

**BYLAWS**  
**LEAGUE OF WOMEN VOTERS OF AMES**  
*To be*  
**ADOPTED BY THE MEMBERSHIP AT THE ANNUAL MEETING**  
*updated APRIL 26, 2008*

**ARTICLE I**

*Name*

Sec. 1. The name of this organization shall be the League of Women Voters of Ames. 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 Iowa. Membership in the League of Women Voters of Ames automatically implies membership in the parent organizations.

**ARTICLE II**

*Purpose and Policy*

Sec. 1. Purpose. The purpose of the League of Women Voters of Ames, a nonpartisan political organization, encourages informed and active participation in government, works to increase understanding of major public policy issues, and influences public policy through education and advocacy

Sec. 2. Policy. The League of Women Voters of Ames may take action on governmental issues and policies 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 any 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. Type of Membership. The membership of the League of Women Voters of Ames shall be composed of voting members and associate members.

- (a) Voting members shall be those citizens at least 18 years of age who are enrolled in the League of Women Voters of Ames.
- (b) Life membership may be granted to any voting 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.
- (c) Associate members shall be all other members.

**ARTICLE IV**

*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, elected directors and/or co directors, and appointed directors.

A President-Elect and one-half of the other elected positions shall be elected by the general membership at each annual meeting. The term of office of all elected directors shall be two years, or until their successors have been elected and qualified. Each of the elected director positions may be filled by two persons who would be called co-directors. The elected director positions shall include General Meeting Planning, Legislative Action, Voter Editor, Membership, Voter Service, Publicity, Finance, and Observer Corps. The elected Board members shall appoint such additional directors 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 conclusion of the next Annual meeting. At the option of the board, an elected director and appointed director may serve as co-directors for a given committee.

Sec. 2. Qualification. No person shall be elected or appointed or shall continue to serve as an officer or director of this organization unless s/he is a voting member of the League of Women Voters of Ames.

Sec. 3. Vacancies. Any vacancy occurring in the Board of Directors by reason of resignation, death or disqualification of an officer or elected member 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 a Board meeting of any member without a valid reason shall be deemed a resignation.

Sec. 4. Power 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, State Convention, and the Annual Meeting of the League of Women Voters of Ames. 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 of the Board upon the written request of five members of the Board.

Sec. 6. Quorum. Representatives of a majority of the elected board positions shall constitute a quorum. For purposes of quorum, the presence of one of the co-officers or co-directors shall be counted as the position being represented. Each elected officer and director, including co-officers and co-directors, and each appointed director may vote in decisions of the Board.

## ARTICLE V

### *Officers*

Sec. 1. Enumeration and Election. The officers of the League of Women Voters of Ames shall be a President, a President-Elect, a Secretary and a Treasurer. One president-elect shall be elected each year and continue to the office of president the following year, unless otherwise decided by majority vote at the Annual Meeting or by the Board. The Secretary and the Treasurer shall be elected for terms of two years with the Secretary to be elected in even numbered years and the Treasurer to be elected in odd numbered years. Officers will be elected at the Annual meeting and take office immediately, with the exception of the Treasurer, whose term of office shall be concurrent with the fiscal year.

Sec. 2. Power and Duties. **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, 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; shall arrange for an annual audit of the books; and shall perform such other duties as the Board may direct.

**The President-Elect** shall share in the responsibilities of the President and perform other duties as the President and Board shall direct.

**The Secretary** shall keep minutes of the Annual Meeting of the membership and 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 duties as the President and Board shall direct.

**The Treasurer** shall perform such duties as customarily pertain to the office; shall maintain membership records; and, at the direction of the Board, maintain deposits in authorized financial institutions.

## **ARTICLE VI**

### *Financial Administration*

Sec. 1. Fiscal Year. The fiscal year of the League of Women Voters of Ames shall commence on the first day of July each year.

Sec. 2. Dues. Any change in annual dues shall be determined by the membership at the Annual Meeting in April with the amount to be proposed by the Board and notice sent to the membership at least one month before the meeting. When two members reside at the same address in a common household, their combined dues shall constitute 1½ times that of a single membership. Annual dues shall be payable on the first day of the anniversary month of the member's joining of the League. Members whose dues are not paid within two months of the due date shall be dropped from membership.

