

**Bylaws of League of Women Voters of Bowling Green  
as amended June 12, 2021**

**ARTICLE I Name**

**Section 1. Name.** The name of this organization shall be the League of Women Voters of Bowling Green, hereinafter referred to in these Bylaws as LWVBG or as the League. This local League is an integral part of the League of Women Voters of the United States, hereinafter referred to in these Bylaws as LWVUS, and of the League of Women Voters of Ohio, hereinafter referred to in these Bylaws as LWVO.

**ARTICLE II Purposes and Policies**

**Section 1. Purposes.** The purposes of the League of Women Voters of Bowling Green are to promote political responsibility through informed and active participation of citizens in government and to act on selected governmental issues.

**Sec. 2.Policies. The policies of the LWVUS are:**

**1. Political Policy.** The League shall not support or oppose any political party or any candidate.

**2. Diversity, Equity & Inclusion Policy.** 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 purpose and policy of the League shall be eligible for membership.

**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 the LWVUS. Those who have been members of the League for 50 years or more shall be life members excused from the payment of dues. 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, 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 four appointed directors. Four of the elected 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 Board of Directors shall appoint one of the elected Directors to be the Development Director. The elected members shall appoint such additional directors, not exceeding four, 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 June 30 following the Annual Meeting.

**Section 2. Qualifications.** Only voting members shall serve as officers or directors of this organization.

**Section 3. Vacancies.** Any vacancy occurring on the Board of Directors by reason of the resignation, death, or disqualification of an officer or elected member may be filled by a majority vote of the remaining members of the Board of Directors until the next Annual Meeting. 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 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.

**Section 5. Meetings.**

*A. Number and Types of Meetings.* There shall be at least nine regular meetings of the Board of Directors annually. In the event of extenuating circumstances (e.g., a pandemic, extremely inclement weather), the number of Board meetings may be altered by a majority vote of the Board of Directors. The President shall give notice in writing of all regular meetings at least one month before the meeting. The President may call special meetings (e.g., when a decision is needed before the next regularly scheduled meeting) and shall give notice six days prior to such meeting. Both regular and special meetings may be conducted either in person or by electronic means (e.g., telephone conference call or video conferencing).

*B. Voting.* Votes on urgent matters can be taken by e-mail at the President's discretion. Any votes taken during special meetings or via e-mail will have the same force and effect as those taken during a regular meeting, whether the vote is taken in person or electronically.

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

**Article V Officers**

**Section 1. Enumeration and Election of Officers.** The officers of the League of Women Voters of Bowling Green shall be a President, a Membership Vice President, a Program 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 July 1. The President, the Membership Vice

President, and the Secretary shall be elected in odd-numbered years. The Program Vice President and the Treasurer shall be elected in even-numbered years.

**Section 2. The President.** The 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 appoint a member of LWVBG to serve as Archivist with the responsibility of submitting appropriate documents and ephemera to the BGSU Center for Archival Collections (CAC); and 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 Vice Presidents shall be responsible for membership and program, respectively, and other duties as assigned by the President or Board. At the first board meeting following the Annual Meeting, the Board of Directors shall designate the Program Vice President to serve as President if that office becomes vacant. If the Program Vice President is unable to serve, the Board shall designate the Membership Vice President. If the Membership Vice President is unable to serve in this capacity, the Board of Directors shall elect one of its elected Members, if possible, to fill the vacancy. If no current Board member is able to fulfill the position, a member shall be appointed provided that person has served at least one term on the Board.

**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, directors, and nominating committee chair and two nominating committee members of their election; 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.

**Section 5. The Treasurer.** The Treasurer shall receive and disburse all monies; shall be the custodian of these monies deposited in the bank designated by the Board of Directors; shall identify type of income deposited per the approved budget and pay and record approved budget expenses upon receipt of signed receipts or invoices; shall obtain approval from the Board of Directors prior to paying expenses not included in the adopted budget; shall sign/endorse checks, drafts, and notes; shall manage all financial accounts and instruments (e.g., checking, debit card, certificates of deposit, etc.); shall adhere to relevant sections of the Bylaws of the LWVO and the LWVUS; shall complete a monthly reconciliation of all bank accounts and present monthly financial statements to the Board of Directors and an annual report to the Annual Meeting.

## **ARTICLE VI Financial Administration**

**Section 1. Fiscal Year.** The fiscal year of the League of Women Voters of Bowling Green shall commence on the first day of July each year.

**Section 2. Dues.** Annual dues to be voted on at the Annual Meeting shall be payable by October 15. Any member who fails to pay dues within two months after they become payable 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 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 be a member, but not eligible to chair the committee.

**Section 5. Financial Review Committee.** The Board of Directors shall appoint a committee to review the prior year financial records no later than 60 days following the close of the fiscal year.

**Section 6. Disbandment.** In case of disbandment of the League of Women Voters of Bowling Green, all monies and securities shall be transferred to the Wood County District Public Library Foundation to be used for the purpose of promoting democracy. Should the WCDPL Foundation not accept the funds, they shall be transferred to the League of Women Voters of Perrysburg Area. All other property of whatsoever nature, whether real, personal, or mixed, which may at the time be owned by or under the control of the League of Women Voters of Bowling Green shall be disposed of by any officer of the organization, or corporation for such public, charitable, or educational uses and purposes as may be designated by the Board of the League of Women Voters of Bowling Green.

## **ARTICLE VII Meetings**

**Section 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. In the event of extenuating circumstances (e.g., a pandemic, extremely inclement weather) the number of membership meetings may be altered by a majority vote of the Board of Directors.

**Section 2. Annual Meeting.** An Annual Meeting shall be held before the end of the fiscal year, 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 three members of the nominating committee,
- c. adopt an adequate budget.
- d. transact such other business as may properly come before it.

**Section 3. Quorum.** Twenty percent of the members of the League of Women Voters of Bowling Green shall constitute a quorum at all business meetings when a vote is taken.

## **ARTICLE VIII Nominations and Elections**

**Section 1. Nominating Committee.** The Nominating Committee shall consist of five members: the chairman and two members elected at the Annual Meeting, and two board members appointed by a newly elected Board of Directors at the first Board of Directors meeting following the annual meeting.

**Section 2. Report of the Nominating Committee and Nominations from the Floor.** The report of the Nominating Committee shall be sent to all members one month before the Annual Meeting. Immediately following the report of the Nominating Committee at the Annual Meeting, nominations may be made from the floor by any voting member provided the consent of the nominee has 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 the program.

**Section 2. Program.** The program of the League of Women Voters of Bowling Green shall consist of

- a. action to implement the principles of the League of Women Voters of the United States and the League of Women Voters of Ohio and
- b. those local issues chosen for concerted study and action.

**Section 3. Current Agenda and Continuing Responsibilities.** These categories of program are defined as follows:

- a. The current agenda shall consist of those local governmental issues that the membership shall choose for sustained attention and concerted action.
- b. The continuing responsibilities shall consist of positions on local governmental issues to which the League of Women Voters of Bowling Green has given sustained attention and on which it may continue to act.

**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 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 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 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 majority vote.

e. Changes in the program, in the case of altered conditions, may be made, provided that 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 final action taken.

**Section 5. 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 Conventions**

**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 League of Women Voters of Bowling Green under the provisions of the bylaws of the League of Women Voters of the United States.

**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 League of Women Voters of Bowling Green under the provisions of the bylaws of the League of Women Voters of Ohio.

## **ARTICLE XI Parliamentary Authority**

**Section 1. Parliamentary Authority.** The rules contained in the most recent edition of *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 these bylaws.

## **ARTICLE XII Amendments**

**Section 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.