondence.
- With secretary, access post office box.
- Perform such other duties as the board may direct.

**League of Women Voters
of Dawson and Pickens Counties
BYLAWS ATTACHMENT B**

First Vice President – Job Description

- Perform such duties as the president and the board shall direct.
- Act in place of the president when necessary and preside at meetings when the president temporarily vacates the chair.
- In the absence of the president, the vice president shall not change rules, shall not fill vacancies required to be filled by the president and shall not serve as an ex officio member of committees.
- In the event of the absence, disability, resignation, or death of the president, assume the office contingent on election by the general membership. Should the vice-president be unable to serve in this capacity, the board shall appoint one of its members to fill the vacancy or the board may appoint a new president from the general membership provided that person has agreed to serve as president. In any case, the president-designee shall be elected by the voting members at the next AGM.
- Should there be more than one vice president, this job description belongs to that vice president designated as the first vice president.

**League of Women Voters
of Dawson and Pickens Counties
BYLAWS ATTACHMENT C**

Vice President Voter Services -- Job Description

- Develop positions/statements of the League's stand on an issue after study and consensus of members.
- Oversee and coordinate the League's educational efforts to provide nonpartisan information to members and voters and to promote citizen participation in elections.
- Coordinate GOTV campaigns, candidate debates and other voters service projects with diverse community organizations and with nearby local Leagues, where appropriate.
- Maintain a good working relationship while liaising with election officials.

**League of Women Voters
of Dawson and Pickens Counties
BYLAWS ATTACHMENT D**

Vice President Fundraising -- Job Description

- Plan and direct the fundraising activities necessary to carry out the league's plans.
- Prepare an annual fundraising plan for board approval, taking into account the goal specified in the budget as well as the money budgeted for fundraising expenses and including direct solicitations and special fundraising projects/events.
- Develop a prospect list.
- Direct the preparation and mailing of solicitation materials.
- Keep contributor list up to date; add names of new donors.
- Keep the record of expenses and income of fundraising activities.
- Be aware of when a contribution is tax deductible and when it is not.
- Serve on the budget committee.

**League of Women Voters
of Dawson and Pickens Counties
BYLAWS ATTACHMENT E**

Vice President Membership– Job Description

- Direct efforts to recruit and retain members.
- Provide orientation for new members.
- Maintain an up-to-date membership list.
- Plan and coordinate special membership recruitment events.
- Keep a file of prospective members and former members.
- Make personal contact with prospective members.
- Send prospective members the League bulletin.
- Contact new members, transfers and members recruited by the LWVUS or the state League to welcome them and inquire about their league interests.
- Work with the treasurer on dues collection and list maintenance.
- Submit membership reports to the LWVUS and state League, as required.
- Maintain and update membership brochure.

**League of Women Voters
of Dawson and Pickens Counties
BYLAWS ATTACHMENT F**

Vice President Programming -- Job Description

- Study issues presented by the board and/or selected by the membership for possible programs
- Present findings of studied issues to the board and membership for selection of future programs
- With the president, review requests for co-sponsorships/partnering with other organizations on programs.
- If a co-sponsorship/partnership is accepted, make sure the Co-Sponsorship/Speaker Request Form is completed and signed by all pertinent individuals.
- Serve as the liaison in setting up the programs, e.g., reserving the rooms, organizing refreshments, arranging for the speakers, etc.
- Create and/or coordinate press releases for all programs
- Prepare a binder for all programs, including but not limited to, announcements, press clippings, event programs, sign-in sheets, evaluations, photos and participant contact information
- Track and report income and expenses, including in-kind, for each program
- Send thank you letters to program participants, including copies of press clippings when available

**League of Women Voters
of Dawson and Pickens Counties
BYLAWS ATTACHMENT G**

Secretary – Job Description

- Serve as the official recorder of league business.
- With president, and as needed, handle correspondence.
- With president, and as needed, issue notices of meetings.
- With president, and as needed, inform those elected or appointed to office or committees.
- Receive and file committee reports.
- Act as Recorder at all Consensus meetings.
- Take, prepare and send (e-mail/USPS) minutes at all decision-making meetings of the board, all membership meetings and the annual meeting.
- Bring minute book, copy of bylaws, book on parliamentary procedure and list of unfinished business from previous meeting
- Maintain the record of attendance at all meetings; verify quorum.
- Maintain a file of all written reports and minutes with corrections.
- With president, and as needed, send agenda (obtained from the president) and treasurer's report to board members before board meeting.
- Send minutes to state league office.
- With president, and as needed, submit highlights of board meeting to newsletter editor or president if no newsletter editor in place.
- Send board changes to the LWVUS and state league office, as requested.
- Work with president to see that year-end reports of annual meeting decisions are sent to the state league.
- With president, access post office box.
- Sign with the president all contracts and other instruments when so authorized by the board.
- Review the Bylaws annually bringing any amendments to the board in a timely manner for presentation at the AGM for membership vote.

**League of Women Voters
of Dawson and Pickens Counties
BYLAWS ATTACHMENT H**

Treasurer – Job Description

- Serve as chief financial officer for the league.
- Collect LWVDP membership dues and other monies; give receipt of same.
- Send a notice to all LWVDP members when that member's dues are payable.
- Disburse per member dues to LWVUS and LWVGA in accordance with national and state policy.
- Maintain all monies in an authorized financial institution.
- Be responsible for the investment of any monies pursuant to policies adopted by the board for the investment of funds.
- Disburse funds to pay expenses that have been authorized and as appropriate and in accordance with LWVDP bylaws.
- Maintain a record of all in-kind contributions.
- Work with the membership chair on dues collection and membership list maintenance.
- Present periodic reports to the board and membership on the league's financial status (at least quarterly) and at the Annual General Meeting (AGM); provide such reports to LWVGA.
- Keep books that provide a systematic record of all income and expenditures and close books at the end of the fiscal year.
- Arrange for the annual audit of the books two weeks prior to the AGM and present the findings of the audit to the general membership and the board at the AGM.
- Serve as an ex-officio member of the ad hoc budget committee.
- Oversee all League financial records and keep such records for at least five years.
- Assist board members with financial information as needed.
- Deposit tax-deductible funds with the state League Education Fund.