

**May 2017**  
**LWV of Calvert County ByLaws**  
***Originally Adopted March 1969***

**ARTICLE I—NAME**

The name of this organization shall be the League of Women Voters of Calvert County. This local League is an integral part of the League of Women Voters of the United States and the League of Women Voters of Maryland, hereinafter referred to in these bylaws as LWVCC, LWVUS, LWVMD, or the League.

**ARTICLE II—PURPOSES AND POLICY**

Section 1. Purposes. The purposes of the LWVCC are to promote responsibility through informed and active participation in government, and to act on selected governmental issues, in accordance with member-adopted positions.

Section 2. Policy. The LWVCC shall not support or oppose any party or candidate.

**ARTICLE III—MEMBERSHIP**

Section 1. Eligibility. Any person who subscribes to the purposes and policy of the League shall be eligible for membership.

Section 2. Types of Membership.

**(a) Voting Members.** People at least 16 years of age who join the League shall be voting members of local Leagues, State Leagues and of the LWVUS; (1) individuals 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 any 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 and excused from the payment of dues.

**(b) Associate Members.** All others who join the League shall be associate members.

**ARTICLE IV—BOARD OF DIRECTORS**

Section 1. Number: Manner of Selection and Term of Office. The Board of Directors shall consist of the **officers** of the League, **six elected Directors**, and not more than **six appointed Directors**. **Three** of the Directors 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 six, 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.

Section 2. Qualifications. No person shall be elected or appointed or shall continue to serve as an officer or director of this organization unless a voting member of the LWVCC.

Section 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 for the duration of the term 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.

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 same, subject to the instruction of the general membership. It shall plan and direct the work necessary to carry out the Program adopted by the National Convention, the State Convention, and the Annual Meeting. The Board shall create and designate such special committees as may deem necessary.

Section 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.

Section 6. Quorum. A majority of the members of the Board of Directors shall constitute a quorum.

## **ARTICLE V—OFFICERS**

Section 1. Enumeration and Elections of Officers. The officers of the LWVCC shall be a President or Co-Presidents, a first Vice President, a second Vice President, a Secretary, and a Treasurer. The President or Co-Presidents, the first Vice President, and the secretary shall be elected in odd-numbered years. The second Vice President and the Treasurer shall be elected in even-numbered years.

Section 2. The President or Co-Presidents. The President or Co-President: shall preside at all meetings of the organization and of the Board of Directors; may, in the absence or disability of the Treasurer, sign or endorse checks, drafts, and notes; shall be, ex officio, a member of all committees except the Nominating Committee; 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.

Section 3. The Vice Presidents. The two Vice Presidents, in order of their rank, shall, in the event of absence, disability, or death of the President or Co-Presidents, possess all the powers and perform all the duties of that office, until such time as the Board of Directors shall select one of its members to fill the vacancy until the next Annual Meeting. The Vice Presidents shall perform such other duties as the President or Co-Presidents and Board may designate.

Section 4. The Secretary. The Secretary shall keep minutes of all meetings of the League and of all meetings of the Board of Directors; shall notify all Officers and Directors of their election; shall sign, with the President or Co-Presidents, all contracts and other instruments when so authorized by the Board; and shall perform such other functions as may be incident to the office.

Section 5. The Treasurer. The Treasurer shall collect and receive all moneys due; shall be the custodian of these moneys; shall deposit them in a bank designated by the Board of Directors; shall disburse the same only upon order of the Board; and shall present statements to the Board at their regular meetings and an annual report to the Annual Meeting.

Section 6. Terms of Office. All elected officers may be elected for a maximum of two consecutive terms to an office by the general membership at an Annual Meeting and take office immediately. One term is two consecutive years.

## **ARTICLE VI - EXECUTIVE COMMITTEE**

Section 1. Composition. The executive committee shall consist of the elected officers - president or co-president, first vice-president, second vice-president, secretary and treasurer.