Sec. 3. Dues Assistance. The Board may allocate dues assistance. In each case, the dues assistance shall not exceed one-half of the annual dues. The Treasurer, in conjunction with the Membership Chair and the Presidents, if necessary, shall determine the need and amount of assistance in each individual case.

Sec. 4. Per Member Payments (PMP). The League of Women Voters of Ames shall make an annual national PMP in an amount to be determined by the League of Women Voters of the United States, and an annual state PMP in an amount to be determined by the League of Women Voters of Iowa.

Sec. 5. Budget. The Board of Directors shall submit a budget for the ensuing year to the Annual Meeting for adoption. The budget shall include support for the work of the League as a whole.

Sec. 6. Budget Committee. The Board of Directors shall appoint a budget committee, 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 one month before the Annual Meeting. The Treasurer shall not be eligible to serve as chairperson of the budget committee but shall be a member of the committee.

## **ARTICLE VII**

### *Meetings*

Sec. 1. Membership Meetings. There shall be at least four meetings of the membership each year. The Board of Directors shall determine the time and place.

Sec. 2. Annual Meeting. The Annual Meeting shall be held in April, 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, directors, and members of the Nominating Committee;
- (c) Adopt a budget; and
- (d) Transact such other business as may properly come before it.

Sec. 3. Quorum. Twenty-five percent of the membership shall constitute a quorum at all membership meetings of the League of Women Voters of Ames.

## **ARTICLE VIII**

### *Nominations and Elections*

Sec. 1. Nominating Committee. The Nominating Committee shall consist of three-five members, one of whom shall be a member of the Board of Directors. The chairperson and at least one member, who shall not be members of the Board, shall be elected at the Annual Meeting. The current Nominating Committee shall make nominations for these offices.. Immediately following the Annual Meeting the Board of Directors shall appoint the other members.. The Board of Directors shall fill any vacancy in the Nominating Committee.. Any voting members may send suggestions for nominations for officers and directors to this Committee.

Sec. 2. Report of Nominating Committee and Nominations from the Floor. The report of the Nominating Committee and its nominations for officers, directors, and succeeding Nominating Committee shall be sent to all members one month 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 elections 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 constitute an election. Absentee or proxy voting shall not be permitted.

## **ARTICLE IX**

### *Program*

Sec. 1. Authorization. The Principles are concepts of government adopted by the National Convention and supported by the League as a whole. They are the authorization for the adoption of national, state, and local program.

Sec. 2. Program. The Program of the League of Women Voters of Ames shall consist of those local governmental issues chosen for concerted study and action.

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

- (a) The Board of Directors shall consider the recommendations sent in by the voting members two months prior to the Annual Meeting and shall formulate a Proposed Program.
- (b) The Proposed Program shall be sent to all members one month before the Annual Meeting.
- (c) A majority vote of the 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 of Directors.
- (d) Recommendations for Program submitted by voting members two months prior to the Annual Meeting but not recommended by the Board of Directors may be adopted *by* the Annual Meeting provided consideration is ordered by a majority 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 members at least two weeks prior to a general membership meeting at which the change is to be discussed and
- (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 appropriate Board of Directors.

## **ARTICLE X**

### *National Convention and State Convention*

Sec. 1. National Convention. The membership, or the Board of Directors, at a meeting before the date on which the names of the delegates must be sent to the national office, shall select delegates to that Convention in the number allotted by the League of Women Voters of Ames under the provisions of the Bylaws of the League of Women Voters of the United States.

Sec. 2. State Convention. The membership, or the Board of Directors, at a meeting before the date on which the names of the delegates must be sent to the state office, shall select delegates to that Convention in the number allotted by the League of Women Voters of Ames under the provisions of the Bylaws of the League of Women Voters of Iowa.

## **ARTICLE XI**

### *Parliamentary Authority*

Sec. 1. Parliamentary Authority. The rules contained in Robert's 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 one month in advance of the meeting.

Sec. 2. Amendments to these Bylaws shall become effective upon the adjournment of the Annual Meeting at which they are adopted.