Section 2. Duties. The executive committee shall have the power to make plans and act for the Board between meetings of the Board and shall report on all actions taken by it. It shall perform such duties as may be delegated to it by the Board

## **ARTICLE VI-FINANCIAL ADMINISTRATION**

Section 1. Fiscal Year. The fiscal year of the League shall commence on the first day of July each year, beginning in 2000.

Section 2. Dues. The Board of Directors of the League shall

determine the annual dues, subject to the approval of two-thirds of the members voting at the Annual Meeting. Members shall be given thirty (30) days notice of any proposed dues change. The Treasurer shall be responsible for preparing and sending out dues notices to members by June 30 each year. Current Treasurer will then notify the current Membership Chair of those members who have not paid dues by September 1. It will be the Membership Chair's responsibility to follow-up on the dues that are in arrears. Any member who fails to pay dues within three (3) months after they become due shall be dropped from the membership rolls.

Section 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.

Section 4. Budget Committee. A budget committee shall be appointed by the Board of Directors at least two (2) months prior to the Annual Meeting to prepare a budget for the ensuing year. The proposed budget shall be sent to all members at least two weeks before the Annual Meeting. The Treasurer shall not be eligible to serve as Chairman of the Budget Committee.

## **ARTICLE VII—MEETINGS**

Section 1. Membership Meetings. There shall be at least two meetings of the membership each year. The time and place shall be determined by the Board of Directors.

Section 2. Annual Meeting. An Annual Meeting shall be held at a date determined by the Board of Directors. The Annual Meeting shall:

- (a) adopt a local program for the ensuing year,
- (b) elect officers and directors, members of the Nominating Committee,
- (c) adopt an adequate budget, and
- (d) transact such other business as may properly come before it.

Section 3. Quorum. Ten (10) percent of the Membership shall constitute a quorum at all meetings of the LWVCC.

Section 4. Emails. Use of emails constitutes a valid decision-making process.

## **ARTICLE VIII—NOMINATION AND ELECTIONS**

Section 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 officers 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 the Committee by any voting member.

(1) The committee is to be active throughout the year and be prepared to offer nominations for Board approval for any vacancies occurring during the year.

(2) The Committee shall receive suggestions of any voting member throughout the year for officers, director, and members of the succeeding Nominating Committee.

Section 2. Report of 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. 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.

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

## **ARTICLE IX–PROGRAM**

Section 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.

Section 2. Program. The Program of the League shall consist of those governmental issues chosen for concerted study and action.

Section 3. Categories of Program as defined by national, state, and local Leagues.

Section 4. Action by the Annual Meeting. The Annual Meeting shall act upon the program using the following procedures:

(a) The Board of Directors shall consider the recommendation 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 at last 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 of Directors.
- (d) Recommendations for Program submitted by voting members one month prior to the Annual Meeting but not recommended by the Board of Directors may be considered by the Annual Meeting provided that: (1) the Annual Meeting shall order consideration by a majority vote, and (2) the 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, and (2) final action by the membership is taken at a succeeding meeting.

Section 5. Member Action. Members may act in the name of the LWVCC only when authorized to do so by the appropriate Board of Directors.

## **ARTICLE X—NATIONAL CONVENTION, STATE CONVENTION AND COUNCIL**

Section 1. 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 the LWVCC under the provisions of the Bylaws of the LWVUS.

Section 2. 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 the LWVCC under the provisions of the Bylaws of the LWVMD.

Section 3. 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 delegates to that council in the number allotted the League under the provision of the Bylaws of the LWVMD.

Section 4. Representation. Every local League shall be entitled to two delegates, in addition to the President or alternate, or Co-Presidents. Local Leagues having more than 50 voting members shall be entitled to one additional delegate for each additional 50 members.

## **ARTICLE XI—PARLIAMENTARY AUTHORITY**

The rules contained in Robert's Rules of Order, Newly Revised shall

govern the organization in all cases to which they are applicable and in which they are not inconsistent with the bylaws.

## **ARTICLE XII—AMENDMENTS**

The 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.

*Amended April 1995, May 2000, June 2001, May 2007, May 21011, June 2013, and March 2017*